

Cadet Name: _____ Flight: _____

**TUSCOLA HS—NC-075th
AIR FORCE
AIR FORCE JUNIOR RESERVE
OFFICERS TRAINING CORPS**



*David M. Clontz, Major, USAF,
Senior Aerospace Science Instructor
Steven W. Robertson, SMSgt, USAF, Retired
Aerospace Science Instructor*

Established in 1972. Unit Motto: "*Never-Say-Die!*"

AIR FORCE JROTC UNIT AWARDS

- 1976-1977—Meritorious Unit
- 1977-1978—Meritorious Unit
- 1983-1984—Meritorious Unit
- 1984-1985—Meritorious Unit
- 2005-2006—*DISTINGUISHED UNIT WITH MERIT*
- 2006-2007—Distinguished Unit
- 2007-2008—Distinguished Unit
- 2009-2010—Distinguished Unit
- 2010-2011—*DISTINGUISHED UNIT WITH MERIT*
- 2011-2012—Outstanding Organization Award
- 2018-2019—*DISTINGUISHED UNIT WITH MERIT*



2019-2020 Distinguished Unit

2021-2022 CADET GUIDE

BELIEVE * BELONG * BECOME

WELCOME LETTER

Welcome to TUSCOLA High School Air Force Junior ROTC. We are excited you chose to belong to JROTC. Our program is dedicated in providing you the tools and environment that help you grow as a citizen. and a leader. We will do this by focusing on our mission to:

“develop citizens of character dedicated to serving their country and community.”

We will help you become a better version of you by emphasizing the Air Force Core Values of ***“Integrity First, Service Before Self, and Excellence in All We Do,”*** and the Air Force Junior Reserves Officers Training Corps (AFJROTC) Cadet Creed (Oath) by applying what you learn, and through your participation in JROTC, you will:

- *Develop leadership skills, build confidence, and become accountable and responsible*
- *Wear the uniform proudly and properly*
- *Respect the chain of command and use of proper customs and courtesies*
- *Become proficient in individual and flight drill*
- *Conduct yourself in a socially acceptable manner*
- *Perform assigned duties*
- *Apply yourself to learn the fundamentals of the Aerospace, Leadership and Wellness components of our program*
- *Practice good study habits, time management and pass all your classes*
- *Become a Citizen of Character*
- *Develop a healthy lifestyle*

AFJROTC plays an important role at TUSCOLA High School. We are involved in many campus activities and community events. Whether you are marching in a parade, supporting an athletic team, or wearing your uniform proudly, remember that you represent your school, your community, and Corps—you are a member of ***“NC-075th...Never-Say-Die!”***

Lastly, we want you to remember we are here to support you and help you be successful. We will set the bar high in our expectations of your performance. You will find us to be firm, fair and consistent. The Haywood County School District, TUSCOLA High School and the AFJROTC Department do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

Again, welcome to the NC-075th!

DAVID M. CLONTZ, Major, USAF, (Retired)

Senior Aerospace Science Instructor

STEVEN W. ROBERTSON, SMSgt, USAF (Retired)

Aerospace Science Instructor

GABRIELLA LAREDO MARQUEZ C/Major

NC-075th Cadet Corps Commander

LESLIE M. SMITH, C/CMSgt

NC-075th Command Chief



UNITED STATES AIR FORCE CORE VALUES

Integrity First, Service Before Self and Excellence in all we do.

THE AIR FORCE JUNIOR ROTC CADET CREED (OATH)

I am an Air Force Junior ROTC Cadet.

I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism.

I earn respect when I uphold the core values of integrity first, service before self, and excellence in all we do.

I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself.

My character defines me. I will not lie, cheat, or steal.

I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

I will honor those I serve with, those who have gone before me, and those who will come after me.

I am a patriot, a leader, and a wingman devoted to those I follow, serve, and lead.

I am an Air Force Junior ROTC Cadet.

NC-075TH CORPS OF CADETS GOALS

GOAL #1 – CADET IMPACT (*ACADEMIC*)

GOAL #2 – CADET IMPACT

GOAL #3 – SCHOOL IMPACT (*RECRUITING AND RETENTION*)

GOAL #4 – SCHOOL IMPACT

GOAL #5 – COMMUNITY IMPACT (*COMMUNITY OUTREACH*)

GOAL #6 – COMMUNITY IMPACT

THE AIR FORCE SONG



Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em now, Give 'em the gun!
Down we dive, spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing'll stop the U.S. Air Force!



Brilliant minds fashioned a crate of thunder,
Sent it high into the blue;
Valiant hands blasted the world asunder;
How they lived God only knew!
Boundless souls dreaming of skies to the
conquer Gave us wings, ever to soar!
With scouts before and bombers galore. Hey!
Nothing'll stop the U.S. Air Force!



Here's a toast to the host
Of those who love the vastness of the sky,
To a friend we send a message of the brave who serve on
high.
We drink to those who gave their all of old,
Then down we roar to score the rainbow's pot of gold.
A toast to the host of those we boast, the U.S. Air Force!

Off we go into the wild sky yonder,
Keep the wings level and true;
If you'd live to be a grey-haired wonder
Keep the nose out of the blue!
Fly to fight, guarding the nation's border,
We'll be there, followed by more!
In echelon we carry on.
Oh, nothing'll stop the U.S. Air Force!

THE STAR-SPANGLED BANNER



O! say can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming?
Whose broad stripes and bright stars, thro' the perilous fight,
O'er the ramparts we watched were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still there.
O! say does that Star-Spangled Banner yet wave
O'er the land of the free and the home of the brave?

AIR FORCE JROTC 30-COUNT DRILL SEQUENCE



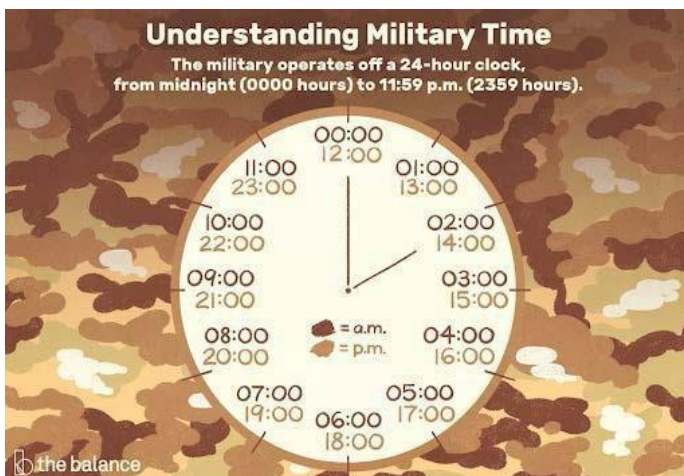
1. Fall In
2. Open Ranks March
3. Ready Front
4. Close Ranks March
5. Present Arms
6. Order Arms
7. Parade Rest
8. Flight Attention
9. Left Face
10. About Face
11. Forward March
12. Right Flank March
13. Left Flank March
14. Column Right March
15. Forward March
16. To the Rear March
17. To the Rear March
18. Column Right March
19. Forward March
20. Eyes Right
21. Ready Front
22. Column Right March
23. Forward March
24. Change Step March
25. Column Right March
26. Forward March
27. Flight Halt
28. Left Face
29. Right Step March
30. Flight Halt

U.S. MILITARY PHONETIC ALPHABET



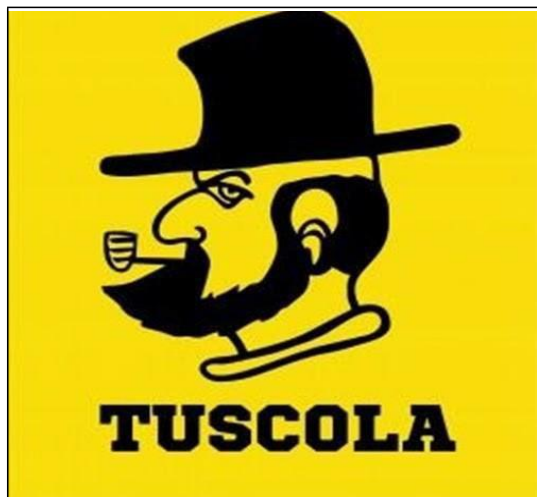
| | |
|-------------|--------------|
| A – Alpha | N – November |
| B – Bravo | O – Oscar |
| C – Charlie | P – Papa |
| D – Delta | Q – Quebec |
| E – Echo | R – Romeo |
| F – Foxtrot | S – Sierra |
| G – Golf | T – Tango |
| H – Hotel | U – Uniform |
| I – India | V – Victor |
| J – Juliet | W – Whiskey |
| K – Kilo | X – X-ray |
| L – Lima | Y – Yankee |
| M – Mike | Z – Zulu |

U.S. MILITARY TIME (24-HOUR CLOCK)

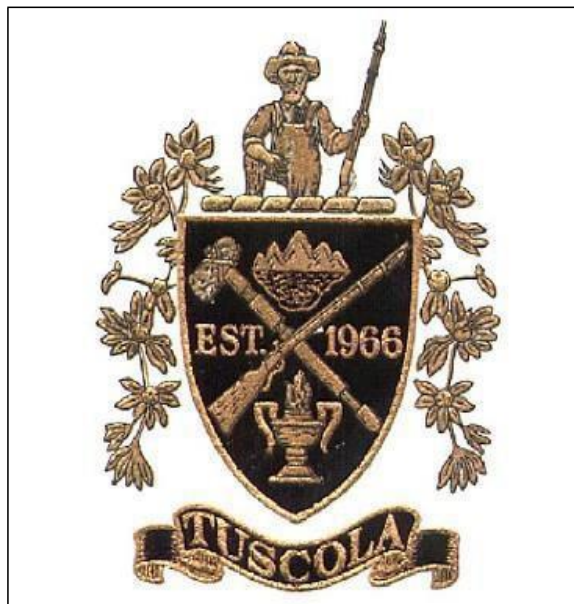


| Normal Time | Military Time | Normal Time | Military Time |
|-------------|---------------|-------------|---------------|
| 12:00 AM | 0000 | 12:00 PM | 1200 |
| 1:00 AM | 0100 | 1:00 PM | 1300 |
| 2:00 AM | 0200 | 2:00 PM | 1400 |
| 3:00 AM | 0300 | 3:00 PM | 1500 |
| 4:00 AM | 0400 | 4:00 PM | 1600 |
| 5:00 AM | 0500 | 5:00 PM | 1700 |
| 6:00 AM | 0600 | 6:00 PM | 1800 |
| 7:00 AM | 0700 | 7:00 PM | 1900 |
| 8:00 AM | 0800 | 8:00 PM | 2000 |
| 9:00 AM | 0900 | 9:00 PM | 2100 |
| 10:00 AM | 1000 | 10:00 PM | 2200 |
| 11:00 AM | 1100 | 11:00 PM | 2300 |

TUSCOLA HIGH SCHOOL



Tuscola is a Cherokee word that means...
"Digging in Many Places."



Mission

Achieve student success through focusing on the whole child as a lifelong learner.

Leadership

Dr. Bill Nolte, Ed.D, *Superintendent*
Heather Blackmon, *Principal*
Jacob Shelton, *Asst. Principal*
Billy Harrell, *Asst. Principal*
Lori Heatherly, *Asst Principal*

Tuscola High School was established in 1966 as a result of the consolidation of the Haywood County School System. Formerly a high school of sophomores, juniors, and seniors, freshmen became a part of the student body in 1993. The school is located off highway 19-23 just twenty miles southwest of Asheville, North Carolina, where it sits amid the beautiful Smoky Mountains. Appropriately, the school mascot is the Mountaineers, frequently abbreviated as the Mounties. Students at Tuscola have numerous opportunities for extracurricular activities. Sports offered are football, basketball, volleyball, baseball, tennis, swimming, softball, track, golf, soccer, cross-country, and cheerleading. The school's award-winning art classes, band program, JROTC, and choral department provide elective choices for students as well. Tuscola High School's student population consists of approximately 950 students. There are approximately 90 teachers who are under the leadership of one principal and three assistant principals.

THS Fight Song

*On Tuscola, on Tuscola Fight right through that line
Draw a circle 'round ole Pisgah as we did in days of old
So, on Tuscola, on Tuscola Fight right through the night
We're for you Mountaineers So win this game!*

School Colors

BLACK and GOLD

School Mascot

Mountaineer

NATIONAL CHAIN OF COMMAND

| | |
|---|---|
| President of The United States (<i>Commander-in-Chief of Armed Forces</i>) | The Honorable Joseph R. Biden, Jr. |
| Vice President | The Honorable Kamala D. Harris |
| Secretary of State | The Honorable Antony J. Blinken |
| Secretary of Defense | The Honorable Lloyd J. Austin III |
| Deputy Secretary of Defense | The Honorable David L. Norquist |
| Secretary of the Air Force | The Honorable John P. Roth |
| Under Secretary of the Air Force | The Honorable Matthew P. Donovan |
| Chairman, Joint Chiefs of Staff | General Mark A. Milley |
| Chief of Staff of The Air Force | General Charles Q. Brown, Jr. |
| Vice Chief of Staff of the U.S. Air Force | General Stephen W. Wilson |
| Chief Master Sergeant of the Air Force | Chief Master Sergeant of the Air Force JoAnne S. Bass |
| Commander, Air Education and Training Command | Lieutenant General Marshall B. "Brad" Webb |
| Commander and President, Air University | Lieutenant General James B. Hecker |
| Commander, Jeanne M. Holm Center | Brigadier General Leslie A. Maher |
| Director, Air Force Junior ROTC | Colonel Johnny R. McGonigal |
| Air Force JROTC Region 2 Director | Ms. Renee Campbell |

NC-075 AFJROTC CADET CHAIN OF COMMAND

| Position | 1st Semester | Second Semester |
|--|--------------|-----------------|
| NC-075th Cadet Corps Commander | | |
| (RAPTOR) Upper Commander | | |
| Command Chief Master Sergeant | | |
| Cadet Corps First Sergeant | | |
| Director of Staff (<i>Executive</i>) | | |
| Academic Officer (<i>KHAS</i>) | | |
| Personnel Officer (<i>WINGS</i>) | | |
| Health & Wellness Officer (<i>Physical Fitness</i>) | | |
| Media (<i>Video/Graphics/Website</i>) | | |
| Public Affairs | | |
| Recruiting | | |
| Leadership Development Req. (<i>LDRs</i>) | | |
| (RAVEN) Lower Commander | | |
| Logistics Officer | | |
| A Flight Commander/Sergeant | | |
| B Flight Commander/Sergeant | | |
| C Flight Commander/Sergeant | | |
| D Flight Commander/Sergeant | | |
| E Flight Commander/Sergeant | | |
| F Flight Commander/Sergeant | | |




INSIGNIA OF THE US ARMED FORCES - OFFICER

O-1 O-2 O-3 O-4 O-5 O-6 O-7 O-8 O-9 O-10 SPECIAL

ARMY

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Second Lieutenant (2LT) | First Lieutenant (1LT) | Captain (CPT) | Major (MAJ) | Lieutenant Colonel (LTC) | Colonel (COL) | Brigadier General (BG) | Major General (MG) | Lieutenant General (LTG) | General (GEN) | General of the Army (GA) | |

MARINES

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|--|
|  |  |  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  | |
| Second Lieutenant (2ndLt) | First Lieutenant (1stLt) | Captain (Cap) | Major (Maj) | Lieutenant Colonel (LtCol) | Colonel (Col) | Brigadier General (BGen) | Major General (MajGen) | Lieutenant General (LtGen) | General (Gen) | | |

NAVY

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|---|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Ensign (ENS) | Lieutenant Junior Grade (LTJG) | Lieutenant (LT) | Lieutenant Commander (LCDR) | Commander (CDR) | Captain (CAPT) | Rear Admiral Lower Half (RADM)(L) | Rear Admiral Upper Half (RADM)(U) | Vice Admiral (VADM) | Admiral (ADM) | Fleet Admiral (FADM) | |

AIR FORCE

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|--|
|  |  |  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  | |
| Second Lieutenant (2d Lt) | First Lieutenant (1st Lt) | Captain (Cap) | Major (Maj) | Lieutenant Colonel (Lt Col) | Colonel (Col) | Brigadier General (Brig Gen) | Major General (Maj Gen) | Lieutenant General (Lt Gen) | General (Gen) | | |

COAST GUARD

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|--|---|---|---|--|
|  |  |  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  | |
| Ensign (ENS) | Lieutenant Junior Grade (LTJG) | Lieutenant (LT) | Lieutenant Commander (LCDR) | Commander (CDR) | Captain (CAPT) | Rear Admiral Lower Half (RADM)(L) | Rear Admiral Upper Half (RADM)(U) | Vice Admiral (VADM) | Admiral (ADM) | | |

INSIGNIA OF THE US ARMED FORCES - ENLISTED

E-1 E-2 E-3 E-4 E-5 E-6 E-7 E-8 E-9 SENIOR ENLISTED APPROACHES

ARMY

| | | | | | | | | | | | |
|-------------------|---|---|---|---|---|---|--|---|---|---|---|
| no insignia |  |  |  |  |  |  |  |  |  |  |  |
| Private E-1 (PV1) | Private E-2 (PV2) | Private First Class (PFC) | Specialist (SPC) | Sergeant (SGT) | Staff Sergeant (SSG) | Sergeant First Class (SFC) | Master Sergeant (MSG) | First Sergeant (1SG) | Sergeant Major (SGM) | Command Sergeant Major (CSM) | Sergeant Major of the Army (SMA) |

MARINES

| | | | | | | | | | | | |
|----------------|---|---|---|---|---|---|--|---|---|---|---|
| no insignia |  |  |  |  |  |  |  |  |  |  |  |
| Private (Pvt) | Private First (PFC) | Lance Corporal (LCpl) | Corporal (Cpl) | Sergeant (Sgt) | Staff Sergeant (SSgt) | Gunnery Sergeant (GySgt) | Master Sergeant (MSGt) | First Sergeant (1stSgt) | Master Gunnery Sergeant (MGSgt) | Sergeant Major (SgtMaj) | Sergeant Major of the Marine Corps (SgtMajMC) |

NAVY

| | | | | | | | | | | | |
|---------------------|---|---|---|---|---|---|--|---|---|---|---|
| no insignia |  |  |  |  |  |  |  |  |  |  |  |
| Seaman Recruit (SR) | Seaman Apprentice (SA) | Seaman (SN) | Petty Officer Third Class (PO3) | Petty Officer Second Class (PO2) | Petty Officer First Class (PO1) | Chief Petty Officer (CPO) | Senior Chief Petty Officer (SCPD) | Master Chief Petty Officer (MCPD) | Force or Fleet Chief Petty Officer (FORNMC/FLTMNC) | Command Master Chief Petty Officer (CCM) | Master Chief Petty Officer of the Navy (MCPON) |

AIR FORCE

| | | | | | | | | | | | | | |
|-------------------|---|---|---|---|---|---|---|--|---|---|---|---|---|
| no insignia |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Airman Basic (AB) | Airman (Amn) | Airman First Class (A1C) | Senior Airman (SRA) | Staff Sergeant (SSgt) | Technical Sergeant (TSgt) | Master Sergeant (MSGt) | First Sergeant (E-7) | Senior Master Sergeant (SMSgt) | First Sergeant (E-8) | Chief Master Sergeant (CMSgt) | First Sergeant (E-9) | Command Chief Master Sergeant (CCM) | Chief Master Sergeant of the Air Force (CMSAF) |

COAST GUARD

| | | | | | | | | | | |
|---------------------|---|---|---|---|---|---|--|---|---|---|
| no insignia |  |  |  |  |  |  |  |  |  |  |
| Seaman Recruit (SR) | Seaman Apprentice (SA) | Seaman (SN) | Petty Officer Third Class (PO3) | Petty Officer Second Class (PO2) | Petty Officer First Class (PO1) | Chief Petty Officer (CPO) | Senior Chief Petty Officer (SCPD) | Master Chief Petty Officer (MCPD) | Command Master Chief (CMC) | Master Chief Petty Officer of the Coast Guard (MCPD-CG) |

Warrant

ARMY

| | | | | | | | | | |
|-----------------------|---|-----------------------------|---|-----------------------------|---|-----|---|-----|---|
| W-1 |  | W-2 |  | W-3 |  | W-4 |  | W-5 |  |
| Warrant Officer (WO1) | Chief Warrant Officer (CW2) | Chief Warrant Officer (CW3) | Chief Warrant Officer (CW4) | Chief Warrant Officer (CW5) | | | | | |

NAVY

| | | | | | |
|-----------------------------|---|-----------------------------|---|-----|---|
| W-2 |  | W-3 |  | W-4 |  |
| Chief Warrant Officer (CW2) | Chief Warrant Officer (CW3) | Chief Warrant Officer (CW4) | | | |









MARINES

| | | | | | | | | | |
|----------------------|---|-----------------------------|---|-----------------------------|---|-----|---|-----|---|
| W-1 |  | W-2 |  | W-3 |  | W-4 |  | W-5 |  |
| Warrant Officer (WO) | Chief Warrant Officer (CW2) | Chief Warrant Officer (CW3) | Chief Warrant Officer (CW4) | Chief Warrant Officer (CW5) | | | | | |

COAST GUARD

| | | | | | |
|-----------------------------|---|-----------------------------|---|-----|---|
| W-2 |  | W-3 |  | W-4 |  |
| Chief Warrant Officer (CW2) | Chief Warrant Officer (CW3) | Chief Warrant Officer (CW4) | | | |

AFJROTC RANK INSIGNIA

| | | | | | | | | |
|---------------------------|---|---|---|---|--|---|---|---|
| No Insignia |  |  |  |  |  |  |  |  |
| Cadet/ Airman Basic | Cadet/ Airman | Cadet/ Airman 1 st Class | Cadet/ Senior Airman | Cadet/ Staff Sergeant | Cadet/ Technical Sergeant | Cadet/ Master Sergeant | Cadet/ Senior Master Sergeant | Cadet/ Chief Master Sergeant |
| (c/AB) | (c/Amn) | (c/A1C) | (c/SrA) | (c/SSgt) | (c/TSgt) | (c/MSgt) | (c/SMSgt) | (c/CMSgt) |







| | | | | | |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| Cadet/ 2 nd Lieutenant | Cadet/ 1 st Lieutenant | Cadet/ Captain | Cadet/ Major | Cadet/ Lieutenant Colonel | Cadet/ Colonel |
| (c/2Lt) | (c/1Lt) | (c/Capt) | (c/Maj) | (c/LtCol) | (c/Col) |



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CHAPTER 1 – Air Force Junior ROTC MISSION, GOALS AND OBJECTIVES

ABOUT AIR FORCE JUNIOR RESERVE OFFICERS TRAINING CORPS



Colonel Johnny R. McGonigal
Director, Air Force JROTC

Welcome to Air Force Junior Reserve Officers Training Corps (AFJROTC). The mission of Air Force Junior ROTC is to "Develop citizens of character dedicated to serving their nation and community." Air Force Junior ROTC is not an USAF accessions program and cadets are never under any obligation to join the military. Air Force Junior ROTC is a Title 10 US Code mandated citizenship training program that is designed to educate and train high school cadets in citizenship, promote community service, instill personal responsibility, character, and self-discipline. The program achieves this through classroom education in air and space fundamentals and hands-on learning opportunities in a number of fun and challenging extra-curricular activities.

AFJROTC Mission Statement.

"Develop citizens of character dedicated to serving their nation and community."

The Air Force Junior ROTC program is grounded in the Air Force core values of "integrity first, service before self, and excellence in all we do." The program has more than 880 Air Force Junior ROTC units in high schools world-wide. There are more than 125,000 high school cadets in the program and more than 1,900 retired USAF instructors who lead, mentor, guide, and teach our cadets in high schools in the U.S. and around the world. Air Force Junior ROTC enjoys overwhelming school administration and community support because of the huge positive impact on cadets, schools, communities, and our nation. In many communities that have no military bases within many miles, the cadets and instructors of Air Force Junior ROTC are truly *"The face of the U.S. Air Force in communities all over the U.S. and the world."*

AFJROTC PURPOSE. Instill in students the value of citizenship, service to the United States, personal responsibility, character, and a sense of accomplishment. To make the greatest positive impact in the lives of our cadets as possible. This is perfectly encapsulated in our motto: "Building Better Citizens for America."

AFJROTC VISION STATEMENT. Air Force Junior ROTC (AFJROTC) will provide a quality citizenship, character, and leadership development program, while fostering enduring partnerships and relationships with high schools, educational institutions, and communities that help meet our citizen development mission.

The "goals" of the Air Force Junior ROTC program are to instill: a. *The values of citizenship* b. *Service to the United States* c. *Personal responsibility* d. *A sense of accomplishment.*

The "objectives" of AFJROTC are to educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals and the

AIR FORCE'S CORE VALUES: > *Integrity First* > *Service Before Self* > *Excellence in All We Do*



Chapter 1 Study Guide

1. *WHAT IS THE MISSION OF THE AIR FORCE JUNIOR RESERVE OFFICERS TRAINING CORPS PROGRAM?*

“Develop citizens of character dedicated to serving their nation and community.”

2. *THE GOALS OF THE AFJROTC PROGRAM ARE TO INSTILL WHAT?*

The values of citizenship, Service to the United States, Personal responsibility, and a sense of accomplishment.

3. *WHAT ARE THE AIR FORCE CORE VALUES?*

Integrity First, Service Before Self and Excellence in all we do.

The Air Force Junior ROTC program will enable students to:

- Develop a high degree of strong morals, self-esteem, self-reliance, personal appearance, and leadership.
- Adhere to the values of integrity, service, and excellence.
- Increase their understanding of patriotism and responsibilities as U.S. Citizens.
- Participate in community service/activities.
- Expand their skills of critical thinking and problem solving, communication & collaboration, creativity & innovation.
- Demonstrate military customs, courtesies, and traditions and develop habits of order, discipline, and social skills.
- Acquire broad-based knowledge of aerospace studies and leadership education.
- Strive to graduate from high school and prepare for college and careers in the 21st century.
- Cultivate commitment to physical fitness and healthy lifestyle.

AFJROTC CADET CREED (OATH)

**“On my word of honor, I will not lie, cheat or steal,
nor tolerate those who do.**

**I will obey the orders of those appointed over me,
and abide by all cadet and school regulations.**

**I will perform my duties to the best of my ability,
so help me.”**

CHAPTER 2 – ELIGIBILITY, ENROLLMENT, DISENROLLMENT AND PROGRAM COMPLETION

1. Eligible Students.

All TUSCOLA

High School students enrolled in a regular course of instruction and physically able to participate in AFJROTC activities may join AFJROTC. All AFJROTC students must be enrolled voluntarily and participate in the full program to include taking AFJROTC academic courses, participate in the cadet corps and wellness program, and wear the prescribed uniform.



In accordance with the Haywood County Schools District (HCSD), homeschool students who meet the above criteria, may enroll in AFJROTC.

2. **Transfers Cadets.** In some cases, a cadet may transfer from another AFJROTC unit or from a high school which offers one of the other military services' JROTC. While academic credit may be transferred, cadet positions and rank earned in another unit are not necessarily transferable. Temporary rank normally relates to the cadet's position in the Cadet Corps. His/her permanent rank is normally tied to the cadet's year in Junior ROTC. Awards and decorations from other service JROTC units will be worn below AFJROTC awards and decorations. Authorized Civil Air Patrol (CAP) ribbons will be worn below other service JROTC ribbons. All transfers will be evaluated by the SASI on a case-by-case basis to determine appropriate cadet rank and position.
3. **Enrollment and Disenrollment. A L L decisions** will be free from discrimination regarding race, religion, color, ethnicity, gender or national origin. The principal and the SASI/ASI will ensure appropriate fitness of cadets to successfully participate in the AFJROTC Curriculum.
4. **DISENROLLMENT.** Being a cadet in AFJROTC is a privilege. The SASI has sole authority to disenroll an AFJROTC cadet at any time during the academic year with proper cause. *Disenrollment is a last resort, and must be preceded by documentation and corrective counseling, to maintain the morale and discipline of the corps.* When a cadet has been identified for possible disenrollment; instructors, the respective cadet and their parents, along with school counselors and administrators work to resolve the cadet's inappropriate issues through counseling, scheduling, and possible removal from the course. Not all efforts listed below may be necessary or even used. In the end, the SASI is allowed to remove any cadet from the NC-075 AFJROTC program.

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4.1. Generally, a maximum of three weeks is sufficient to complete this entire administrative process. In simple terms, a cadet either chooses to comply as required, or is removed from AFJROTC. Again, these students will be placed wherever the school administration sees fit.

4.2. Cadets may be disenrolled from AFJROTC based on any other conduct related reason deemed appropriate by the AFJROTC SASI or the principal.

4.3. EXAMPLES OF DISENROLLMENT:

NOTE: The following list is NOT all inclusive and a cadet may be removed for any one or combination of the following:

4.3.1. Cadet Honor Code violation(s), disciplinary problems, and other derogatory reasons.

4.3.2. Failing to maintain acceptable course standards such as, but not limited to the following: failing grades, improper haircuts, unacceptable grooming, incorrect uniform wear, failure to wear the uniform when required, i.e., four or more no uniform days per semester or half of the academic year, etc.

4.3.3. Ineptitude (inability or unwillingness to grasp academic material) or indifference to training; i.e., participation in drill and ceremonies or leadership development activities.

4.3.4. Undesirable traits of character and/or inappropriate behavior (in or out of uniform) while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public display of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks.

4.3.5. Failing to remain enrolled in school and make satisfactory progress towards graduation.

4.3.6. Parental/Guardian request for release, process will be consistent with current THS drop/add policy.

4.3.7. Failure to Comply with AFJROTC and/or Tuscola High School Regulations and Standards.

4.3.8. Failure to comply with the personal appearance and grooming standards prescribed in Air Force Instruction 36-2903 and the AFJROTC Uniform and Awards Chapter of the Operation Supplement. Examples of inappropriate grooming include (males) earrings, dreadlocks/braided hair, beards, faddish haircuts, baggy/saggy pants; (females in uniform) multiple earrings, facial piercing, multi colored fingernails, excessive hair that interferes with proper wear of headgear.

4.3.9. Cadets NOT demonstrating proper conduct will be limited in participation so that the “good order and discipline” of the unit is not compromised. If rescheduling these cadets is not possible, they will be permanently removed from the Good Standing List and the training environment with a failing grade for not meeting Congressional standards.

4.3.10. Other reason(s) deemed appropriate by the SASI and/or school administration.

4.3.11. Students will be disenrolled from the AFJROTC program with proper cause on a case by case basis for the following:

4.4. DISENROLLMENT PROCESS: Cadets who do not conform to standards will face the following:

4.4.1. Consequences if a student fails to wear the uniform as assigned or demonstrates a habitual indifference to training:

- 4.4.1. **First—**Verbal counseling session with SASI or ASI.
- 4.4.2. **Second—**Parent/SASI Conference.
- 4.4.3. **Third—**Reduction in rank, probationary continuation in the program, ineligibility for extracurricular activities, and parent notification. Principal/guidance will be notified.
- 4.4.4. **Fourth—**Cadet disenrollment. SASI will coordinate disenrollment w/principal and guidance office.

NOTE: JROTC Disenrollment due to Alternative School placement. AFJROTC students assigned to Alternative School cannot fully participate in the JROTC program. Thus, these students must be disenrolled from AFJROTC courses immediately. All students disenrolled from AFJROTC will be placed in a non-AFJROTC class as determined by school administration.

5. PROGRAM COMPLETION & BENEFITS.

- 5.1. AFJROTC Graduate. A student who has successfully completed the AFJROTC academic program as prescribed by public law and Air Force instruction and has been awarded a Certificate of Completion.
- 5.2. Completion Certificate. Passing grades in every credit-granting academic period constitutes successful completion of the AFJROTC program and makes the cadet eligible by law for a Certificate of Completion.
 - 5.2.1. Certificate Types.
 - **AF Form 1256**, *AFJROTC Certificate of Training*, will be awarded to all cadets for successful completion of 2 academic program years of AFJROTC with SASI concurrence.
 - **AFJROTC Form 310**, *AFJROTC Certificate of Completion*, will be awarded to all cadets for successful completion of 3 academic program years of AFJROTC with SASI concurrence.
 - 5.2.2. NOTE: AFJROTC instructors administering a 4-year program have the option of issuing an updated Certificate of Completion after 4 academic program years. An academic year equates to a student completing both semesters each academic year.
 - Certificate Eligibility. Cadets may be awarded certificates even if they do not graduate from high school, since the certificate is based only on AFJROTC performance with SASI concurrence

5.3. **Recognition.** The **AFJROTC Form 308**, *AFJROTC Certificate of Recognition*, is used to recognize AFJROTC cadets and organizations (units) for outstanding support and achievement. The SASI presents this certificate.

5.4. **Advanced Enlistment, ROTC Course Credit, Senior ROTC Scholarships and Service Academy Appointments.** AFJROTC Cadets who complete all program requirements may be eligible for advanced promotion opportunities, Senior ROTC Course Credit and Scholarship opportunities, and special consideration for Service Academy Appointments. Cadets interested in these programs/opportunities should consult with their instructors, military recruiters, senior ROTC detachments, and service academy appointment liaisons as appropriate.

6. Other Considerations.

- 6.1. Special needs and handicapped students may participate in AFJROTC with the concurrence of the SASI and the principal. However, AFJROTC should not have a disproportionate number of any special group of students as compared to the remainder of the student body.
- 6.2. All students are eligible to participate in AFJROTC regardless of sexual orientation. AFJROTC instructors will provide an environment which ensures the privacy of a cadet's sexual orientation is not infringed upon. All school policies as it relates to this subject will be upheld.
- 6.3. Pregnant cadets are permitted to participate in AFJROTC. However, pregnant cadets may be

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limited in their participation in corps activities and selection for corps leadership positions.

6.4. Cadets wishing to participate in after school Leadership Development Requirement (LDR) such as Drill, rocketry, etc. AFJROTC activities may do so at the discretion of the SASI.

6.5. Only students currently enrolled in the full AFJROTC program, or in Reserve Cadet status, may be issued uniforms.

6.6. While AFJROTC instills self-discipline, it is not to be used as a remedy for chronic student disciplinary problems.

7. RESERVE CADET (*Participation*) PROGRAM. *A Reserve Cadet is basically a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular (after school) activities. To qualify as a Reserve Cadet, a student will meet one of the following criteria, with SASI concurrence & approval.*

7.1. The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating curriculum courses.

7.2. The student is currently enrolled in a 4x4 scheduled unit, has completed an AFJROTC course during Term #1 (the first semester), but is not participating in an AFJROTC course during Term #2 (the second semester).

7.3. The student is in a Traditional scheduled school, but cannot participate in the AFJROTC academic program for that particular year due to only duplicated courses being offered.

7.4. A student must have been a cadet for at least one academic year (academic term for 4x4) prior to being considered a Reserve Cadet.

7.5. Reserve Cadets *may participate* in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status **DOES NOT** count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding.

7.6. Reserve Cadets may retain their uniform for the entire academic year. Uniforms for these Reserve Cadets must be issued out of the unit's uniform overage or obtained at no expense to the Air Force.

7.7. Official Reserve Cadet Title/Status: *Reservist*.

7.8. Additional NC-075 Standards: To maintain Reservist status; cadets must wear the designated uniform on uniform day; and report for uniform inspection prior to school or at break. AFJROTC instructions/standards apply.

7.9. Reservists are eligible to participate in the Cadet Promotion Program; provided they meet all requirements during that semester.

7.10. Reservists are eligible to participate in all JROTC extra-curricular/co-curricular activities and earn ribbons for participation in JROTC activities.

7.11. Reservists must check the classroom bulletin boards/with flight leadership weekly to ensure effective communications.

Chapter 2 Study Guide

1. *True or False. All cadets enrolled in AFJROTC must be done so voluntarily?*

True

2. *From which other high school in Waynesville may students enroll in AFJROTC?*

HOMESCHOOLS

3. *Who determines if a cadet's rank transfers if they are coming from another JROTC program?*

Senior Aerospace Science Instructor

4. *True or False. A student may be disenrolled from AFJROTC for failure to wear the uniform?*

True

5. *Can a student become a reserve cadet without ever participating in the AFJROTC program?*

No



CHAPTER 3 – History of Air Force Junior Reserve Officer Training Corps AFJROTC

1. The Junior ROTC program began in 1911 in Cheyenne, Wyoming. The originator of this idea was Army Lieutenant Edgar R. Steevers, assigned the duty of inspector-instructor of the organized military of Wyoming. The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools, and other non-preparatory schools; the Army implemented Junior ROTC in 1916. Public Law 88-647, commonly known as the Reserve Officer Training Corps Vitalization Act of 1964, directed the secretaries of each military service to establish and maintain Junior ROTC units at public and private secondary schools which apply for and are eligible according to the regulations established by each secretary. Such schools must provide a course of military instruction not less than 3 years in length as prescribed by the military department concerned.
2. With a modest beginning of 20 units in 1966 Air Force Junior Reserve Officer Training Corps (AFJROTC) has grown to 875 high schools throughout the world, including units located in the Department of Defense Schools in Europe, the Pacific and Puerto Rico. Junior ROTC enrollment worldwide includes over 124,000 cadets. Only boys were allowed as cadets in 1966, but Public Law 93-165 amended the requirement that a Junior ROTC unit have a minimum number of physically fit male students, thus allowing female students to count toward the minimum students needed for a viable unit. In 1972 the enrollment included 2,170 females making up 9% of the corps. Since then, the number of females has increased to over 36% of the cadet corps.
3. The AFJROTC program provides citizenship training and an aerospace science program for high school youth. Enrollment in the AFJROTC program is open to all young people who are in grades 9-12, physically fit, and are United States citizens. Host schools are selected upon the basis of fair and equitable distribution throughout the nation. Retired Air Force commissioned and noncommissioned officers who are full-time faculty members of the participating high school and employed by the local school board teach AFJROTC classes.
4. TUSCOLA High School was the 75th Air Force Air Force Junior ROTC unit selected in the world, and established in 1972. Our first instructors were Colonel Jack Carter and Chief Master Sergeant James Sorrels. The TUSCOLA High School program has a long-standing history of excellence having been named an honor unit several times and most recently, the unit has been named a Distinguished Unit five times in the last 10 years. Additionally, the unit also received the Distinguished Unit with Merit Award two times, every year eligible since 2009.



Senior Aerospace Science Instructors

| | |
|-------------------------------|-----------------|
| Major David M. Clontz | 2018 to Present |
| Lt Col Kevin 'Hobo' Sutton | 2015-2018 |
| Major David 'Thumper' Thurman | 2012-2015 |
| Lt Col Robert 'Muck' Brown | 2004-2011 |

Aerospace Science Instructors

| | |
|----------------------------------|-----------------|
| SMSgt Steven W. Robertson | 2015 to Present |
| MSgt Joe Johnston | 1997-2015 |
| SMSgt Gene Norton | 1986-1994 |
| MSgt James Lamb | 1978-1984 |



Chapter 3 Study Guide

1. What year and where did the Junior ROTC program begin?

1911; Cheyenne, Wyoming

2. What act originally authorized Junior ROTC?

The National Defense Act of 1916.

3. What is Public Law 88-647 commonly known as?

The Reserve Officer Training Corps Vitalization Act of 1964

4. True or False. The AFJROTC Program exists in schools all over the world.

TRUE. The program exists in DoD Schools in Europe, Asia & in Puerto Rico.

5. What is the percentage of female students in AFJROTC programs today?

36 percent

6. Including the present instructors, how many total instructors have been assigned to the NC-075?

12

7. In what year did Air Force Junior ROTC begin at TUSCOLA High School?

1972



CHAPTER 4 – CADET CONDUCT

NOTE: Paragraphs 1-6 in this chapter are excerpts from the LEADERSHIP EDUCATION 100 Curriculum

1. **Attitude** is a state of mind. It may be positive, or it may be negative. Your attitude affects the success or failure of most of your activities. Your attitude reflects your personal philosophy of life as it is shown by your actions. Your attitude is the frame of mind in which you view yourself, your work, and others.

- 1.1. The Air Force Junior ROTC program is built around the individual. Every person in the program is a key to the success of his or her unit, and, therefore, is a key to the success of the entire unit. If you have a good attitude (that is, you will work to your potential while actively participating in the program), you will be doing your share in the cooperative operation of Air Force Junior ROTC.

- 1.2. Cadets should work up to their potential through active participation in AFJROTC activities. Under all circumstances, cadets should be courteous and respectful and seek responsibility. Cadets are expected to be considerate, mature young men and women. Cadets are responsible for their own attitude in any given situation and will not blame their attitude on someone else or circumstance beyond their control.

2. **Discipline** refers to instruction aimed at guiding a person toward proper conduct or action, or to the orderly conduct and action that results from such training. In much simpler terms, military discipline is that mental attitude and state of training that renders innate obedience and proper conduct under all conditions.
3. **Respect.** Respect for authority and discipline also reinforce one another. But you must first acquire discipline. Self-discipline involves full and voluntary acceptance of authority. Understanding that some things—both pleasant and unpleasant—simply must be done and that there must also be people to ensure that those things get done will help you to respect authority.
4. **Integrity.** The term ethics suggests to some people a very personal, individual standard or philosophy. However, the basic principles of integrity and conduct are guided by a sense of right and wrong. A cadet's sense of right and wrong must be so strong that his or her behavior and motives are above suspicion. Integrity is a firm adherence to a code of especially moral or artistic values. In other words, integrity is honesty.
5. **Ethics** as the rules of conduct that people should follow. Ethics deal with the struggle between good and evil judging whether something we do, say, choose, or think is right or wrong. Some basic personal rules of ethics are:
 - 5.1. **Be honest.**
 - 5.2. **Keep promises.**
 - 5.3. **Obey and be loyal to proper authorities.**
 - 5.4. **Be courageous.**
 - 5.5. **Grow in knowledge.**
 - 5.6. **Be willing to work.**
 - 5.7. **Be moderate (do not do anything to excess).**
 - 5.8. **Maintain and enhance your health.**
 - 5.9. **Do not harm people.**



6. United States Air Force Core Values.

- 6.1. Integrity First. Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the moral compass—the inner voice, the voice of self-control, the basis for the trust needed in today's military. Integrity is the ability to hold together and properly regulate all elements of one's personality. People of integrity, for example, can act on conviction, or their strong beliefs. They can control their impulses and appetites.
- 6.2. Service before Self. This statement tells us that professional duties take precedence over personal desires.
- 6.3. Excellence in All We Do. This expression directs us to develop a passion for continuous improvement and innovation that will propel the Air Force into a long-term, upward spiral of accomplishment and performance.

7. Cadet Roles and Responsibilities.

- 7.1. Cadets are required to follow regulations and instructions issued by the United States Air Force, Haywood County School District, TUSCOLA High School, the AFJROTC Instructors and cadet commissioned and noncommissioned officers.
 - 7.2. The task for you at each level is to learn the job, do the job as well as you can, prove you are ready for the next level of responsibility, set the best example and develop into a good leader by showing an honest understanding and respect for authority.
 - 7.3. Cadets are chosen for leadership positions based on demonstrated performance, job knowledge, leadership potential and potential to take on more responsibility.
 - 7.4. Cadet leaders are entitled to respect and courtesy from subordinates and junior ranking cadets will show respect to senior//higher ranking cadets.
 - 7.5. Cadet leaders are required to always provide a proper example and for maintaining good order and discipline. Whenever a cadet leader is absent, he/she will notify the next in command to take charge and explain his/her specific duties.
 - 7.6. Cadet leaders are authorized to give appropriate and reasonable orders to cadets under their supervision but have no authority to excuse them from scheduled formations or classes or to change or modify existing orders without specific orders, instructions and/or approval from the SASI/ASI. Cadets **will not** abuse their rank or position.
- 8. Titles of Address**—Civilians are addressed by the title Mr., Mrs., Ms., or Miss. Military persons, including instructors, will always be addressed by their rank and last name. Cadets should be addressed by their cadet rank and last name (always use the word **cadet** as to not confuse with active-duty grades) or, it is always acceptable to address a cadet by the title of Mr. or Miss and their last name. Cadet Officers may also be addressed as Sir or Ma'am.
- 9. Saluting**—The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outside when in uniform. The method of salute is described and illustrated in the Chapter 16 of this GUIDE and in Air Force Manual (AFM) 36-2203. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI/ASI. Salutes are not required when cadets are not in uniform.
- 9.1. When to Salute—Active Duty, Retired Officers, and Cadet Officers will be saluted outside in uniform on and off campus. **Note:** The SASI is normally a retired officer and will **ALWAYS** be saluted when outside in uniform.
 - 9.2. The hand salute will be rendered while outside in uniform during the raising or lowering of the US Flag, the playing of the "*National Anthem*" or "*To the Colors*."
 - 9.3. Pledge of Allegiance at School—when at school, in or out of uniform, during the pledge of allegiance, cadets will stand at attention, place their hand over their heart and recite the pledge.
- 10. Academic Standards**—Your hard work, sincere interest, effort, and positive attitude are keys to your success. Initiative, enthusiasm, and cooperation will result in your development and improvement academically. You are expected to do your homework, turn in your work and pass your classes. Continued...

The SASI and ASI will monitor your academic progress. Academic eligibility is a requirement for many of our activities and field trips. Promotions are also based on academic grades; moreover, a continued lack of academic performance may be consideration for removal from the AFJROTC program. The SASI/ASI are available at any time to assist you in reaching your objectives and goals.

11. **Appearance and Grooming Standards**—After joining the cadet corps, new cadets should meet established standards within the first week of school. If a cadet cannot or will not meet the standards, the individual may be dismissed from the corps. Each cadet is expected to set an example for other cadets, as well as other students. This means that as soon as AFJROTC standards are known and understood, each cadet should meet or exceed them.
12. **Competition**—Healthy competition in academics, wellness and other activities is a vital part of the promotion and awards system. Keeping this in mind, aggressive and physically threatening behavior will **NOT** be tolerated and will be dealt with within the discipline guidelines of the unit and school (found in the Code of Conduct and school handbook).
13. **Public Display of Affection (PDA)** — *PDA* is **prohibited** between all cadets in or out of uniform, on campus or while off campus at a sponsored AFJROTC event.
14. **Inappropriate Behavior**—Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, fighting, derogatory remarks, insubordination (disobedient to authority), disrespect, verbal threats, and physical attacks. As stated previously, this type behavior will **NOT** be tolerated and will be dealt with within the discipline guidelines of the unit and school.
15. **PROHIBITED BEHAVIOR.**
 - 15.1. **Assault** Students are prohibited from assaulting, physically injuring, attempting to injure, or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.
 - 15.2. **Threatening Acts.** Students are prohibited from directing toward any other person any language that threatens force, violence, or disruption, or any sign or act that constitutes a threat of force, violence, or disruption. Bomb and terrorist threats are also addressed in Haywood County School Board (policy 4333) Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety.
 - 15.3. **Harassment.** Students are prohibited from engaging in or encouraging any form of harassment, including bullying and cyberbullying of students, employees, or other individuals on school grounds, at school-related functions, and at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools. Harassment is unwanted, unwelcome, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. A hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.
16. **HAZING IS STRICTLY FORBIDDEN.** It is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm like shoving, pulling, or grabbing. Applies to all. No form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is not allowed.
 - 16.1. Requiring cadets to perform push-ups or any other physical activity as punishment is forbidden.
 - 16.2. Harassment, such as improper or abusive language, and coercion of lower-class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned nor tolerated.
 - 16.3. Unauthorized Clubs. We do not encourage, facilitate, or otherwise condone secret societies or private clubs.
 - 16.4. Cadets will not condone or encourage any type of hazing or initiation rituals.
17. **Haywood Count School District/Tuscola High School Code of Conduct.** Cadets are expected to follow all Haywood Co. School District (HCSD) & TUSCOLA High School rules and procedures found in

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the District Code of Conduct and TUSCOLA High School Student Handbook. Of particular note are the district/ school dress code and electronics use policy. These policies are restated below.

- 18. DRESS CODE.** The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. A student's dress and grooming should be clean, neat and in good taste at all times. A student's appearance shall not create a distraction from nor interfere with the normal orderly process of the instructional program or of the management of any school program. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance. The following specific guidelines must be adhered to in the matter of dress in all HCSD.
- 18.1.1. Appropriate and modest attire is required. Some examples of items not to wear include but are not limited to off-the-shoulder apparel, tank tops, spaghetti straps, muscle shirts, mesh tops, halter tops, see-through clothing, exposed midriff or backs, bicycle shorts, sunshades in the buildings.
 - 18.1.2. All apparel, accessories and visible body markings must be free of references to race, alcohol products, tobacco products, drugs, sex, vulgarity, profanity, death, suicide or violence, either explicitly or by innuendo. Body markings on any part of the body must be reasonably covered in an unobtrusive manner if they are gang related or violate any provision of the dress code.
 - 18.1.3. Clothing must be appropriately sized and worn at the waistline. No shorts, skirts, or dresses may be shorter than five inches above the top of the knee. Clothing that is altered, slit, or frayed and exposes skin that otherwise would not be permitted, is not allowed. Leggings/tights are not allowed without shorts or skirts unless covered by an appropriate garment that completely covers the student's buttocks.
 - 18.1.4. Clothing must adequately cover the student's body so as not to consistently expose any portion of underwear, cleavage, midriff, or buttocks when standing or sitting with normal posture. Outer garments must cover undergarments (athletic shorts, pajamas etc.) at waist level.
 - 18.1.5. Shoes appropriate for school must be always worn. See campus handbook as applicable. No house shoes. No shoes with wheels.
 - 18.1.6. Hats, caps, hoods, or any other head coverings are not to be worn in the building.
 - 18.1.7. Hair should be clean and appropriately groomed and cut or styled in such a way that it does not cover the eyes. Students will not be allowed to spray paint or dye their hair green, blue, purple, pink, or other unnatural tints. The District also prohibits hairstyles and treatments that are unconventional, gang related and/or create a potential disturbance/distraction. Designs in hair and mohawks are prohibited for elementary and middle school students. See campus handbook for high school.
 - 18.1.8. Visible body piercing or clipping jewelry is limited to the ears in elementary and middle school. In high school, facial piercings should be limited to clear or small studs. Body piercings should always remain concealed.
 - 18.1.9. Any apparel, accessory or visible body marking that denotes gang-related association is prohibited (i.e., rags, bandanas, chains, spiked or studded items, or other physical alterations as identified by local law enforcement).
- 19. Electronic Devices.** Students are not permitted to possess electronic devices such as personal tablets, handheld games, viewing or listening devices (*iPods, DVD/CD players, radios, camcorders, cameras, etc.*) or pagers unless prior permission has been obtained from the principal or teacher. Without such permission, teachers will collect the items and turn them in to the principal's office. NOTE: Cadets must bring school issued Google Chromebook.
- 19.1. Cell Phones. Students may carry cell phones and use them during passing periods, but upon entering the classroom all phones must be out of sight and turned off or completely silenced. Cell phone use is permissible in the cafeterias and immediate patio areas around the cafeterias only during the student's designated lunch time. If a faculty or staff member sees or hears the prohibited use of a student's cell phone in any instructional building or class periods, the phone may be taken up.
 - 19.2. If at any time, including permitted cell phone use in the hallways or cafeteria, a faculty member or administrator has reasonable suspicion of conduct violations or illegal activity using the cell phone or other electronic device, the device is subject to confiscation and a school administrator will be allowed access to the device, SIM card, memory card, battery, and all components for the device. If any evidence of illegal activity is found, the device and/or evidence may be turned over to law enforcement authorities.

Chapter 4 Study Guide

1. *What are cadets responsible for in any given situation and not to blame others or circumstances beyond their control on?*

Their attitude.

2. *That mental attitude and state of training that renders innate obedience and proper conduct under all conditions describes what?*

Military discipline.

3. *What is integrity?*

Integrity is a firm adherence to a code of especially moral or artistic values. In other words, integrity is honesty.

4. *What factors are used to choose cadets for leadership positions in the corps?*

Demonstrated performance, job knowledge, and leadership potential

5. *True or False. It is ok for cadets to abuse their rank or position?*

False

6. *When addressing a cadet, how do you differentiate between them and an active duty Air Force member?*

By using the term Cadet before their rank.

7. *Describe the reason for the hand salute.*

The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outside when in uniform.

8. *Who are cadets required to salute?*

Active Duty, Retired Officers, and Cadet Officers will be saluted outside in uniform on and off campus.

9. *True or False. Cadets are not required to stand, place their hand over their heart, and recite the pledge of allegiance to the US Flag when in uniform?*

False

10. *Describe the unit policy on the Public Display of Affection (PDA).*

PDA is prohibited between all cadets in or out of uniform, on campus or while off campus at a sponsored AFJROTC event.

11. *What is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm?*

Hazing

CHAPTER 5 - AFJROTC CLASSROOM PROCEDURES

1. Prior to class:

1.1. **Classroom entrance**—Cadets will assemble by element in the hallway in a single-file line at parade rest. After the tardy bell rings, the flight commander/sergeant will march the cadets into the classroom. Cadets will stand behind their assigned seat at parade rest. If the class is unable to demonstrate self-discipline or enter the classroom appropriately, the entrance procedures will be repeated.

1.2. **REPORT**—After cadets have placed their backpack, etc. in/under their desk, they will assume “Parade Rest” The flight commander/sergeant will then call the class to attention and informs the instructor that the class is ready for instruction, with the following reporting statement: “Sir/Ma’am,” the Flight is prepared for instruction. Upon direction, the flight commander/sergeant will report any absences before the official Roll Call. Upon receiving the instructor salute, the flight commander/sergeant will give the command “Parade Rest.”

1.3. **ROLL CALL**—When a cadets’ name is called, cadets will come to attention, answer “here sir/ma’am as appropriate and go back to parade rest. The flight commander/sergeant will verify, then record attendance in the flight folder and direct the flight to take their seats; and the instructor will verify and record any absences in the computer.

1.4. **Oath & Announcements**—After attendance has been taken, the flight commander/sergeant will call the room to attention, and lead the class through the Cadet Creed (Oath). The flight commander/sergeant will then call the flight to attention and give them seats. Flights are highly encouraged to respond with a motivating response such as “AIRPOWER.” Once all cadets are seated, a cadet or instructor will cover any upcoming events, information, uniform wear, etc.

1.5. **Tardies**—No excuses are accepted for tardiness and school tardy procedures will be followed.

No person will be reported as present unless they are in the classroom. If a cadet shows up after the tardy bell, the cadet must have a tardy pass, if not the cadet must obtain a tardy pass, return to class, and salute the flight commander/sergeant and request permission to enter the class. The flight commander/sergeant will return the salute and collect the pass from the cadet and turn it in to the SASI/ASI. If the cadet does not have a pass, the FC/FS will direct the cadet to the SASI/ASI.

2. The flight commander/sergeant, when appropriate, should notify the instructor when there is 5 minutes remaining in the period. At this time, the flight commander/sergeant will lead the class in preparing for dismissal, straightening the room, returning books to the shelves, etc. When the bell rings to change classes, the flight will again be called to attention by the flight commander/sergeant. The flight will remain at attention until dismissed by the SASI/ASI at which point the flight commander lead the class in the flight motto and command the flight to “column of files from the left” to exit the room.

3. Conducting class in AFJROTC—All classes will be conducted in a military manner.

4. The following classroom rules of conduct apply, cadets **WILL NOT**:

- 4.1. Leave the classroom after tardy bell without instructor’s permission.
- 4.2. Leave their seat without permission.
- 4.3. Talk when the instructor is speaking or someone else has the floor.
- 4.4. Sit on desktops, step, or jump through desks, tilt chair backward or put feet on tables or chairs.
- 4.5. Throw anything in the classroom or leave trash on the floor..
- 4.6. Write on or deface tables, chairs, walls, books, etc.
- 4.7. Eat, drink, or chew gum in the classroom, unless given permission.
- 4.8. Cadets may have a bottle of water and will properly dispose of it when finished..
- 4.9. Write on chalkboard without instructor permission nor will the cadet disturb pictures or bulletin board items.
- 4.10. Read or work on material that does not apply to AFJROTC without permission from the instructor.
- 4.11. Sit in any seat other than your assigned seat.
- 4.12. Remove markers or erasers from the board tray.
- 4.13. Make loud noises or participate in horse play in the classroom.
- 4.14. Sleep in class. If a cadet feels drowsy, they should leave their seat and stand quietly in the back of the room at parade rest. Once they feel refreshed, they may return to their seat.



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5. **Academic Work**—The AFJROTC curriculum is presented by the instructors in a variety of ways including teaching lectures, guided discussions, interactive activities and games, demonstration/performance method, etc. Cadets will be called upon for discussions, assigned tasks and written work, and at times broken into smaller groups for dynamic learning. At all times, cadets are expected to fully participate in classroom activities. For all written assignments, cadets will be required to label their work in the following cadet academic header format:

First Line: Cadet Rank, Last Name, First Initial

Second Line: Flight

Third Line: Military Date Format

Example

c/TSgt Doe, J. A
Flight
23 Aug 12

6. **Instructor Office Entrance Procedures.** For any cadet to enter the instructor office the following procedures apply.
- 6.1. Knock once loudly on the door.
 - 6.2. Once addressed, ask for permission to enter with the statement, “Sir, permission to enter.”
 - 6.3. Once given permission, march smartly into the office at a place approximately 3 paces from the instructor’s desk, stop at attention, salute, and give the appropriate reporting statement.
 - 6.3.1. If the cadet is initiating the conversation, “Sir, Cadet *Last name* reports.”
 - 6.3.2. If the instructor directed the cadet to come to the office, “Sir, Cadet *Last name* reports as ordered.”
 - 6.4. Stand at attention unless otherwise directed by the instructor.
 - 6.5. At the end of the conversation, stand at attention, salute the instructor (nothing is said), execute an about face and march out of the office.
7. **Logistics Supply Room, Storage Rooms and Cadet Office Area**—These areas are used for preparing for PT, briefings, meetings, administrative and logistical work. The C orps C ommander will decide which cadets have access to these areas. The Corps C ommander is responsible for the activity and the cleanliness of this supply room. If anyone fails to follow these guidelines, the SASI or ASI has the authority to remove ALL privileges of all cadets to use this supply room.
8. **KNOCK-IT-OFFS:** Any time a cadet feels that he/she or someone else is being treated in an inappropriate manner not in accordance with the Tuscola Student Handbook, the cadet may call a “*Knock-it-off*”. This includes any degrading comments or discrimination with respect to race, religion, ethnicity, gender, or any other offensive remarks. Most importantly, if a cadet senses that his/her physical well-being is in danger, or an incident occurs that requires immediate teacher or administrator attention, he/she will call a “*Knock-it-off*.” The intent of this phrase is to automatically bypass the Cadet Chain of Command, and report such serious incidents directly to the SASI/ASI. Cadets will only call “*Knock-it-offs*” in the appropriate circumstances, and will not abuse the phrase to bypass or undermine the cadet chain of command.

Chapter 5 Study Guide

1. *List behaviors that are prohibited in the JROTC Classroom.*

Leaving seat or classroom without permission, talking when someone else has the floor, sitting on desktops, jumping through desks, tilting chairs backward, putting feet on tables or chairs, throwing things, writing on/defacing property, eating, drinking, chewing gum, writing on board without permission, disturbing pictures/posts on boards, doing work for other classes without permission, sitting in unassigned seat, obnoxious behavior or horseplay, throwing or leaving trash in the room or sleeping in class.

2. *What should a cadet do if he/she feels drowsy during class?*

Stand at parade rest in the back of the room until YOU feel refreshed enough to return to YOUR seat.

3. *Describe the Academic Header format required on written work in AFJROTC.*

Line 1 – Cadet Rank, last name, and first initial

Line 2 – Assigned Flight

Line 3 – Date in correct military format

4. *After knocking and being instructed to enter; what are the two appropriate reporting statements when entering the instructor's office?*

CADET INITIATED CONVERSATION—“Sir/Ma’am, Cadet Last Name reports”

INSTRUCTOR DIRECTED CONVERSATION—“Sir/Ma’am, Cadet Last Name reports as ordered”

CHAPTER 6 - GOVERNMENT PROPERTY

1. **Texts and Reference Books**—AFJROTC texts/workbooks are available to each cadet, but will not be issued; however, cadets may check the books out. Any texts, books or other U.S. Government property lost, damaged, or destroyed due to improper handling will be paid for by the individual cadet.
2. **Uniform Initial Issue**—within the first 45 days of school, parent’s acceptance of responsibility, and cadets meeting established standards, each cadet will be issued an AFJROTC uniform and insignia. All Air Force uniform items are issued free of charge. Cadets/Parents/Guardians must accept responsibility to replace any lost/damaged item.

| Uniform Item | Cost (Male Items) | Cost (Female Items) |
|---|-------------------|---------------------|
| Dress Shoes | \$48.45 | \$49.10 |
| Trousers/Slacks | \$47.50 | \$42.31 |
| Short Sleeve Blue Shirt | \$14.60 | \$12.77 |
| Service Dress Coat | \$110.80 | \$99.79 |
| Lightweight Blue Jacket | \$87.70 | \$87.70 |
| Blue Belt | \$3.15 | \$3.15 |
| Belt Buckle | \$4.39 | \$4.39 |
| Flight (Garrison) Cap | \$10.99 | \$9.44 |
| White V-neck T-shirt | \$4.00 | \$4.00 |
| Tie / Neck tab | \$5.80 | \$8.23 |
| PT Shirt | \$6.95 | \$6.95 |
| PT Shorts | \$9.95 | \$9.95 |
| Corps Polo Shirt | \$20.00 | \$20.00 |
| The following Items will be issued to Junior and Senior Cadets only | | |
| Skirt | n/a | \$38.03 |
| ABU Boots | \$106.61 | \$101.99 |
| ABU Trousers | \$42.94 | \$41.71 |
| ABU Hat | \$5.96 | \$5.96 |
| ABU Belt | \$3.88 | \$3.88 |

NOTE: All prices are subject to change based on current market values.

- 2.1. Any items that need alterations to ensure a proper fit (*i.e., pants length, sleeve length, etc.*) will be taken by the instructors for alterations covered at government expense.
- 2.2. Corps Polo Shirt. Once cadets pay the yearly activities fee, they will be issued the unit polo shirt. This shirt will be worn at many unit community service events and field trips.
3. **Responsibilities**—Cadets will care for and properly maintain uniforms, equipment, textbooks and other AFJROTC or school facilities provided for their use. Before any item of government property is issued for long term use, the cadet and his/her parent or guardian must understand that the equipment must be returned in good condition and by the specified due date. Payment for loss, damage, or cleaning of any item will be at the current market price.
4. **Supply Discipline:**
 - 4.1. **Purpose**—The uniform represents our nation and its highest ideals. Persons wearing the uniform must maintain this respect by insuring his/her uniform is always correct and in good condition.
 - 4.2. **Maintenance:**
 - 4.2.1. Uniform items that become unserviceable (*i.e., torn, frayed, stained, buttons missing, etc.*) must be brought in for replacement as soon as the condition is discovered.
 - 4.2.2. If a uniform item no longer fits, the cadet must bring it in for replacement as soon as possible.

4.2.3. Cadets will not have items of issue altered by parents or tailors in any manner, without the permission of the SASI/ASI. Alterations will be made in accordance with Air Force standards.

5. Uniform Turn-in—When a cadet drops, dis-enrolls, or leaves the program or school for any reason, he/she will be required to turn in all issued uniforms and insignia (excluding socks, PT gear, nametag, and ribbons). Uniforms are issued in a clean condition; therefore, they must be turned in clean (cleaners' bag and receipt required). If the uniforms are turned in dirty, a \$30.00 cleaning fee will be charged.

5.1. If a cadet fails to return their issued uniforms within five (5) school days of dis-enrollment, an administrative hold (*Obligations List*) will be placed on their school account with the administration office.

5.2. A cadet placed on administrative hold will not be allowed to receive school transcripts, diplomas or participate in school-wide activities until all issued items are returned.

5.3. In lieu of returning issued items to clear the administrative hold, a cadet may pay for all issued items at the current market price.



Chapter 6 Study Guide

1. *True or False. There are no costs to cadets for alterations of the JROTC Uniform.*

True

2. *When should a cadet bring in a uniform item that has become unserviceable or no longer fits?*

As soon as possible

3. *Are cadets authorized to have uniform items altered on their own without instructor approval?*

No

4. *What must a cadet do with his or her uniform when they are no longer in JROTC?*

Turn it in dry cleaned in a cleaning bag with a receipt or pay a \$20 cleaning fee.

CHAPTER 7 – WEARING THE AFJROTC UNIFORM

1. Air Force Junior ROTC cadets generally wear the same uniforms worn by active-duty personnel except for special JROTC rank and patches. “Cadets are expected to honor the uniform—to wear it properly and with pride.” The wear of the Air Force uniform unites with and identifies you as an associate member of the finest Air Force in the world. The governing directives for uniform wear are Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*; Air Force Junior ROTC Instruction 36-2001, *Air Force Junior ROTC Operations*; *AFJROTC Guide* and the guidelines published in this Cadet Handbook. These directives provide information on grooming and uniform wear standards.



2. The proper wearing of the uniform should be a matter of personal pride. Knowing that being properly groomed and your uniform is clean, pressed, neat, and conforming to instructions gives confidence and projects a positive image. Achieving this requires acceptance of personal responsibility to pay careful attention to detail when setting up your uniform, as well as cleaning, caring and storage of the uniform. At no time do we bring discredit to the Air Force uniform by wearing it improperly.
3. Occasions for wearing. Cadets will receive instruction on the proper wear of all uniforms. It is the responsibility of each cadet to ensure his or her uniform is cared for and worn when required. The wear of the AFJROTC uniform other than the occasions designated is strictly prohibited without prior approval of the SASI or ASI. On uniform inspection days cadets are expected to adhere to the following.
 - 3.1. Wear the complete uniform in the proper manner and be properly groomed from the time you depart your home.
 - 3.2. Wear the complete uniform in the proper manner and be properly groomed throughout the school day.
 - 3.3. Wear the complete uniform in the proper manner and be properly groomed until you return to your home following school.
 - 3.4. If you participate in an extracurricular activity after school such as band, athletics, cheer, etc., that requires activities that may soil the uniform, you may elect to bring other clothes to change into **AFTERSCHOOL**.
 - 3.5. At **NO** time will a partial uniform be worn or uniform parts be worn with non-uniform clothing.
 - 3.6. Civilian attire such as coats, sweaters, or windbreakers will **NOT** be worn with the uniform at any time.
 - 3.7. The uniform policy of the TUSCOLA AFJROTC is not subject to compromise. Repeated failure to wear the uniform properly and/or when required may result in a recommendation to the Principal to remove the cadet from the AFJROTC program. Cadets are responsible for preparing their uniforms for inspections. It is understood that cadets often do not have the ability to send/ retrieve their uniforms to/from the dry cleaners. Parents should contact the instructors if a cadet has a legitimate issue as to why they were unable to wear their uniform on the designated uniform inspection day. Waking late and rushing to catch the bus is not an excuse. At the very least, the uniform should be prepared for wear the night before. Should you have any questions concerning uniform inspection or wear requirements contact the ASI.
4. AFJROTC Cadets do not **“have”** to wear the great USAF uniform...they **“get”** the honor of wearing the uniform and are expected to wear it proudly. The AFJROTC uniform must be worn once per

week as directed by the Haywood Co. Schools District and Air Force contract. It is **your** responsibility to comply with this contract.

5. Wearing once per week is defined as wearing the uniform to school **ALL DAY**. It is understood that under special circumstances, it may be necessary for you to change out of your uniform during the school day. Examples of this include but are not limited to athletic or PE classes, shop, art or cooking classes, or other groups that might require you to wear another school uniform (i.e., art, band, welding, FAA, Earth Science, etc.) In these cases, you are required to wear the AFJROTC uniform until that class time and change back into your uniform after that class is over (except for the first and last period of the day.) If you fail to change back into your uniform as required per the above policy, you will be given a uniform grade of zero for the day and will be required to make up the uniform wear. **NOTE:** If cadets are assigned to ISS, they are not to wear any uniform option while assigned. They will be required to make up the uniform wear on the next normal school day after return to class.
 6. Each week cadets will receive a grade for uniform wear during an **Open-Ranks Inspection (ORI)**. This inspection will take place on the AFJROTC Drill Pad. In cases of inclement weather, the inspection will take place in the classroom, hallway, or alternate location. The ORI will be conducted by an instructor, flight commander or flight sergeant. While cadets may inspect other cadets for discrepancies, only the instructors will determine the grade given. Prior to the weekly ORI, each cadet will be handed their Cadet Inspection Record. The cadet will hand their inspection record to the inspector during the ORI. Discrepancies will be noted on the Cadet Inspection Record and given to the instructor. Once all inspection grades have been entered, the inspection record will be returned to the flight commander to maintain in the flight folder.
 7. Uniform Wear Make Ups—Cadets will receive a weekly uniform grade, which will be a maximum of 100 if worn on the correct day, **normally on Wednesday**. The actual grade a cadet receives will be determined by a personal inspection in which each weighted item carries a point value. If a cadet is not in uniform on the assigned day, a grade of zero will be entered into the grade book. If the uniform is worn late the maximum points will be 70. The makeup wear must occur prior to the next scheduled wear. If a cadet is making up a uniform wear, it is the cadet's responsibility to find the SASI/ASI to inspect them and log the grade in the computer. If a cadet **knows** in advance that they will be absent on the uniform wear day, they are responsible to wear the uniform before the absence and will receive a full grade based on a personal inspection.
 8. Instructor Letter to Parents—In addition to making up the uniform wear, cadets may be required to take home a letter for their parents to sign, acknowledging understanding of the cadet's failure to meet expectations and how it can affect their grade.
 9. PT Uniform—On published PT Days (days in which the class will have an organized workout), cadets will be required to wear the issued TUSCOLA AFJROTC PT uniform **to include appropriate athletic style shoes**. Cadets will be given time at the beginning of class and end of class to change into/out of the PT uniform. During weeks where PT is conducted, wear of the PT uniform will be factored into the daily grade as follows:

| | |
|--|-------------|
| 9.1. Proper PT Gear and appropriate shoes: | Grade = 100 |
| 9.2. Partial PT Gear and appropriate shoes: | Grade = 70 |
| 9.3. No PT Gear but still able to participate: | Grade = 50 |
| 9.4. No PT Gear and unwilling to participate: | Grade = 0 |
- Please note that since **PT days are usually on Tuesday**, there may be an opportunity to “make up” a missed PT uniform wear. On “team building” days (not an organized workout, but a “fun” activity day) cadets **may** wear the PT uniform but will not be required...they may wear school appropriate clothing of their choosing but **must meet the appropriate athletic shoe requirement**.
10. Major uniform or cadet grooming violations that are due to direct refusal by the cadet to correct **may** result in the cadet being required to change out of the uniform into normal school clothes. This may

include but not be limited to cases of extreme out-of-standards appearance to include hair, facial hair, white socks, civilian items worn with the uniform, etc. While this may seem to place an unfair burden on the cadets, remember that cadets wear the same uniform as active-duty military members and will not be allowed to show disrespect to the uniform or become an embarrassment to the unit or TUSCOLA High School. This requirement may only be imposed by the instructors.

11. Care of the Uniform. All uniform items issued must be cared for and maintained by the cadet to whom it was issued. Your uniform should be cleaned every week prior to wearing it. General care includes washing the uniform, taking care to not soil or stain it, and ensuring it is lint, dust and dirt free. You should hang your uniform appropriately...*DO NOT* stuff it in your backpack, cram it in your athletic locker, or chunk it on your floor or in your closet. If at any time a uniform item becomes unserviceable, you must attempt to fix it or bring it to the ASI's attention. If a button comes off, ask your parents to sew it back on. Care of uniform items and other tips are described below. Always read the care labels of all items as well.
 - 11.1. You may wash the short sleeve blue shirt in a washing machine, dry it in a dryer and iron it to ensure it is wrinkle free.
 - 11.2. The pants/slacks/skirt, lightweight jacket, flight caps, ties and neck tabs should be dry cleaned. Understanding that this can be quite expensive, if you have to, you can wash these items on a delicate setting in a washer and hang dry or place in a dryer on a low heat setting. These items may also be ironed on a low heat setting. A good rule of thumb is to dry clean these items once a month and wash them in-between those times.
 - 11.3. *DO NOT* leave the necktie in a tight knot. Untie and retie the necktie with each wear.
 - 11.4. *DO* place your name on a piece of masking tape inside your flight cap...when you lose it, we'll know whose it is.
 - 11.5. The service dress coat is "dry-clean only" and will *never* be placed in a washing machine or dryer...you will ruin it. Since the service dress coat is only worn occasionally, the recommendation is to take it to the dry cleaners a couple of times each semester.
 - 11.6. Keep a lint brush at home and use it before you leave the house on uniform day.
 - 11.7. Your shoes should always be clean and shined to a high-gloss appearance. Proper shoe-shinning techniques will be taught in class. Carry a small cloth with you on uniform day to re-buff your shoes prior to inspection.

| NC-075 AFJROTC CADET INSPECTION RECORD | | | | | | | | | | | |
|---|------------|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| LAST NAME | FIRST NAME | FLT | Date | Date | Date | Date | Date | Date | Date | Date | Date |
| Present or Absent (Circle one) | | | A / P | A / P | A / P | A / P | A / P | A / P | A / P | A / P | A / P |
| UNIFORM NOT WORN | | | -100 | -100 | -100 | -100 | -100 | -100 | -100 | -100 | -100 |
| Hat - not worn | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| Hat – dirty | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Hat Insignia - not worn | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| Hat Insignia - improper placement | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Hair - extremely out of standards | | | -50 | -50 | -50 | -50 | -50 | -50 | -50 | -50 | -50 |
| Hair - close, but still out of standards | | | -15 | -15 | -15 | -15 | -15 | -15 | -15 | -15 | -15 |
| Hair - faddish, bulk, spots, etc. | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Facial Hair | | | -20 | -20 | -20 | -20 | -20 | -20 | -20 | -20 | -20 |
| Sideburns - too long, too wide, etc. | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Make Up – improper | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Eye Wear – improper | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Jewelry – improper | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Nails - improper color, length, etc. | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Rank - not worn | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| Rank - not properly placed | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Tie/Tab - not worn | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| Tie/Tab - not properly tied/placed | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Name Tag - not worn | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| Name Tag - not properly placed | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Ribbons - not worn | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| Ribbons - not properly placed | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Ribbons - unserviceable (dirty, frayed, etc.) | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Badges - not worn | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| Badges - not properly placed | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Shirt - not pressed, stains, etc. | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| T-Shirt - not worn | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| T-Shirt – improper | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Patches | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Buttons - missing/not buttoned | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Belt - not worn | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| Belt - not properly placed | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Gig Line - not aligned | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Pants - ill fitting, too long, etc. | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Socks - wrong color, type, etc. | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| Shoes - not shined, dirty | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| Discipline - position of attention, bearing | | | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 | -10 |
| Knowledge - inspection questions | | | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 | -5 |
| GRADE/NOTES (Instructor Use Only) | | | | | | | | | | | |
| Mark if cadet did not wear | | | MIS | MIS | MIS | MIS | MIS | MIS | MIS | MIS | MIS |
| Mark if cadet was absent | | | MUP | MUP | MUP | MUP | MUP | MUP | MUP | MUP | MUP |
| FINAL GRADE | | | | | | | | | | | |

Chapter 7 Study Guide

1. *When are cadets allowed to change out of their uniform during the school day?*

Athletic or PE classes, shop, art or cooking classes, or other groups that might require you to wear another school uniform (i.e., art, band, welding, FAA, Earth Science, etc.) In these cases, cadets are required to wear the AFJROTC uniform until that class time and change back into their uniform after that class is over (except for the first and last period of the day.)

2. *What will happen if a cadet changes out of their uniform during the school day and does not put it back on?*

He or she will receive a grade or zero for uniform wear and will be required to make it up

3. *If a cadet fails to wear the uniform on the assigned day, what is the make-up policy?*

The cadet must wear the uniform prior to the next uniform wear date for a maximum grade of 70. It is the cadet's responsibility to contact one of the instructors to ensure the make-up grade is entered.

4. *What should a cadet do if he or she knows in advance they will be absent on uniform day?*

Wear the uniform before (preferably) or after the uniform day for a full grade.

5. *What happens if a cadet does not wear the appropriate shoes on PT day?*

He or she may not be allowed to participate and may receive a daily grade of zero.

6. *What is the difference between uniform option 1 and 2?*

Wear of the tie or neck tab.

7. *True or False. The lightweight jacket may be worn with uniform option 1 or 2 unless otherwise specified?*

True

8. *Describe the Unit Polo Shirt as a uniform option.*

It will be worn with nice blue jeans, khakis, or other appropriate pants, tucked in, and with a belt (the blue AF belt may be used). *It will not be worn with sweats or PT pants.* In addition, grooming standards must be met, i.e., female hair up, male haircut and shave, etc. Cadets who don't have ABUs are expected to wear this option instead.

CHAPTER 8 - UNIFORM WEAR AND GROOMING STANDARDS

1. AFJROTC Cadets do not **“have”** to wear the great USAF uniform...they **“get”** the honor of wearing the uniform and are expected to wear it proudly. AFJROTC cadets generally wear the same uniform—the standard Air Force service uniform—as that worn by active-duty personnel in the Air Force. Cadets are expected to honor the uniform—to wear it properly and with pride. The uniform is an important aspect of Air Force Junior ROTC. Whenever you wear the uniform—during indoor and outdoor training periods, at cadet social functions, and during base visits—you represent the corps. How you wear the uniform exposes you and the Air Force to praise or fault from fellow cadets, fellow students, and the society at large.
2. Cadet Uniform Standards:
 - 2.1. Uniform Wear Restrictions—Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform while hitchhiking, in student demonstrations, for crowd control, political events, or for any other inappropriate activity. (However, AFJROTC cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc., at the discretion of the SASI). For more information on these types of activities and uniform wear, talk to your instructor.
 - 2.2. Uniform wear standards for cadets are based on two directives: AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and Air Force Junior ROTC Instruction (AFJROTCI) 36-2001, *Air Force Junior ROTC Operations*.



2.3. Fitting the Uniform—The male service dress uniform consists of the dark blue service coat and trousers, light blue shirt, and dark blue tie. The female service dress uniform consists of the dark blue service coat with slacks or skirt, light blue blouse, and tie tab. In both cases, the coat will be form fitted, meaning that it must not be tight in the shoulders, chest, and underarms. The sleeve length should extend to one-quarter inch from the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should extend 3 to 3.5 inches below the top of the thigh. The trousers for males must be trim-fitted with no bunching at the waist or bagging at the seat. Slacks for female cadets should fit naturally over the hips, with no bunching or bagging at the seat. The trousers or slacks should rest on the top of the shoe with a slight break in the crease.

The backs of the trousers or slacks should be seven-eighths inch longer than the front. The proper length of the trousers or slacks can be determined while standing at attention.

Note: If the uniform does not fit properly, the cadets should see the SASI/ASI. Do not wait until someone else calls attention to it. Check appearance in a mirror. Remember that how each cadet looks influences others.

- 2.4. Uniform Do's and Don'ts. Here are a few general do's and don'ts about wearing the uniform.

DO's

- Wear the Air Force service uniform, as prescribed in AFI 36-2903, properly & with pride.
- Wear the uniform on the day established by the SASI.

- Wear the uniform at other times specified by the SASI.
- Wear the uniform when you fly on military aircraft.
- Keep your shoes polished and shined, including the heels and edges of soles.
- Make sure your shoes are appropriate for the activity.
 - For example, wear athletic shoes if you are playing sports or boots if walking through heavy foliage. Safety is the major concern.
- Ensure badges, insignia, belt buckles, and other metallic devices are clean AND free of scratches and corrosion.
- Keep ribbons clean and replace them when they become worn, frayed, or faded.

DON'T's

- Do not wear the Air Force commissioned officer sleeve braid or the silver thread on flight caps.
 - Do not wear the uniform with other clothing.
 - Do not lend your uniform to anyone who is not a member of the Air Force Junior ROTC program.
 - Do not allow articles such as wallets, pencils, pens, watch chains, checkbooks, handkerchiefs, and combs to be visible. (You may allow parts of pens and pencils to be exposed when you carry them in the left shirt pocket of the ABUs)
 - Do not wear earphones or headphones while in uniform, unless required for duty.
 - Do not carry pagers or cell phones, unless required for duty. (When required for duty, they must be clipped to the waistband or purse or be carried in the left hand when not in use.)
3. Uniform items (including AFJROTC-unique uniform items), accoutrements, devices, or awards not specifically approved by HQ AFJROTC are not authorized on the AFJROTC uniform.
 4. During prescribed uniform days or during official AFJROTC events, cadets are expected to be always in proper uniform.
 5. Hats will be worn with the uniform outside at all times with the following exception. The SASI has approved a NO HAT/NO SALUTE between the short breezeways on TUSCOLA High School campus.
 6. Airman Battle Uniforms (ABUs)—ABUs are authorized for selected cadets. ABUs may substitute for the standard service uniform no more than two uniform days per month and will be determined by the SASI/ASI in advance. At the SASI's discretion, cadets may wear ABUs on non-scheduled uniform days with prior approval.
 7. TUSCOLA AFJROTC Physical Training (PT) Uniform—The PT uniform will be worn during designated PT days. Appropriate athletic shoes must also be worn during PT days.
 8. Unisex Policy—Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within AFI 36-2903. Female cadets are authorized to wear the male lightweight jacket.
 9. Insignia Placement—Insignia on the AFJROTC uniform will be worn according to the figures contained in the tables in chapter 9. Only rank, badges, insignia, ribbons, medals, etc. authorized by AFJROTC may be worn by cadets. See Chapter 11 for criteria for earning the awards, ribbons and badges.
 10. Shoulder Patches—Wear of the AFJROTC official shoulder patch and TUSCOLA High School Unit patch is mandatory on all the short sleeve blue shirt, service coat, lightweight blue jacket, and ABUs.



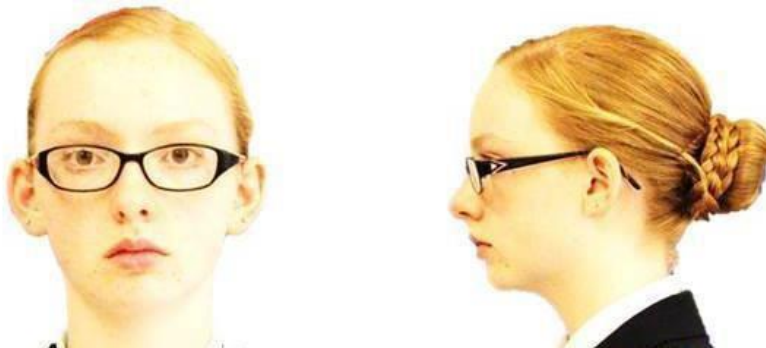
11. **Shoulder Cords.** If properly earned, cadets are authorized to wear distinctive should cords with any blue service uniform combination (**they will not be worn on the lightweight jacket or ABUs**). At no time will shoulder cords be worn with civilian clothing. Authorized shoulder cords will only be worn on the short sleeve shirt or service dress coat, on the left side, flush with the shoulder seam (under the epaulet on the short sleeve shirt) and pinned underneath the cord. The NC-075 authorized cords are described **further in ATTACHMENT 14**.
12. **Appearance and Grooming.** When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.
 - 12.1. **Jewelry.** While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.
 - 12.2. **Rings.** Airmen may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger and will not be worn on the thumb.
 - 12.3. **Necklaces.** Will not be visible at any time. If worn, will be concealed under a collar or undershirt.
 - 12.4. **Bracelets.** Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). Colored/rubber bracelets that support a cause are not allowed to be worn in uniform.

- 12.5. Eyeglasses or Sunglasses. If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.
- 12.6. Tattoos or Brands. Whether you are in or out of uniform, tattoos, or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.
- 12.7. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 7.9.7), nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.

NOTE: Getting a new piercing in an unauthorized body part (i.e., ear cartilage, belly button, lips, nose, etc.) that will require healing time, WILL NOT make it authorized to be worn in uniform, EVEN IF IT IS ALLOWED BY THE DISTRICT DRESS CODE. These items will have to be removed or the uniform will have to be taken off and the cadet will be given a zero for uniform wear.

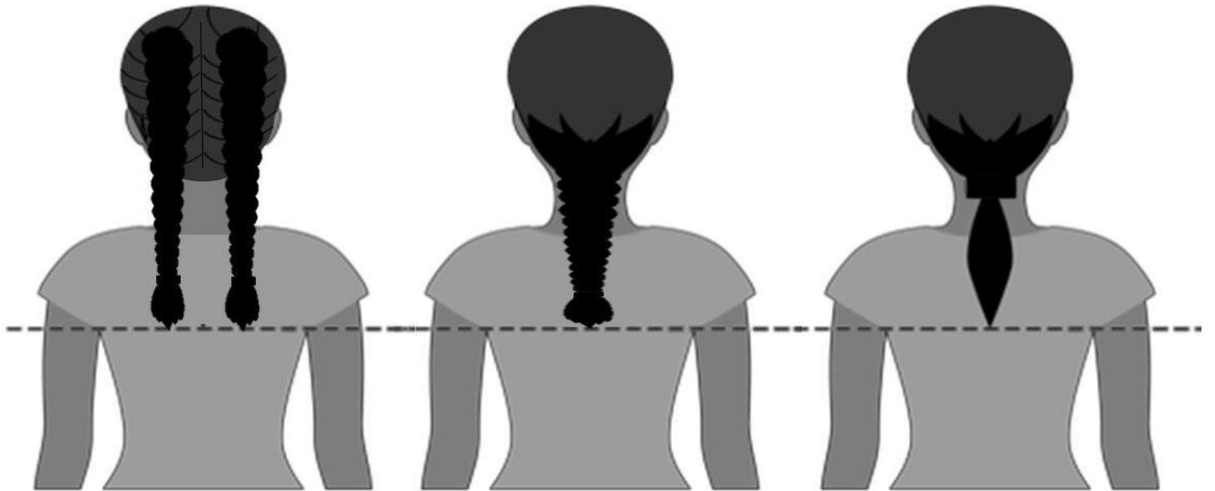
- 12.8. Back Packs. Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).
- 12.9. Headphones/Earbuds. Wear/use of an earpiece, any blue tooth technology, or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones [iPods, MP3-type players, etc.] are authorized during travel on public transportation i.e., bus, train or air travel.
13. Specific Female Cadet Grooming Guidelines:

- 13.1. There is no minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Most cadets wear their hair ending above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. When in doubt, assess correct length of hair with cadet standing in the position of attention. While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar. *Females may also wear their hair IAW paragraph g as well.*



- 13.2. Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g., black, brunette, blond, natural red, and grey).

- 13.3. Hair accessories. If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color. Headbands or fabric scrunchies will not exceed one inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).
- 13.4. Locks, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locks are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locks. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. Headgear must fit properly.
- 13.5. All locks braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locks, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locks/braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance. A loc, braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards. Exception: Micro-braids or twists are not required to continue to the end of the hair.
- 13.6. Unauthorized: Mohawk, mullet or etched design.
- 13.7. Females may also wear their hair in the following manner: one or two braids, or a single ponytail. Females are also allowed to wear longer bangs that touch their eyebrows, but the bangs will not cover their eyes.



Authorized Women's Hair Styles



Authorized Braids



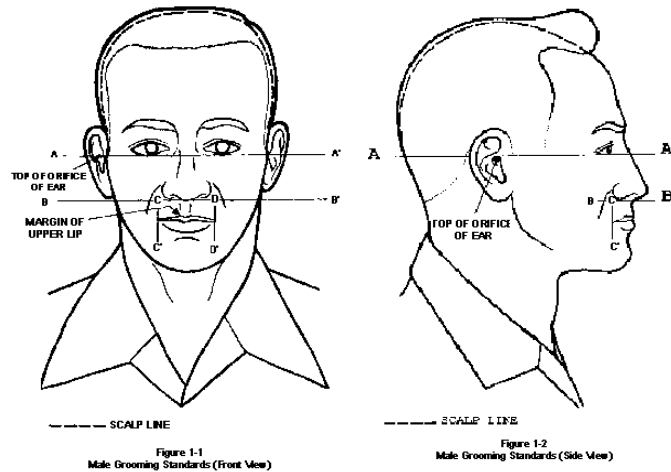
Example Authorized Scrunchie



Unauthorized Women's Hair Styles



- 13.8. Fingernails. Fingernail polish, if worn by female cadets, will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two- tone or multi-tone colors. However, white-tip French manicures are authorized. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.
 - 13.9. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off black, or dark blue shade that complements the uniform and your skin tone.
 - 13.10. Earrings. Female cadets may wear small round or square white diamond, gold, white pearl, or silver earrings. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.
14. Specific Male Cadet Grooming Guidelines:
- 14.1. Men's Hair. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair.
 - 14.2. Men's Hair will be tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 - inch in bulk, regardless of length and $\frac{1}{4}$ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are not authorized hair extensions.
 - 14.3. Sideburns. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.
 - 14.4. Mustaches. Male cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.
 - 14.5. Beards. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed $\frac{1}{4}$ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.
 - 14.6. Fingernails. Male cadets are not authorized to wear nail polish.
 - 14.7. Earrings. Male cadets in uniform may not wear earrings or any other type of facial piercings.



15. Cadet Grade and Rank:

- 15.1. The only difference between your cadet uniform and the one worn by active-duty Air Force personnel is the insignia. Cadets are divided into three categories: airman, non-commissioned officer, and officer. This three-way division is also true among active-duty personnel.
- 15.2. Airman grades include airman basic, airman, airman first class and senior airman. There is no insignia for airman basic. Airman insignia is worn on the collar/lapel of the uniform.
- 15.3. The noncommissioned officer (NCO) grades start with the staff sergeant and progress upward through chief master sergeant, the highest authorized for NCOs in the AFJROTC program. NCO insignia is worn on the collar/lapel of the uniform.
- 15.4. You will note that the grade chart shows the commissioned grades from the lowest, second lieutenant, to the highest authorized for an organization. Cadet officers wear their grade insignia on the collar/lapel or epaulet of the uniform.

16. Uniform Standard Exceptions—Because TUSCOLA High School is an educational institution and not a military installation, a few uniform exceptions have been put in place for the convenience of the cadet population and apply while on campus **ONLY**.

- 16.1. Hat Area—The issued Air Force hat will be worn at all times while outside in uniform, on and off campus. The only exception to this rule is while **WALKING ON THE SHORT BREEZEWAYS ON TUSCOLA CAMPUS**. If someone tells you to put your hat on...put it on!
- 16.2. Lightweight Jackets—Because of the varying temperatures in school classrooms, cadets may wear their lightweight jacket while in classrooms, but it will be removed for uniform inspections.

CHAPTER 9 – NC-075 AFJROTC UNIFORM COMBINATIONS (*OPTIONS*)

Uniform Wear Options—For communications purposes, the NC-075 will always indicate which uniform is to be worn by indicating one of the following options:

- Option 1: Short Sleeve Blue Shirt, Open Collar (no tie or tab) ¹
- Option 2: Short Sleeve Blue Shirt with Tie or Tab¹
- Option 3: Service Dress
- Option 4: Unit Polo Shirt^{2 & 3}
- Option 5: PT Uniform
- Option 6: ABUs (JROTC Spirit Days)⁴
- Option 7: **MOUNTAIN GRIT** Spirit Uniform
- Option 8: Semi-Formal Dress uniform
- Option 9: Drill Team, Color Guard and Exhibition Uniforms

Note 1: The lightweight jacket may always be worn with Option 1 or 2 unless otherwise specified.

Note 2: When the Unit Polo Shirt is worn as an authorized uniform or for a community service event it will be worn with nice blue jeans or other appropriate pants, tucked in, and with a belt (the blue AF belt may be used). In addition, grooming standards must be met, i.e., female hair up, male haircut and shave, etc. Cadets who don't have ABUs issued will wear this option instead.

Note 3: When a cadet is unable to wear their uniform on the assigned day due to alterations, other school events, doctor appointments, etc., the cadet will wear Option 4 or they will not be given credit for uniform wear that week.

Note 4: At the discretion of the SASI, cadets may be allowed to wear ABUs in addition to the scheduled uniform days. These days may be for JROTC Spirit days.

UNIFORM OPTION 1 & 2 – CADET MALE BLUE SHIRT

The only difference between Option 1 and 2 is the wear of the necktie.

NAMETAG: Required-Grounded and centered over wearer's right pocket.

RIBBONS: Optional (unless otherwise directed)-Grounded and centered over wearer's left pocket.

RANK (Enlisted): Worn on both left/right collar, centered from side to side with the bottom edge grounded on the inside collar seam. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wear no insignia of any kind on the collar.

RANK(Officer): Worn on both epaulets. Place as close as possible to the shoulder seam.

BADGES (Right): Awareness Presentation Team (APT) Badge (not pictured) – centered top to bottom and side to side on right pocket; Kitty Hawk Badge (pictured), Aerospace Education Foundation (AEF) Badge, and Distinguished Cadet Badge—first badge placed ½ inch above name tag and centered horizontally; additional badges placed ½ above previous badge

BADGES (Left): Model Rocketry Badge – centered top to bottom and side to side on left pocket; Academy of Model Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge



Option 1 (Male)



Option 2 (Male)

TIE: Tied in an appropriate knot and flush with the collar. The top button must be buttoned and will not be seen. The tip of the tie will hang within the width of the belt buckle (top to bottom.)

(not pictured) – first badge placed ½ inch above ribbons and centered horizontally; additional badges placed ½ above previous badge.

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- BELT/GIG LINE:** The belt is worn through all belt loops with tab pointing to wearer's left. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.
- SHIRT:** Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of the top button in Option 1).
- PANTS:** Clean, pressed, free of lint/dirt and altered to appropriate length. Fasten left back pocket button.
- SHOES:** Issued black oxford shoes, shined to a high gloss. Patent Leather shoes may only be worn by upperclassmen.
- SOCKS:** Plain, black, above the calf.
- T-SHIRT:** Plain, white, V-neck or tank style.

Option 2 (Male)

UNIFORM OPTION 1 & 2 – CADET FEMALE BLUE SHIRT

The only difference between Option 1 and 2 is the wear of the neck tab.

NAMETAG: Required-Centered on the right side, even with to 1½ inches higher or lower than the first exposed button, parallel with the ground.

RIBBONS: Optional (unless otherwise directed)-Centered on the left side, aligned with/parallel to the bottom of the name tag

RANK (Enlisted): Worn on both left and right collar, centered from side to side with the bottom edge grounded on the inside collar seam. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wear no insignia of any kind on the collar.

RANK(Officer): Worn on both epaulets. Place as close as possible to the shoulder seam.

BADGES (Right): Awareness Presentation Team (APT) Badge, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge, and Distinguished Cadet Badge – First badge placed ½ inch above name tag and centered horizontally, additional badges placed ½ above previous badge

BADGES (Left): Model Rocketry Badge, Academy of Model



Option 1 (Female)



Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) - First badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge.

NECK TAB: The neck tab will be placed around the inside and be flush with the collar. The top button must be buttoned and will not be seen.

BELT/GIG LINE: The belt is worn through all belt loops with tab pointing to wearer's right. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.

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- SHIRT:** Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of the top button in Option 1)
- PANTS:** Clean, pressed, free of lint/dirt and altered to appropriate length. Option 2 (Female)
- SHOES:** Issued black oxford shoes, shined to a high gloss. Patent Leather shoes may only be worn by upperclassmen.
- SOCKS:** Plain, black, above the calf.
- T-SHIRT:** Plain, white, V-neck or tank style.

UNIFORM OPTION 3 – CADET MALE SERVICE DRESS

RANK (Officer and Enlisted): Worn on both lapels, place insignia halfway up the seam, resting on but not over it, the bottom of insignia is parallel with the ground, Cadet Airman Basic wear no insignia of any kind on the lapel. NOTE: Rank is required to be worn on both the shirt and, on the coat, while in option 3.

NAMETAG: Required. Center on right side between arm seam and lapel with bottom edge even with the top of the welt pocket on the left (parallel to the ground.) NOTE: Bottom of nametag should be parallel with bottom of ribbons.

RIBBONS: Required. Centered on left side on but not over the edge of the pocket.

BADGES (Right): Awareness Presentation Team (APT) Badge – Center on the welt pocket, 3 inches below the name tag, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge (not pictured),

and Distinguished Cadet Badge (not pictured) – first badge placed ½ inch above name tag and centered horizontally. Additional badges placed ½ above previous badge

BADGES (Left): Model Rocketry Badge (pictured) – Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn, Academy of Model Aeronautic (AMA) Wings (not pictured) – worn 1 inch below pocket, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge

COAT: Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length. If coat is removed while in a classroom (as noted in paragraph 5,) it must be put back on and buttoned when leaving the classroom for any reason.

TIE: Same as Option 2.

BELT/GIG LINE: Same as Option 1 and 2.

SHIRT: Same as Option 2.

PANTS: Same as Option 1 and 2.

SHOES: Same as Option 1 and 2.

SOCKS: Same as Option 1 and 2.

T-SHIRT: Same as Option 1 and 2.



Option 3 (Male)

UNIFORM OPTION 3 – CADET FEMALE SERVICE DRESS

RANK (Officer and Enlisted): Worn on both lapels, place insignia halfway up the seam, resting on but not over it, the bottom of insignia is parallel with the ground, Cadet Airman Basic wear no insignia of any kind on the lapel. NOTE: Rank is required to be worn on both the shirt and, on the coat, while in option 3.

NAMETAG: Required. Center on right side between arm seam and lapel with bottom edge even with the top of the welt pocket on the left (parallel to the ground.) NOTE: Bottom of nametag should be parallel with bottom of ribbons.

RIBBONS: Required. Centered on left side on but not over the edge of the pocket.

BADGES (Right): Awareness Presentation Team (APT) Badge, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge (not pictured), and Distinguished Cadet Badge – first badge placed ½ inch above

name tag and centered horizontally, additional badges placed ½ above previous badge.

BADGES (Left): Model Rocketry Badge (pictured), Academy of Model Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge.

COAT: Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length. If coat is removed while in a classroom (as noted in paragraph 5,) it must be put back on and buttoned when leaving the classroom for any reason.

NECK TAB: Same as Option 2.

BELT/GIG LINE: Same as Option 1 and 2.

SHIRT: Same as Option 2.

PANTS: Same as Option 1 and 2.

SHOES: Same as Option 1 and 2.

SOCKS: Same as Option 1 and 2.

T-SHIRT: Same as Option 1 and 2.



Option 3 (Female)

UNIFORM OPTION 4 – CADET UNIT POLO SHIRT

The Cadet Unit Polo Shirt (Option 4) will be worn for community service events and other occasions where wear of the Blue Air Force Uniform is inappropriate. When Option 4 is worn, the shirt will be tucked in. The cadet must wear nice blue jeans and a belt (the issued blue Air Force belt **is** authorized.) In cases where the cadets will be outside in warm weather, nice shorts (jean or cargo style) may be authorized by the instructors (no “cut off” or athletic style shorts). Option 4 may also be used as a weekly uniform wear on a limited basis at the instructor’s discretion. If a cadet cannot wear their issued blue Air Force Junior ROTC uniform on the appropriate day due to alterations, missing items, etc., they are required to wear Option 4 to receive credit.

Grooming Standards Apply (unless otherwise approved by an instructor) while in Option 4. Haircuts and shave for boys, hair and makeup rules for girls, and jewelry rules for both genders are in effect.

NOTE: If a cadet chose to wear their Unit Polo Shirt on a non-uniform day, there is no requirement to be within uniform grooming standards, as long as school dress code standards are met.

Option 4

UNIFORM OPTION 5 – CADET PHYSICAL FITNESS TRAINING (PFT) UNIFORM

The cadet PFT uniform (Option 5) will be worn on designated PT days (normally Friday). The PFT Uniform will consist of the TUSCOLA AFJROTC PT Shirt and Shorts. On cold days, the Air Force issued Sweatshirt and/or Sweatpants may be worn over the shirt and shorts. Additionally, undershirts, short and long-sleeved solid white, black or light gray form fitting undershirts, (i.e., Spandex, Lycra™ or elastic material) may be worn and visible under the issued PFT shirt. The PFT Uniform will be well fitting enough to allow the cadet freedom of movement. The shirt will be worn always tucked in. Do not remove, cut or roll up the sleeves. Cadets who also have the Air Force Physical Training Uniform may wear it in lieu of the issued TUSCOLA AFJROTC PFT uniform, however, the Air Force PT gear may not be mixed with the TUSCOLA PFT uniform. Appropriate athletic shoes are required with the PT uniform (no flip flops, sandals, or open toed shoes). On designated “Team Building” days, the PT uniform is optional, although if not worn, the cadet must wear clothing that still allows them to participate, and the appropriate shoe rule is still in effect. If a cadet has a valid excuse for not participating in PT (i.e., doctor’s note) they should still bring their PT gear with them on that day since a grade is given for having the appropriate uniform.



Option 5

UNIFORM OPTION 6 – CADET AIRMAN BATTLE UNIFORM (ABU)

| | |
|------------------------------------|---|
| NAME TAPE: | Worn centered and grounded over the right pocket. |
| AFJROTC TAPE: | Worn centered and grounded over the left pocket. |
| UNIT PATCH: | Worn centered on the right pocket. |
| AFJROTC PATCH: | Worn centered on the left pocket. |
| RANK (Officer and Enlisted) | Worn on both the left and right collars, centered on the collar and parallel with bottom of collar; Cadet Airman Basic have no insignia. |
| SLEEVES: | May be worn rolled up or fully extended. |
| T-SHIRT: | Tan/sand color plain t-shirt or the gray issued TUSCOLA AFJROTC PT shirt. |
| BELT: | Issued ABU belt. |
| BOOTS: | AF Issue green boots. |
| HAT: | AF Issue garrison ABU hat. Cadet officers wear officer rank insignia centered from side to side and top to bottom on the ABU hat. Cadet enlisted personnel do not wear any insignia on the ABU hat. |



Option 6

UNIFORM OPTION 7 – MOUNTAINEER GRIT SPIRIT UNIFORM

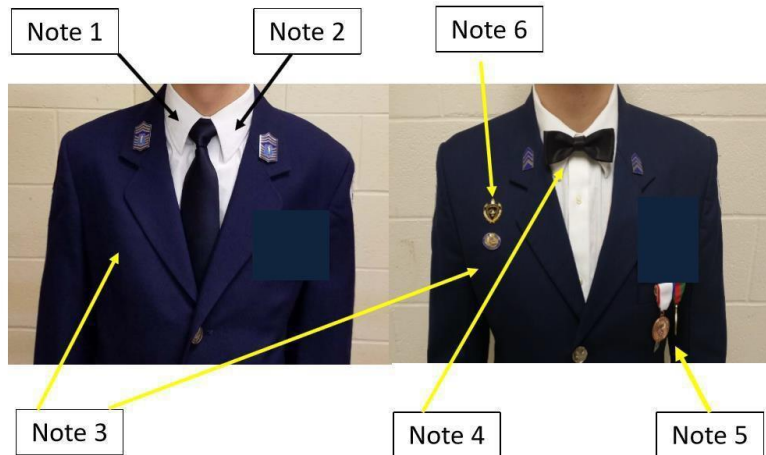
The ***MOUNTAINEER GRIT*** Spirit Uniform (Option 7) will be worn by members of the team at pep rallies and football games. Option 7 will consist of the spirit team shirt, ABU pants, boots, belts and cap. For cold weather events, the ABU blouse and fleece jacket may be added.

Grooming Standards Apply while in Option 7. Haircuts and shave for boys, hair and makeup rules for girls, and jewelry rules for both genders are in effect.



UNIFORM OPTION 8 – SEMI-FORMAL DRESS UNIFORM

1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Tie/Tab. Either a blue polyester or silk, herringbone twill tie/tab or may be worn with either the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the long-sleeve white shirt, with the semi-formal dress uniform only.
5. Large medals may be worn on the Service Dress coat only, ½ inch below the top of the welt of the pocket, centered on the pocket. Additionally, AFJROTC ribbons may be worn on the semi-formal uniform, however, if medals are worn, ribbons will not be worn.
6. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
7. Headgear is not worn with the semi-formal dress uniform.



Option 8

UNIFORM OPTION 9 – DRILL TEAM UNIFORM

The NC-075 AFJROTC Drill Team Uniform will be the Service Dress Uniform (Option 3). No badges or medals will be worn with Option 9. The Drill Team uniform will include the Dark Blue Beret with miniature Hap Arnold emblem and drill team rope (red and royal blue). Depending on the drill competition rules, the unarmed and sabre teams may wear white and dark blue gloves.



Option 9

CADET LIGHTWEIGHT BLUE JACKET

The lightweight blue jacket may be worn with uniform Option 1 or Option 2. The lightweight jacket is considered an outer garment and therefore will be taken off while indoors. However, as stated in Paragraph 5, due to the varying temperatures in school lightweight jackets may be worn inside at TUSCOLA High School; however, they will be removed for uniform inspections.

While worn, the lightweight jacket must be zipped at least ½ way up. It can be zipped up further and even to the top, but must be at least ½ way up. Additionally, cadets are not permitted to push up the sleeves of the lightweight jacket. If a cadet becomes uncomfortably warm they should take the jacket off.

RANK: Worn on both the right and left collar, centered from left to right, parallel with the outer edge of the collar, and 1 inch from the bottom of the collar



Lightweight Blue Jacket

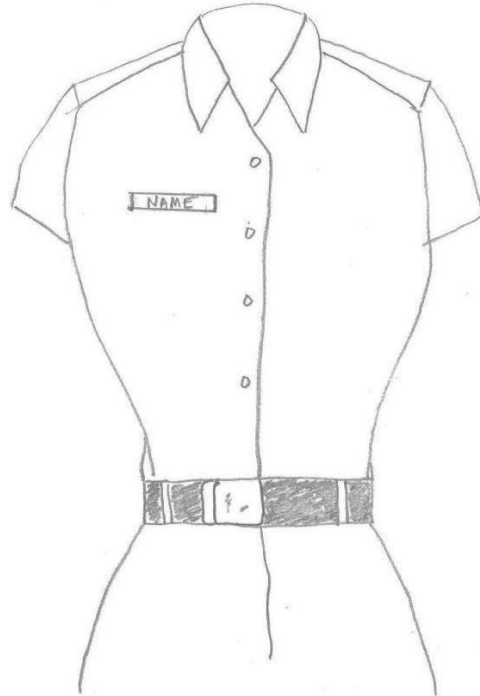
“GIG” LINE

(Line formed by shirt, belt buckle and zipper flap)

Male Gig Line

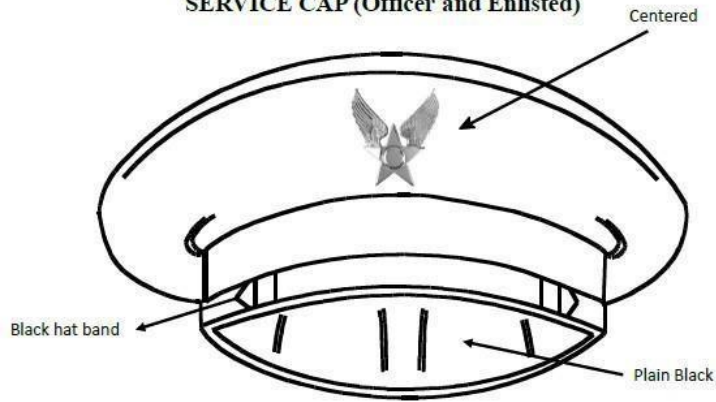


Female Gig Line



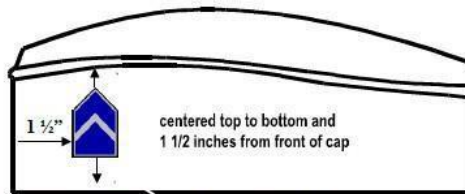
CADET HEADGEAR

SERVICE CAP (Officer and Enlisted)



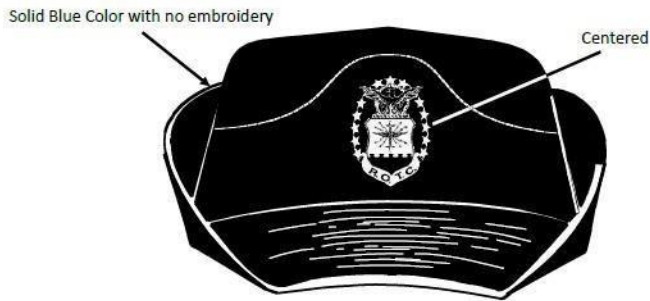
Officer Service Cap may also be worn with the large officer service cap insignia.

FLIGHT CAP* (Officer and Enlisted)



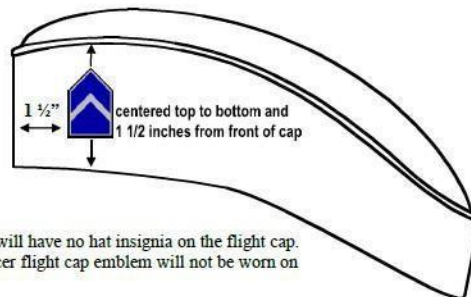
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

SERVICE CAP (Officer Only)



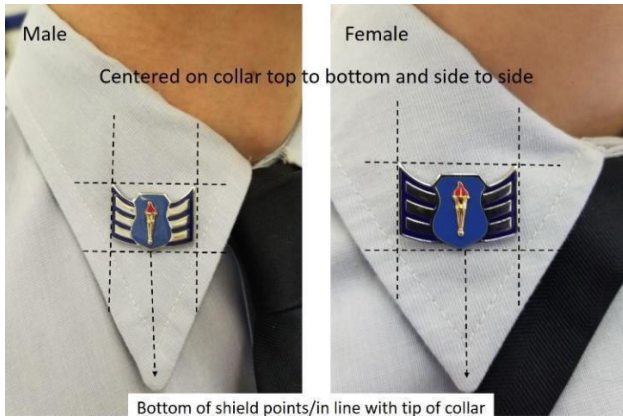
Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

FLIGHT CAP* (Officer and Enlisted)

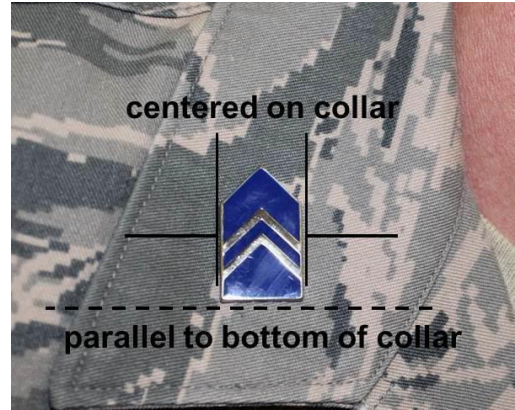


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

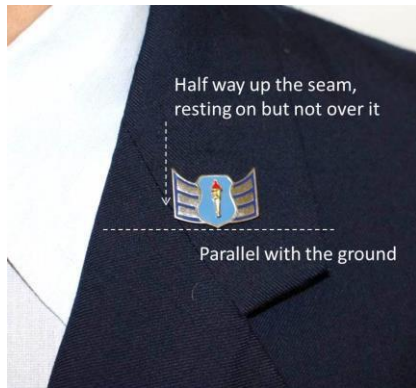
RANK PLACEMENT



Enlisted Rank Placement on Blue Shirt



Rank Placement on ABUs (officer and enlisted)



Enlisted Rank Placement on Service Coat

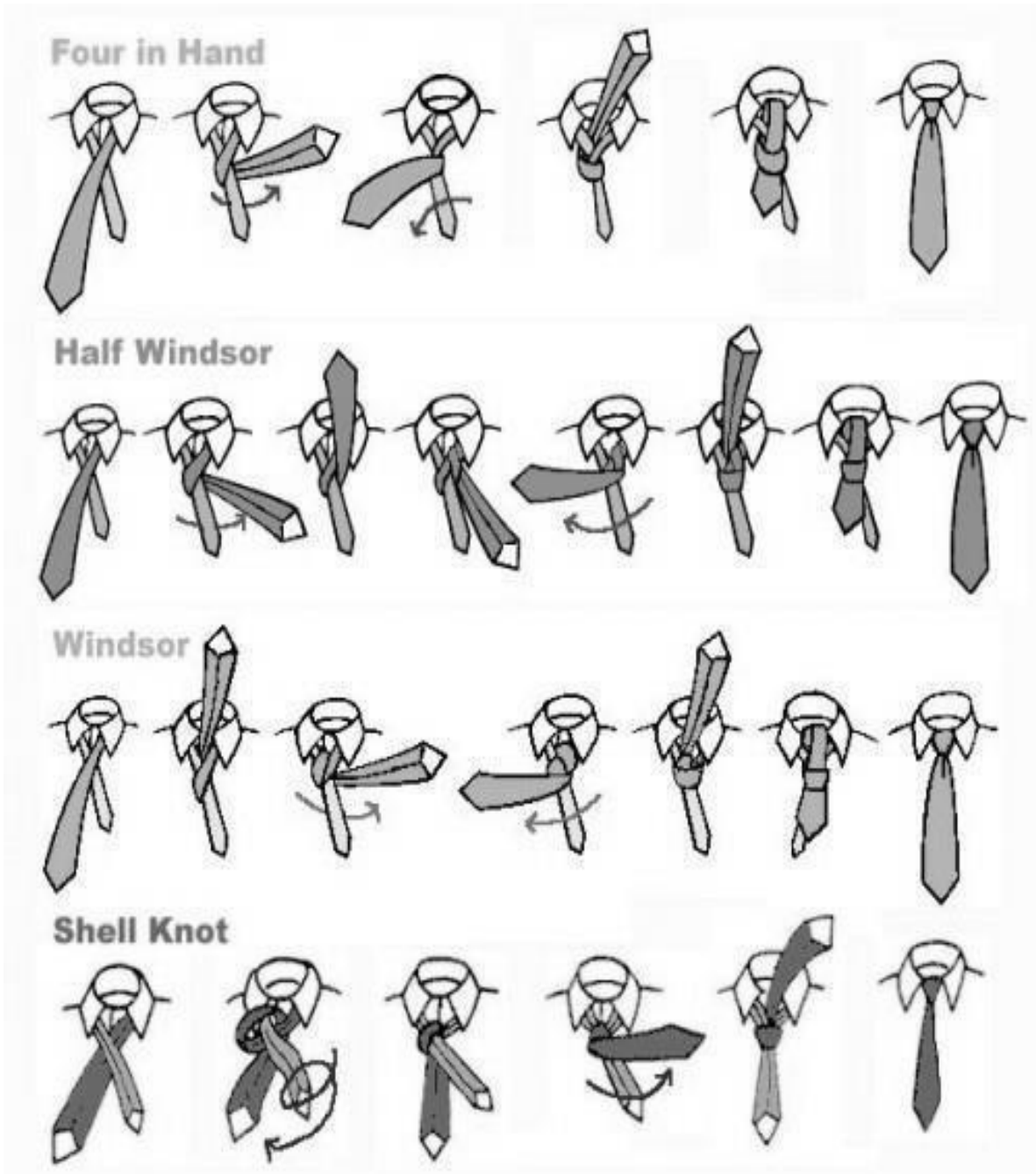


Officer Rank Placement on Service Coat



Rank Placement on Lightweight Jacket (officer and enlisted)

HOW TO TIE A TIE



NC-075 AFJROTC Cadet

NC-075 AFJROTC Cadet Guide

Chapter 8 & 9 Study Guide

1. *Introduction: What are some examples on when wearing the AFJROTC uniform in inappropriate?*

Cadets may not wear the uniform while hitchhiking, in student demonstrations, for crowd control, political events, or for any other inappropriate activity.

2. *What is the standard for the length of uniform trousers or slacks?*

The trousers or slacks should rest on the top of the shoe with a slight break in the crease. The backs of the trousers or slacks should be seven-eighths inch longer than the front. The proper length of the trousers or slacks can be determined while standing at attention.

3. *What should cadets do if their uniform does not fit properly?*

Contact the SASI/ASI and bring the uniform in immediately for alterations or replacement.

4. *When should ribbons be replaced?*

When they become dirty, worn, frayed or faded

5. *Are cadets allowed to have things sticking out of their pocket(s) while in uniform?*

Do not allow articles such as wallets, pencils, pens, watch chains, checkbooks, handkerchiefs, and combs to be visible. (You may allow parts of pens and pencils to be exposed when you carry them in the left shirt pocket of the ABUs)

6. *When are hats **not** required to be worn while in uniform at TUSCOLA High*

*School? **SHORT BREEZEWAYS ON TUSCOLA CAMPUS ONLY.***

7. *Which male uniform item is authorized to be worn by females?*

The lightweight blue jacket

8. *What color is the academic shoulder cord?*

BLACK

9. *What are five elements of the Air Force uniform? **Neatness, cleanliness,***

safety, uniformity and military image

10. *What word describes items worn while in uniform such as bracelets, earrings, and eyeglasses?*

Conservative

11. *How many rings may be worn while in uniform and can they be worn on the thumb(s)?*

Three; no

12. *What is the maximum width of a bracelet worn while in uniform?*

½ inch

NC-075 AFJROTC Cadet

13. *What are the standards for earrings worn by females while in uniform?*

One small round or square (white diamond, gold, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings.

14. *May male cadets wear earring(s) while in uniform?*

No

15. *When are sunglasses not allowed to be worn while in uniform?*

When in military formation.

16. *What are the standards for body piercing while in uniform?*

Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform).

17. *Female hair as worn in uniform may not hang lower than what?*

The bottom edge of the collar at the back of the neck.

18. *If a female uses pins, combs, barrettes, elastic bands or similar items in their hair while in uniform, what are the restrictions?*

They must be plain, similar in color to your hair (unless the item is black), and modest in size.

19. *What is the proper length of the female uniform skirt?*

It must hang between the bottom and top of the kneecap.

20. *Can males use grooming aids in their hair while in uniform?*

Yes, but it must not be visible

21. *What is the maximum bulk of hair allowed on the top of a male's head in uniform?*

1 ¼ inch

22. *Describe the rank insignia for a Cadet Captain.*

A blue bar with 3 thin silver hash marks

23. *Describe the rank insignia for a Cadet Senior Airman.*

A chevron of three stripes, with a blue shield with a torch in the middle

24. *Describe how enlisted rank is placed on the collar of the short sleeve blue shirt.*

Centered with the outer edges grounded to the inside seam with the bottom of the shield pointed towards and in line with the tip of the collar

25. *Describe how both enlisted and officer rank is placed on the lapel of the service dress coat.*

Halfway up the seam with the edge resting on but not over the seam and parallel to the ground

NC-075 AFJROTC Cadet

26. *May cadets take off their service dress coat when at TUSCOLA High School?*

Only in a classroom or while eating lunch; if the cadet leaves the classroom/lunchroom for any reason they must put the coat on and fasten all of the buttons

27. *Do grooming standards apply when wearing uniform option 4?*

Yes, if a cadet wears the unit polo when not acting as a cadet (community service/uniform wear) then grooming standards do not apply.

CHAPTER 10 - CADET PROMOTION SYSTEM

1. Eligibility:

- 1.1. Cadets who have demonstrated a ***potential for increased responsibility*** may be selected periodically for promotion.
- 1.2. Promotion eligibility is based on academic school grades, promotion boards (written and/or verbal), Drill & Ceremonies, general cadet guide knowledge, uniform wear, community service hours, extra-curricular activities, and MOST IMPORTANTLY cadets must show potential to serve in the higher grade.
 - 1.2.1. To be eligible for promotion to officer rank, a cadet must meet all promotion eligibility requirements and be selected for an officer staff position.
 - 1.2.2. Promotions to the grades of cadet SMSgt and cadet CMSgt depend on position and grade vacancies and the performance of the cadets filling the various positions.
- 1.3. Normally AS-3 and AS-4 cadets will be selected as the cadet commissioned officers. AS-2 and AS-3 will usually be the NCOs, and AS-1 will be the cadet airmen. Exceptions may be made when qualified upper classmen are not available to fill the higher positions in the cadet corps.

2. Frequency of Promotions:

- 2.1. There are usually four (4) promotion cycles each year; once during each 9-week grading period.
- 2.2. Special promotions may be made at any time to recognize merit and to fill an organizational need of the cadet corps. These promotions are made on a best-qualified basis, by recommendation of the corps commander and approval of the SASI/ASI.

3. Promotion Criteria (MINIMUM) **Refer to Attachment 25, 42, and 44 for specifics:**

3.1. For each 9-Week Promotion Cycle, the following criteria is typically applied:

- 3.1.1. OPTIONAL AFJROTC Exam - grade of 80 or above.
- 3.1.2. Passing grade in all other classes. Cadets will **NOT** be promoted if they are on the AIL Academically Ineligible List OR if they are removed from the Good Standing List; Cadets may be reinstated for promotion once they regain eligibility for the next 9-week grading period. NOTE: If an event or circumstance should arise that affects a cadet's eligibility after the six-week point but before the end of the nine-week promotion cycle; that cadet will be ineligible for both the current and following cycles. For example, a cadet receives In-School Suspension during the sixth week of the 9-week promotion cycle, they would be ineligible for both the current cycle and next one. Probation from promotion consideration is normally for just the current 9-week cycle and if the offense has been resolved they are reinstated.
- 3.1.3. Cadets are responsible to notify consideration for promotion.
- 3.1.4. Demonstrated proficiency in drill and ceremonies REFER TO: **Chapter 16**
 - 3.1.4.1. Position of attention
 - 3.1.4.2. Parade Rest
 - 3.1.4.3. Present Arms
 - 3.1.4.4. Order Arms
 - 3.1.4.5. Right, Left and About Face
- 3.1.5. Memorization of Cadet Creed (Oath) (verbal test)
- 3.1.6. Memorization of Phonetic Alphabet (written test)
- 3.1.7. Knowledge of basic cadet information provided in this guide (written test)
- 3.1.8. Knowledge of advanced cadet information (written test—**officers only**)
- 3.1.9. No active administrative disciplinary actions
- 3.1.10. Demonstrated positive attitude and full effort towards the AFJROTC Program
- 3.1.11. Meet Promotions Board (General Knowledge information provided in this cadet guide)

NC-075 AFJROTC Cadet

3.2. For the second promotion cycle each year (Spring Semester), criteria from the first promotion cycle will apply in addition to the following: (*Exception: 1st year/1st Semester cadets will know the (Fall Semester) criteria listed above.*)

3.2.1. Demonstrated proficiency in drill and ceremonies **REFER to Chapter 16**

3.2.1.1. Forward March and -Halt

3.2.1.2. Right and Left Flank March

3.2.1.3. To the Rear March

3.2.1.4. Column Right/Left March

3.2.1.5. Eyes Right

3.2.1.6. Ready Front

3.2.1.7. Change Step March

3.2.1.8. Right/Left Step March

3.2.2. Memorization/Demonstration of 30-count Drill Sequence (written and physical tests)

3.2.3. Memorization of Air Force Song and School Song (verbal test)

3.2.4. Memorization of the AFJROTC Cadet Creed (Oath) and Mission Statement

3.2.5. Participation in at least 1 corps-wide community service project

4. Promotion Board Procedures:

4.1. A cadet promotion board will be established prior to each promotion cycle. .

4.2. Promotions, demotions and assignments will be documented by publishing special orders. Action is marked in cadet's file.

4.3. **Refer to Attachment Cadet Recognition**

5. Reduction in Cadet Rank—Students who are assigned to In School Suspension (ISS), or behave in an inappropriate manner, may be reduced in rank. Cadets are expected to conduct themselves in a manner, which brings credit to the corps and school. Misconduct or negligence of duty by cadet leaders will not be condoned. A cadet officer or NCO assigned to ISS may lose their cadet rank. The severity of rank reduction will depend on the circumstances in each case as determined by a disciplinary action board. The disciplinary board will be appointed by the SASI/ASI. Each person has an input to determine what action should be taken to discipline the cadet who has broken the school rules. The cadet being considered for a Cadet Discipline Board (CAB) action may request permission to present their case. The insignia is part of your uniform—you are required to wear the insignia when you wear the uniform and under no circumstances may you remove the insignia without special orders authorizing you to do so.
6. Cadet ranks are not to be confused with, or used interchangeably with real-world USAF rank. The word **cadet** will be a part of any written or verbal reference to a specific cadet rank. There are no Colonels or Master Sergeants in the cadet corps - only cadet Colonels & cadet Master Sergeants, etc.

Chapter 10 Study Guide

1. *What are promotions in the cadet corps based on?*

Academic grades, uniform wear, community service hours, extra-curricular activities, and potential to serve in the higher grade, Cadets will also meet a promotions board and be asked General Knowledge questions provided in this guide.

2. *What is the required minimum JROTC grade to be eligible for promotion?*

80

3. *How does AIL Academic Eligibility affect JROTC promotions?*

Cadets will not be promoted if they are on the (AIL) Academically Ineligible List. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.

4. *What two things must cadets memorize for the first promotion cycle?*

The Cadet Creed (Oath) and the phonetic alphabet

5. *What additional things must cadets memorize for the second promotion cycle?*

The 30-count drill sequence, Air Force Song and Mission Statement, General Knowledge questions listed in the cadet guide.

CHAPTER 11 – CADET AWARDS AND DECORATIONS

1. The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. The AFJROTC awards program is one which intends to recognize the achievements of deserving cadets. Awards can be earned by cadets who demonstrate scholarship/academic achievement, unusual leadership ability and overall exceptional performance. The guidelines outlined in the AFJROTC Operations Guide will be followed unless additional requirements are listed in this handbook. Only Awards and Decorations approved by Holm Center/JR and listed in the AFJROTC Operational Supplement may be worn.








AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!







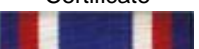
| | | | | | |
|---|---|---|--|--|--|
|  1. Air Force JROTC Gold Valor Award |  2. Air Force JROTC Silver Valor Award |  3. Cadet Humanitarian Award |  4. Silver Star Community Service w/Excellence Award |  5. Community Service with Excellence Award |  6. Air Force Association Award |
|  7. Daedalian Award |  8. Daughters of the American Revolution Award |  9. American Legion Scholastic Award |  10. American Legion General Military Excellence Award |  11. Reserve Officers Association Award |  12. Military Officers Association Award |
|  13. Veterans of Foreign Wars (VFW) Award |  14. National Society United States Daughters of 1812 |  15. National Sojourners Award |  16. Scottish Rite, Southern Jurisdiction Award |  17. Military Order of the Purple Heart |  18. Sons of the American Revolution Award |
|  19. Military Order of World Wars Medal |  20. American Veterans Award |  21. Air Force Sergeants Association |  22. Tuskegee Airman Inc. AFJROTC Cadet Award |  23. The Retired Enlisted Association Award |  24. Celebrate Freedom Foundation Award |
|  25. Air Commando Association Award |  26. Distinguished Unit Award w/Merit |  27. Distinguished Unit Award |  28. Outstanding Organization Award |  29. Outstanding Flight Ribbon |  30. Top Performer Award |
|  31. Outstanding Cadet Ribbon |  32. Leadership Ribbon |  33. Superior Performance Ribbon |  34. Achievement Ribbon |  35. Academic Ribbon |  36. Cadet Leadership Course Ribbon |
|  37. Special Teams Placement Ribbon |  38. All-Service National Competition Ribbon |  39. Air Force Nationals Competition Ribbon |  40. Orienteering Ribbon |  41. Leadership Development Requirement (LDR) Leadership Ribbon |  42. Drill Team Ribbon |
|  43. Color Guard Ribbon |  44. Sabre Team Ribbon |  45. Marksmanship Ribbon |  46. Good Conduct Ribbon |  47. Service Ribbon |  48. Health and Wellness Ribbon |
|  49. Recruiting Ribbon |  50. Activities Ribbon |  51. Attendance Ribbon |  52. Dress and Appearance Ribbon |  53. Longevity Ribbon |  54. Bataan Death March Memorial Hike Ribbon |
|  55. Patriotic Flag Ribbon |  56. Gen Carl A. Spaatz Award (CAP) |  57. Gen Ira C. Eaker Award (CAP) |  58. Amelia Earhart Award (CAP) |  59. Gen Billy Mitchell Award (CAP) |  60. Gen J. F. Curry Award (CAP) |

Version: 3 August 2019

HUMANITARIAN AWARDS

| AWARD (Eligibility) | CADET REQUIREMENT | ELEMENT(S) |
|---|---|--|
| Air Force JROTC Valor Award (Gold) (All Cadets) | Voluntary act of bravery and self-sacrifice involving conspicuous risk of life beyond call of duty. * | Medal, Ribbon, Citation  |
| Air Force JROTC Valor Award (Silver) (All Cadets) | Voluntary act of heroism that does not involve risk of life. For each additional award earned an additional small silver star will be awarded. * | Medal, Ribbon, Citation  |
| Cadet Humanitarian Award (All Cadets) | Humanitarian act above and beyond the call of duty. Not to be used to recognize community service. For each additional award earned an additional small silver star will be awarded. * | Ribbon, Certificate  |
| Silver Star Community Service with Excellence Award (All Cadets) | A unit can earn the Silver Star Award if it is in the top 5% of all AFJROTC units who have the highest "per cadet average" of community service hours from 11 April to 10 April the following year. For each additional award earned an additional small silver star will be awarded. * | Ribbon  |
| Community Service with Excellence Award (All Cadets) | Intended to recognize those individual cadets who provide significant leadership of a major unit community service project that greatly benefit the local community. ** | Ribbon, Certificate  |

NATIONAL LEVEL AFJROTC AWARDS – ONCE PER YEAR

| AWARD (Eligibility) | CADET REQUIREMENTS | ELEMENT(S) |
|---|--|---|
| Air Force Association Award (AS-III) | Excel in position of responsibility. Exhibit positive attitude; exemplary personal appearance, personal attributes, and courtesy; and show growth potential. Be an outstanding cadet and in upper 5% of AS-III. Be in upper 10% of high school class. Be recommended by the SASI for the Outstanding Cadet Ribbon. | Medal, Ribbon, Certificate  |
| Daedalian Award (All Cadets) | Be patriotic and want to serve our country. Show leadership potential and a desire to serve in the military. Be in the upper 10% of AS-III. Be in upper 20% of high school class. | Medal, Ribbon, Certificate  |
| Daughters of the American Revolution (DAR) Award (AS-IV) | Rank in the top 25% of their AFJROTC class. Rank in the top 25% of their high school class. Demonstrate qualities of dependability and good character. Demonstrate adherence to military discipline. Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training. | Medal, Ribbon, Certificate  |
| American Legion Scholastic Award (AS-III or IV) | Be in upper 10% of high school class. Be in upper 25% of AS-III or IV. Demonstrate leadership qualities and participate in student activities. | Medal, Ribbon, Certificate  |
| American Legion General Military Excellence Award (AS-III or IV) | Be in the Upper 25% AS-III or IV. Demonstrate outstanding leadership, discipline, character, and citizenship. | Medal, Ribbon, Certificate  |
| Reserve Officers Association Award (AS-IV) | Have a positive attitude, outstanding personal appearance, character, courtesy, growth potential, and strong ethics. Upper 10% of AS-IV. | Medal, Ribbon, Certificate  |
| Military Officers Association Award (AS-III/Junior) | Be a Junior academically in good standing. Exhibit high morals and loyalty to the unit, school and country. Demonstrate exceptional military leadership potential. | Medal, Ribbon, Certificate  |

NC-075 AFJROTC Cadet

Veterans of Foreign Wars Award

(AS-III or IV)

Show positive attitude towards AFJROTC. Have outstanding military bearing and conduct. Have strong positive character. Be patriotic with leadership potential. Have "B" in AFJROTC and "C" in all other classes. Be active in student activities. Not have previously received this award.

Medal, Ribbon, Certificate



National Society United States Daughters 1812 Award

(All Cadets)

Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

Medal, Ribbon, Certificate



National Sojourners Award

(AS-II or III)

This award is presented annually recognizing an outstanding cadet contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must: Be in the top 25% of their academic class, encourage and demonstrate ideals of Americanism, and demonstrate potential for outstanding leadership.

Medal, Ribbon, Certificate



Scottish Rite, Southern Jurisdiction Award

(AS-III)

Contribute the most to encourage Americanism by participation in LDR activities or community projects. Demonstrate academic excellence by being in the top 25% of class. Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.

Medal, Ribbon, Certificate



Military Order of the Purple Heart Award

(AS-III or IV)

Show positive attitude towards country and AFJROTC. Outstanding performer in corps leadership position. Be active in the school and community affairs. Have at least a "B" average in all subjects.

Medal, Ribbon, Certificate



Sons of the American Revolution (SAR) Award

(AS-III)

Must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies. Be in the top 10% of their AFJROTC class. Be in the top 25% of their overall class.

Medal, Ribbon, Certificate



Military Order of Word Wars Award

(AS-I, II, III)

Excel in all academics and military training. Actively participate in AFJROTC co-curricular activities. Want to continue in AFJROTC.

Medal, Ribbon, Certificate



American Veterans Award

(AS I, I, II, or IV)

Possess positive attitude, outstanding personal appearance and personal character, and officer potential. Grade of "A" in AFJROTC and academics in good standing in all classes at time of selection and presentation.

Medal, Ribbon, Certificate



Air Force Sergeants Association Award

(AS-III or IV)

Be in Top 25% of AS-III or IV. Show outstanding military leadership, discipline, character, and citizenship. Not previously received.

Medal, Ribbon, Certificate



Tuskegee Airmen Inc. AFJROTC Award

(AS-I, II, III) 2 cadets

Attain a grade of "B" or better in AFJROTC. Be in academic good standing. Actively participate in cadet corps activities. Participate in at least 50% of all unite service projects.

Ribbon, Certificate



Retired Enlisted Association Award

(AS-I, II, III or IV)

For exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year.

Medal, Ribbon, Certificate



Celebrate Freedom Foundation Award

(AS-I or II)

Cadet must have a positive attitude, outstanding personal appearance, initiative, judgment, and self-confidence, courteous demeanor, growth potential and highest personal and ethical standards.

Ribbon, Certificate



NC-075 AFJROTC Cadet

Air Commando Association (ACA) Medal (AS-I, II, III or IV)

Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness, and family strength.

Ribbon, Certificate



LOCAL AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)

CADET REQUIREMENT

ELEMENT(S)

Distinguished Unit with Merit Award (All Cadets)

The criteria for the DUA with Merit are the same as the DUA (see below) and is earned if the unit is designated as an "Exceeds Standards" unit during the HQ AFJROT External Assessment (every 3 years.) *



Distinguished Unit Award (All Cadets)

Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. AFJROTC Operations Support will post criteria for this award annually. *



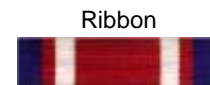
Outstanding Organization Award (All Cadets)

Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. AFJROTC Operations Support will post criteria for this award annually. *



Outstanding Flight Ribbon (All Cadets)

Selected by the SASI/ASI based on uniform wear, performance (LDR, Comm Service, academic avg, PT participation and effort, and overall attitude. **#



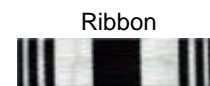
Top Performer Award (2% of Cadets)

SASI nominates to Regional Director prior to Evaluation or Staff Assistance Visit (SAV) (SASI may also select recipient on out of cycle evaluation years). Leadership and job performance in primary duty. Nominee must also be in good academic standing in all high school course work.



Outstanding Cadet Ribbon (One Cadet; each AS-I, II, III, IV)

Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence. Awarded once per school year. **\$



Leadership Ribbon (5% of Cadets)

Assigned to and excel in a leadership position. Exhibit outstanding performance. Awarded once per school year. \$



Achievement Ribbon (5% of Cadets)

Accomplish significant documented achievement (community/school service, ROTC scholarship, Academy appointment, contest winner, athletic achievement, Valedictorian/Salutatorian, etc.). Awarded once per school year. **\$



Superior Performance Ribbon (10% of Cadets)

Render outstanding achievement or meritorious service in behalf of AFJROTC for a single or sustained act of a superior nature (top three cadets in PT tests, outstanding performer in community sanctioned activity, successfully run a Corps project that involves less than 30% of the Corps). Awarded once per school year. **\$



Academic Ribbon (All Cadets)

Achieve overall "80" grade point average with "90" in AFJROTC for the semester enrolled. **#



NC-075 AFJROTC Cadet

Cadet Leadership Course (CLC) Ribbon (All Cadets)

Awarded for successful completion of a CLC graduate. Add Silver Star for outstanding performance at the CLC. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star.



Special Teams Placement Ribbon (All Cadets)

Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.



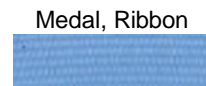
Joint/All-Service National Competition Ribbon (All Cadets)

Awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.



Air Force Nationals Competition Ribbon (All Cadets)

Awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.



Orienteering Ribbon (All Cadets)

Awarded to team members for "placing" in an orienteering meet or successfully completing the Land Navigation academic and course execution phases of the Land Navigation Course. (NOTE: The NC-075 does not currently have an orienteering program.)



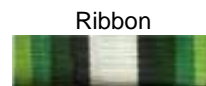
Leadership Development Requirement (LDR) Leadership Ribbon (All Cadets)

Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). **



Drill Team Ribbon (All Cadets)

Participate on the team for the entire drill season and/or competes in at least one drill meet. Must be recommended by the drill team commander. **



Color Guard Ribbon (All Cadets)

Participate in at least five scheduled color guard events or on the color guard team at three drill meets. Must be recommended by the color guard commander. **



Sabre Team Ribbon (All Cadets)

Participate in at least three scheduled sabre team events or on the sabre team at three drill meets. Must be recommended by the sabre team commander. **



Marksmanship Ribbon (All Cadets)

SASI will award the Marksmanship Ribbon to the cadets that participate in a Marksmanship Program. (NOTE: The NC-075 does not currently have a marksmanship program.) **












Good Conduct Ribbon (All Cadets)

Cadets must not have received a referral (*this includes no ISS or DAEP*) and not missed more than 5 days of school (*unexcused absences*) for an entire school year to be eligible to qualify for this award. Must be recommended by flight commander. **#



NC-075 AFJROTC Cadet

| | | |
|--|--|---|
| Service Ribbon (All Cadets) | Performance in a minimum of 12 hours of school, community, or AFJROTC service projects. **\$ | Ribbon  |
| Health and Wellness Ribbon (All Cadets) | Awarded for successfully completing the Presidential Fitness Assessment and actively participating in the Unit Wellness Program. The bronze star will be awarded to any cadet scoring 80-89, silver star for 90-99, and gold star for a 100 on the Presidential Fitness Assessment. # | Ribbon  |
| Recruiting Ribbon (All Cadets) | Ribbon is awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to JROTC. ** | Ribbon  |
| Activities Ribbon (All Cadets) | Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. ** | Ribbon  |
| Attendance Ribbon (All Cadets) | Awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year. **\$ | Ribbon  |
| Dress and Appearance Ribbon (All Cadets) | Wear uniform on all designated uniform days, conform with all AFJROTC dress and appearance standards, and 90% uniform grade average for the semester. **# | Ribbon  |
| Longevity Ribbon (All Cadets) | Successfully complete AFJROTC course requirements for entire year. **\$ | Ribbon  |
| Bataan Memorial Death Match Ribbon (All Cadets) | To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. ** | Ribbon  |
| Patriotic Flag Ribbon (All Cadets) | May be awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. The NC-075 traditionally offers these types of events each year to include Flag Day, Veterans Day, Thirteen Colonies, and other special flag events. ** | Ribbon  |

* For each additional award earned an additional small silver star will be awarded.

** For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Awarded once per semester.

\$ Awarded once per year.

- Ribbon Devices. Cadets may earn oak leaf clusters for the subsequent award of the same ribbon. Oak leaf's come in single, double, triple and quadruple bronze devices indicating the 2nd, 3rd, 4th and 5th award of the same ribbon respectively. A single silver oak leaf is used to indicate the 6th award of the same ribbon. Bronze and Silver stars may be earned for special achievements as indicated in the ribbon descriptions section previously. All oak leaf devices on ribbons must be displayed at the same angle. Devices are easily lost from ribbons, especially by taking off/putting on backpacks. If you lose a ribbon device, see your flight logistics specialist or an instructor for replacement.

NC-075 AFJROTC Cadet



Single Bronze Oak Leaf



Double Bronze Oak Leaf Cluster



Triple Bronze Oak Leaf Cluster



Quadruple Bronze Oak Leaf Cluster



Single Silver Oak Leaf



Bronze Star Device



Silver Star Device

3. **Ribbons will not be worn with medals.** Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence. Medals are authorized to be worn at the NC-075th Annual Awards Banquet any other event designated by the SASI.
4. **AFJROTC cadets are not authorized to wear ribbons earned while enrolled in United States Army, United States Navy, or United States Marine Corps JROTC.** Cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.
5. Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are NOT authorized on the AFJROTC uniform. In addition, badges, ribbons or insignia from programs such as Youth Leadership Corps, Scouting are also not authorized on the AFJROTC uniform.
6. **Badges:**

6.1. *Distinguished AFJROTC Cadet Badge*—This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding third-year cadet selected at the end of each school year. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The recipient will hold the following awards prior to selection: Leadership Ribbon, Achievement Ribbon, Superior Performance Ribbon, Academic Ribbon, Leadership Development Requirement Ribbon, and Service Ribbon. This award also goes to the incoming Corps Commander.



6.2. *Aerospace Education Foundation (AEF) Academic Cadet Badge*—Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript. The individuals must be recommended by the SASI.



6.3 *Flight Solo Badge*—Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.



NC-075 AFJROTC Cadet

6.4. *Flight Certificate Badge*—Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.

6.5. *Awareness Presentation Team Badge*—Awarded for participation on an Awareness Presentation Team (APT). Members of this team are handpicked by the SASI/ASI to attend recruiting visits to Waynesville Middle and elementary schools, normally early in the second semester.

6.6. *Model Rocketry Badge*—Awarded to cadets who have fulfilled model rocketry program requirements including the building, launching and recovery of a rocket. Normally part of the NC-075 AS rotating curriculum.

7. Cadet of the Quarter Recognition Program. Each quarter, the NC-075 AFJROTC Corps Commander will convene a recognition board consisting of senior staff members to select the Corps 1st, 2nd and 3rd Year Cadet of the Quarter. Each flight commander can nominate up to two cadets in each category to meet the board and will fill out a nomination form found at attachment 6. The recognition board will select a winner in each category and notify the instructors. The board will then arrange for recognition of the winners at an appropriate ceremony (i.e., promotion night, commander's call, recognition banquet, etc.) Winners of the quarterly recognition program will be awarded the distinctive B L U E Cadet of the Quarter rope and a recognition certificate.



Chapter 11 Study Guide

1. *Including national-level awards, how many TOTAL ribbons are there for AFJROTC cadets?*

60

2. *Does a cadet wear two of the same type ribbons if they receive it*

twice? No; they earn an oak leaf cluster

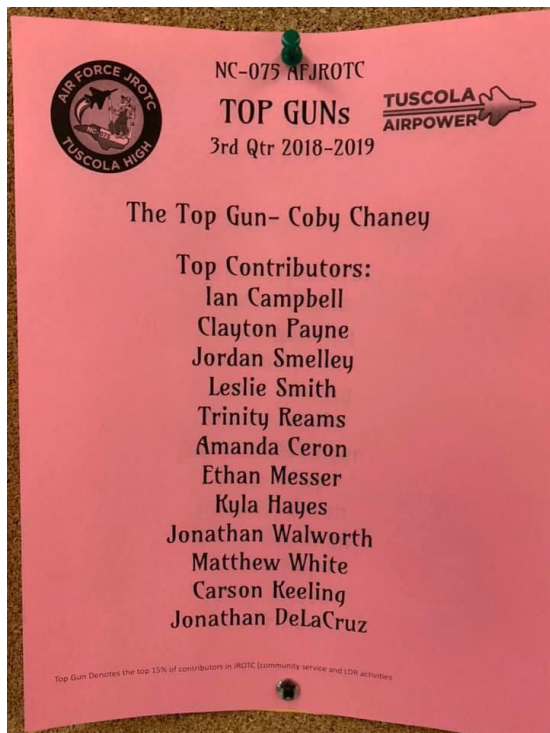
3. *On what uniform may medals be worn and when?*

Semi-Formal Option 8; Awards Banquet, and any other event designated by the SASI

4. *Are AFJROTC cadets authorized to wear ribbons earned as a member of a different service (Army, Navy, Marine Corps) JROTC unit?*

No; equivalent AFJROTC ribbons may be awarded by the SASI.

CHAPTER 12 – CORPS of CADETS COMMUNICATIONS



1. Bulletin Boards—The cadet bulletin boards will be used for posting official notices, i.e., policies, official club notices, meetings, detail listings, formation notices, current items on scholarships, staff positions, and other pertinent corps correspondence. ***It is the responsibility of each NC-075 cadet to read the SOCIAL MEDIA ANC CLASSROOM bulletin boards daily.*** The MEDIA TEAM works to keep these current; and is the responsibility of the Personnel Officer. All notices placed on the board **MUST** be typed, and approved by the SASI, ASI, c/CC or c/CD.

2. Current uniform wear and ribbon charts will also be on permanent display on the unit bulletin board.

3. ***Cadets desiring to post a notice on the bulletin/social media boards must submit it to Personnel Officer with final approval by SASI/ASI.*** All notices must be TYPED in final format prior to submission and must be submitted a minimum of two days prior to the date the notice concerns.

4. ***Sign-up Lists—All sign-up lists must be typed and include the following information: date(s), time(s), location, uniform required, project officer name and signature, and any other pertinent information and submitted to the PERSONNEL OFFICER prior to posting.*** While there is normally no restriction on the number of times a cadet may volunteer for events, cadets are reminded that all cadets should have the opportunity to participate in events. This is up to the squadron and flight commanders and first sergeant to monitor. Cadets should not sign up for events unless they are certain they can participate. If a cadet signs-up, but later learns that they will not be able to attend the event, they are to immediately line through their name on the list and notify both their flight commander and/or the project officer.

5. Distribution Folders—Due to the difficulty of assembling large groups of cadets at any time, the distribution boxes will be the primary method of sharing information within the cadet staff. **W h e n e s t a b l i s h e d ,** each cadet staff member is responsible for checking their folder at least once **EVERY** day and more often if possible.

6. Classroom Announcements—It is the responsibility of each flight commander/sergeant to read to their flight the announcements on the bulletin board in their classroom. If a cadet is briefed by the flight sergeant that he/she is to participate in a scheduled event, then the cadet is responsible to be at that meeting/event. Each cadet is also responsible for reading the bulletin board. If the flight commander/sergeant fails to read the announcement, the cadet involved is still responsible to read the bulletin board.

Chapter 12 Study Guide

1. *What are the rules for placing things on the social media and/or classroom bulletin boards in the JROTC Classroom?*

All notices must be typed and approved by the PERSONNEL OFFICER and INSTRUCTORS

2. *What should a cadet do if they sign up for a JROTC event and later find out they cannot attend?*

Mark their name off of the list and notify their flight commander/instructor immediately

3. *Is it ever "ok" for a cadet to say, "I didn't know" about something posted on the JROTC bulletin board?*

No. Information posted on social media and/or classroom bulletin boards are covered by the flight commander/sergeant every day and it is each cadet's responsibility to read and know the information posted on the bulletin boards

CHAPTER 13 - COMMUNITY SERVICE & LETTER JACKET POLICY

1. Community Service Hours are all hours that the cadet performs in service to the community and school as a member of AFJROTC. These include DAV, VFW (Veterans of Foreign Wars), veterans and servicemen letters, food drives, community parades, color guard details for the community, etc. Service to Region, District, TUSCOLA High School. Service conducted solely for or in support of AFJROTC activities are strictly considered as co-curricular and are not considered as community service.
 - a. Cadets are encouraged to sign up and participate in community service. Cadets may also bring forward ideas for community service projects for the corps to participate in...these ideas should be routed through the flight commanders up the chain of command.
 - b. When signing up for a community service event, cadets will be required to provide a phone number (cell or home.) Many community service events take place during the evenings and weekends and it is important to be able to communicate any changes to those who have volunteered. Also, project officers should place their phone number on the sign-up list so that volunteers may communicate with them or Eligibility. All cadets are eligible to sign up for events if they meet the criteria listed on the sign-up list. However, cadets who are on the AIL List for Academic Ineligibility or not on the **Good Standing List** must have instructor approval before signing up. The PERSONNEL OFFICER and First Sergeant track these lists along with setting up the award presentation to those cadets earning the NC-075th Letter Jacket award.
 - c. Also, project officers should place their phone number on the sign-up list so that volunteers may communicate with them or ask any questions. If a cadet signs up for an event and later learns that they will not be able to participate (prior to the event) they must notify the project officer and mark their name off the sign-up list. ***If circumstances prevent a cadet from showing up for an event, they must make every effort to notify the project officer.***
 - d. Failure to Show. Cadets must understand the personal responsibility to go along with volunteering for community service projects. **Do not** sign up for a project unless you are certain you can attend. Cadets can copy down project details or take pictures with their phones so they can verify their availability before signing up. *If a cadet fails to show up for a community service event, they may be subject to disciplinary action within the unit discipline management plan and may suffer consequences such as demotion and not being allowed to participate in future events.*
 - e. **Credit for Community Service Time. Project officers are responsible for recoding attendance, time served, and updating the event in WINGS.**
2. Letter Jackets may be awarded to selected AS-3 and AS-4 cadets each year. The Letter Jackets will be awarded to the most deserving individuals who:
 - a. Are passing all their subjects
 - b. Have completed a minimum of 30 community service hours and have led two community service projects
 - c. Have directly contributed to the corps through participation in co-curricular and leadership activities.
 - d. Letter Jackets are purchased by cadets and prices are subject to change.
3. At NO time will a letter jacket be worn with the AFJROTC uniform!



Chapter 13 Study Guide

1. *Are community service events limited to only certain cadets?*

No. All cadets are encouraged to get involved in corps community service projects

2. *Can cadets who are on the AIL academically ineligible list sign up for community service projects?*

Only with instructor approval

3. *What may happen if a cadet signs up for a community service project and does not show up?*

They may be subject to disciplinary action within the unit discipline management plan, and may suffer consequences such as demotion and not being allowed to participate in future events

4. *What is the minimum number of community service hours required to earn a letter jacket?*

30

5. *True or False. A TUSCOLA High School Letter Jacket may be worn with the AFJROTC uniform.*

False

CHAPTER 14 - LEADERSHIP DEVELOPMENT REQUIREMENTS (LDR) & CURRICULUM IN ACTION (CIA) TRIPS

1. The TUSCOLA AFJROTC participates in a variety of LDR activities. Parades, drill meets, the annual Military Ball, awards ceremony and the Pass in Review are just some of the yearly activities. Following are examples of the clubs and varied activities. **Note: List is not all inclusive...Cadets decide LDRs.*
 - a. **HONOR GUARD** - a special marching unit which performs flag duties such as raising/lowering the flags at THS.
 - b. **Armed Drill Team** - a special marching unit which performs regulation and exhibition armed drill using demilitarized and/or facsimile weapons
 - c. **Color Guard** - a special marching unit which performs regulation color guard drill and escorts the national and other colors during school sporting events and other special functions
 - d. **Saber Team** - a special marching unit which performs regulation and exhibition drill using military sabers; The Saber Team also performs at the homecoming game, military ball, dining out and other special functions.
 - e. **RAIDER (PT) Team** - a physically fit group of cadets who train & compete in PT at physical competition meets.
 - f. **Mountaineer Grit** - a group of volunteer cadets who provide safekeeping for the school spirit groups i.e., during home football games, pep rallies, parades, and other events.
 - g. **Awareness Presentation Team (APT)** - a hand-selected group of cadets who visit local middle and elementary schools to inform them about AFJROTC, stay in school, etc.
 - h. **Rocketry Club** - a group of cadets who meet to learn about, build and launch model rockets.
 - i. **Model Aircraft Club** - a group of cadets who meet to learn about and build model aircraft.
 - j. **Joint Leadership Academic Bowl (JLAB) Team** - a group of cadets who volunteer for and prepare to compete in the annual JLAB competition.
 - k. **Cyber Patriot Team** - a group of cadets who prepare, promote, and represent the Corps using THS Website, Google Site, WORDPRESS, FB, Instagram, TikTok, YouTube, etc.
 - l. **SOCIAL MEDIA (Marketing & Recruiting)** - a group of cadets who volunteer for and prepare to compete in the annual JLAB competition.
 - m. **Kitty Hawk Air Society** - a group of cadets who pledge to assist fellow cadets in academics.
 - n. **Citizenship** - each cadet shares in leading the school with the Pledge of Allegiance, and more...
 - o. Additional LDRS (committees) may include, but not limited to: *Adopt-A-Highway, Military Ball, Veterans Day Luncheon, Stellar Xplorers, Marksmanship, and Helping Hands.*

2. **Curriculum-in-Action (CIA) Trips**—An attempt will be made to provide at least one CIA trip for every Cooper AFJROTC cadet each year. These trips will be used to enhance the classroom and cadet experience, and expose cadets to military, historical, and aerospace industries. Below is a list of some of the most common field trips. Each cadet **must** have a parental permission form on file prior to departure on any CIA or other sponsored trip.



- Military Base Tours
- Teambuilding or Obstacle Course Outings
- Veterans Museum of the Carolinas
- 14th Weather Sq. (Asheville, NC)
- NC-019th Civil Air Patrol (Asheville Airport)
- Young Eagles Chapter 1016 (Hendersonville)
- Any off-campus activity



Chapter 14 Study Guide

1. What does the abbreviation LDR stand for?

Leadership Development Requirement

2. Why does AFJROTC take field trips?

To enhance the classroom and cadet experience, and expose cadets to military, historical, and aerospace industries

3. Are the drill team and color guard LDR activities?

Yes

AFJROTC UNIT INSPECTION INFORMATION:

Tier I (STEM Based) - any LDR that has a Science, Technology, Engineering, Mathematics (*STEM*) or academia related base AND has an outside partnership that includes a national level competition opportunity. Some examples include but are not limited to: Unmanned Aircraft Systems (*UAS*), StellarXplorers, CyberPatriot, Robotics, Rocketry, and the Joint Leadership and Academic Bowl (*JLAB*).

Tier II (Activity Based) - any LDR that may not have a STEM or academia related base, but does have an outside partnership and/or local level or above competition opportunity. Some examples include, but are not limited to: Marksmanship, Raiders, Color Guards, Kitty Hawk Air Society, and Drill Teams.

Tier III (Unit Based) - any LDR that is local level only and primarily benefits the cadet corps, school and/or local community. Some examples include but are not limited to: Flag detail, Awareness Presentation Team, Sports Teams, Planning Committees and Model Building Teams.

GENERAL LDR MEMBERSHIP REQUIREMENTS: Attend mandatory meetings and miss no more than 3 training events, no less than a 90% average uniform grade, maintain at least an 80% grade in JROTC, fail no other classes, and pass general JROTC knowledge test.

NOTE: Additional requirements may be added by the LDR commander.

Please note the table listed BELOW is not all-inclusive of non-LDR events. For example, Parade participation for cadets not on the “planning committee”, Civil Air Patrol orientation rides, Curriculum in Action (*CIA*) trips and Staff meetings (AS400) will not be entered as LDRs. Please note that AS400 is designed for corps management. **Unit Evaluation Exceeds Standards Rating:** *A unit offers an Extensive variety (Seven (7) or more LDRs and at least one from each tier) of LDR activities have been incorporated into AFJROTC program that will appeal to the cadet. These LDRs must be planned, organized and executed by the cadets who properly load the activities into WINGS. Lastly, 90% or more of the cadet corps must participate in at least one LDR Tier Activity listed below.*

TIER I - STEM Based

Unmanned Aircraft Systems
StellarXplorers CyberPatriot
Joint Leadership Academic Bowl
Robotics
Astronomy
Meteorology

TIER II - Activity Based

Marksmanship
Raiders
Drill & Color Guard
Rocketry (*STEM*)
Archery
Orienteering
Kitty Hawk Air Society

TIER III - Unit Based

Planning Committee (*MilBall*)
Honor Guard (Flag Detail)
Sports (*Non-Raider*) Teams
Awareness Presentation
Mountaineer Grit Spirit Squad
Saber Team
Chorus

CHAPTER 15 - CADET HEALTH & WELLNESS PROGRAM - CHWP

1. The Cadet Health and Wellness Program (**CHWP**) is a key component of the total cadet experience. Through this program, cadets will learn proper fitness and nutrition information and techniques. They will be given the opportunity to develop a sustained, healthy lifestyle. While the CHWP is optional for cadets to participate in, parents **must** indicate that they do not wish for their child to participate on the permission form. Cadets are graded for their participation in the wellness program based on “dressing out,” participation, and effort...no grades are given for the number of repetitions or times of runs. This program is also used to build teamwork and esprit de corps within the unit.
2. The CHWP at TUSCOLA High School will consist of three main areas of study/practice:

- a. Classroom Instruction – this will consist of a look at a variety of topics to include, nutrition and diets, types and effects of exercise programs, importance of rest and sleep, etc.
- b. Team Sports – will include activities designed to get all cadets involved in fun exercise designed around team building and camaraderie. At the instructor’s discretion, team sports may be played at least 1 Tuesday each month depending on corps-wide uniform wear percentages.
- c. Fitness Assessment and Workouts – this process will include an initial assessment to determine fitness level, planned exercises and workouts to improve total fitness, and follow-up assessments to determine progress. Fitness assessments and workouts will take place on Tuesdays opposite team sports. Percentile charts for each assessment area can be found Attachment 9.



3. Fitness Assessment Exercises/Measurements:

- a. Right Angle Push-ups

Objective - To measure upper body strength/endurance by maximum number of push-ups completed in one minute.

Testing - The cadet starts in push-up position with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart (approximately 2–4 inches) with the toes supporting the feet. Keeping the back and knees straight, the cadet then lowers the body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor. Another (same sex) cadet holds her/his hands at the point of the 90-degree angle so that the cadet being tested goes down only until he/she touches the partner’s hand, then back up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal “Ready? Go!” and begins timing cadet for one minute. The cadet stops on the word “stop.”

Scoring - Record only those push-ups done with proper form. Right angle push-ups provide a good indicator of the range of strength/endurance found in youth, whereas some are unable to do any pull-ups.

- b. Curl-Ups

Objective - To measure abdominal strength/endurance by maximum number of curl-ups performed in 1 minute.

Testing - Have cadet lie on cushioned, clean surface with knees flexed and heels of feet about 12 inches from buttocks. Another (same sex) cadet holds feet. Arms are crossed with hands placed

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on opposite shoulders and elbows held close to chest. Keeping this arm position, cadet raises the trunk to touch the outside of forearms and elbows to thighs and then lowers the back to the floor so that the scapula's (shoulder blades) touch the floor, for one sit-up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal "Ready? Go!" and begins timing cadet for 1-minute. The cadet stops on the word "stop."

Scoring - "Bouncing" off the floor is not permitted. The sit-up should be counted only if performed correctly.

c. 1-Mile Endurance Run/Walk

Objective - To measure heart/lung endurance by fastest time to cover a one-mile distance. Due to the extreme heat in some regions, it may be necessary to do this exercise indoors or early morning hours.

Testing - On a safe, one-mile distance, cadets begin running on the count "Ready? Go!" Walking may be interspersed with running. However, the cadets should be encouraged to cover the distance in as short a time as possible.

Scoring - Before administering this test, cadets' health status should be reviewed. Also, cadets should be given ample instruction on how to pace themselves and should be allowed to practice running this distance against time. Sufficient time should be allowed for warming up and cooling down before and after the test. Times are recorded in minutes and seconds.

4. Flight PT Leader Procedures—Each flight will choose a PT Leader. This cadet will be someone other than the flight commander although the commander can assist. The flight PT Leader is responsible for ensuring the flight is aware of the planned activity for the week, accounting for those who dress out and fully participate in wellness activities, accounting for and recording repetitions and times during exercises, and recording repetitions and times in WINGS.
5. REFER TO **ATTACHMENTS 9 and 57** FOR ADDITIONAL INFORMATION REGARDING CHWP.

Chapter 15 Study Guide

1. *What are grades earned by cadets in the wellness program based on?*

Dressing out, participation and effort

2. *What are the three components of the Cadet Health and Wellness Program?*

Classroom instruction, Team Sports, and the Fitness Assessment and workouts

3. *What are the measured exercises of the fitness assessment?*

1-mile run, pushups, and sit-ups.

CHAPTER 16 - DRILL AND CEREMONIES

NOTE: Information in this chapter is taken from Air Force Manual 36-2203, The AFJROTC Pocket Drill Guide, and the AFJROTC Drill and Ceremonies Textbook.

1. WHY CADETS DRILL. Why has drill and ceremonies been a vital part of cadet life since the inception of Junior ROTC? Drill is more than an orderly way of moving a group of people from point A to point B, although it is that. AFJROTC cadets learn drill for the same reasons that soldiers, sailors, airmen, and marines do. Drill is a time-tested laboratory for developing leadership skill.

2. DRILL HELPS THE INDIVIDUAL.

- You stand taller because of drill.
- You develop a sense of pride about yourself and that pride translates into success in other areas of your life.
- You begin to appreciate attention to detail and see how small things make a big difference.
- You build self-discipline when you stand at perfect attention, motionless, gut in and chest out, silently focused on a single point on the distant horizon.
- You gain self-confidence. You learn to come out of your shell when placed in front of a formation and made to call commands.
- You carry yourself with that special quality called military bearing. People in everyday life begin to see you differently. Your bearing sets you apart from ordinary youth.

3. DRILL BUILDS THE TEAM.

- The group members learn to adapt their movements to match those of the team.
- The group visibly comes together as a single, cohesive unit, as everyone marches in step and executes commands with precision.
- The group follows a single commander. When there is no doubt as to who the leader is, the team members operate as one and pursue the same goals.
- The group succeeds when each of its members performs as a team. The team members learn they are only as strong as their weakest link.

4. DRILL DEVELOPS LEADERS.

- Leaders learn to make decisions and think on their feet when calling commands. Drill instills the value of decisiveness.
 - Leaders learn the importance of issuing clear instructions to the team.
 - Leaders learn that teamwork is possible only if they first motivate the group members to excel.
 - Leaders learn to value their place in the chain of command. They see the chain in action at formations.
 - Leaders learn about the building blocks of leadership in the Cadet Program.
- **TEACHING TIP:** A good 5-minute exercise for cadets – new and experienced alike – is to ask them to identify the benefits of drill and make a running list on the board.
- Our **Cadet Drill Program is so much more than drill.**



5. Types of Drill Commands.

- a. Most commands consist of two parts. The preparatory command explains what the movement will be. The command of execution explains when the movement will be carried out.

| PREPARATORY COMMAND | COMMAND OF EXECUTION |
|---------------------|----------------------|
| Flight, | ATTENTION |
| Right, | FACE |
| Parade, | REST |
| To the Rear, | MARCH |
| Open Ranks, | MARCH |

- b. Combined Commands. In certain commands, the preparatory command and the command of execution are combined, for example: **FALL IN, AT EASE**, and **REST**. These commands are given at a uniformly high pitch and a louder volume than that of a normal command of execution.
- c. Supplementary commands are given when one unit of the element must execute a movement different from the other units or must execute the same movement at a different time. Two examples are **CONTINUE THE MARCH** and **STAND FAST**.
- d. Informational commands have no preparatory command or command of execution, and they are not supplementary. Two examples are **PREPARE FOR INSPECTION** and **DISMISS THE SQUADRON**.

6. The Command Voice. The way a command is given affects the way the movement is executed. A correctly delivered command is loud and distinct enough for everyone in the element to hear. It is given in a tone, cadence, and snap that demand a willing, correct, and immediate response. A voice with the right characteristics of loudness, projection, distinctness, inflection, and snap enables a commander to obtain effective results as shown below.

- a. **LOUDNESS**. This is the volume used in giving a command. It should be adjusted to the distance and number of individuals in the formation. The commander takes a position in front of, and centered on, the unit and facing the unit so his or her voice reaches all individuals. Speak loudly enough for all to hear, but do not strain the vocal cords.
- b. **PROJECTION**. This is the ability of your voice to reach whatever distance is desired without undue strain. To project the command, focus your voice on the person farthest away. Counting in a full, firm voice and giving commands at a uniform cadence while prolonging the syllables are good exercises. Erect posture, proper breathing, a relaxed throat, and an open mouth help project the voice.
- c. **DISTINCTNESS**. This depends on the correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to force words. Distinct commands are effective; indistinct commands cause confusion. Emphasize clear enunciation.
- d. **INFLECTION**. This is the change in pitch of the voice. Pronounce the preparatory command—the command that announces the movement—with a rising inflection near or at the end of its completion, usually the last syllable. When beginning a preparatory command, the most desirable pitch of voice is near the level of the natural speaking voice. A common fault is to start the preparatory command so high that, after employing a rising inflection, the passage to a higher pitch for the command of execution is impossible without undue strain. A properly delivered command of execution has no inflection. However, it should be given at a higher pitch than the preparatory command.
- e. **SNAP**. This is that extra quality in a command that demands immediate response. It expresses confidence and decisiveness. It indicates complete control of yourself and the situation. To achieve this quality, you must have knowledge of commands and the ability to voice them effectively. Give the command of execution at the precise instant the heel of the proper foot strikes the ground while marching. Achieve snap in giving commands by standing erect, breathing without effort, and speaking clearly.

7. **Counting Cadence.** Counting cadence acquaints students with cadence rhythm. When trainees get out of step, the commander either corrects them by counting cadence or halts the element and then moves them off in step. Counting cadence helps teach coordination and rhythm. Cadence is given in sets of two as follows: “**HUT, TOOP, THREEP, FOURP; HUT, TOOP, THREEP, FOURP.**” To help keep in step, unit members should keep the head up and watch the head and shoulders of the person directly in front of them.
8. **Demonstration-Performance Training Method.** When teaching someone how to perform a task (how to drill, how to use a compass, how to preflight an airplane, etc.) the demonstration-performance method can be your best training tool. One of the strengths of this training method is that you and the cadet/student get immediate feedback. You can see if the cadet knows how to perform the task and the cadet builds confidence if you are there to tell them whether they are doing it right or not. Below are the steps to use in the demo-perf method including using the “by-the-numbers” training method.
- State the name of the movement and explain its purpose.
 - Perfectly demonstrate how the movement is performed at a normal cadence, twice.
 - Also break the movement into segments, showing how it is performed, one step at a time. Mention any special rules or standards.
 - Have cadets try executing the movement on their own, and then as a group, by the numbers. Allow cadets to ask questions.

EXAMPLE: BY THE NUMBERS, Right, FACE

- On “FACE,” cadets execute count one and freeze.
- Flight leaders check cadets and fix any problems.
- On, “Ready, TWO,” cadets complete the facing.
- Flight leaders give feedback.
- Closely watch the cadets do the movement as a group without the numbers and at normal cadence. Give each cadet feedback. Once every cadet is ready, move on to the next topic.

NOTE: The by-the-numbers training method can only be used with 2-count commands.

9. **Dress, Cover, Interval, and Distance (DCID).**

- Dress – The alignment of individuals placed side by side.
- Cover – The alignment of individuals placed one behind the other.
- Interval – The space between individuals placed side by side; normal interval is approximately an arm’s length; close interval is approximately 4 inches.
- Distance – The space between individuals, approximately 40 inches, measured from the chest of the individual to the back of the individual directly in front.

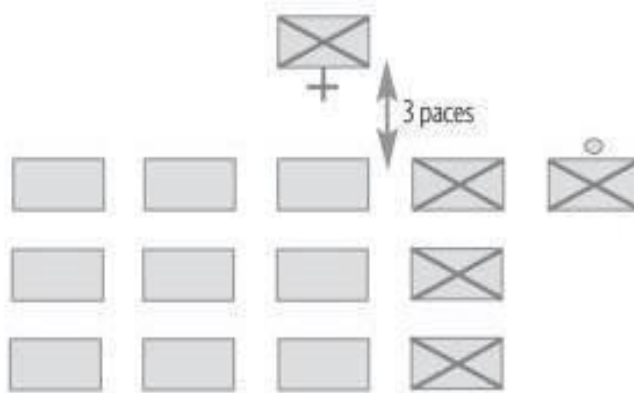
10. Drill Symbols and Flight Formations.

Legend of Drill Symbols

| | | | | | |
|---|----------------|---|-----------------|--|--------------------|
|  | Cadet |  | Guidon Bearer |  | Flight Commander |
|  | Element Leader |  | Flight Sergeant |  | Squadron Commander |
|  | Guide |  | First Sergeant |  | Squadron Commander |

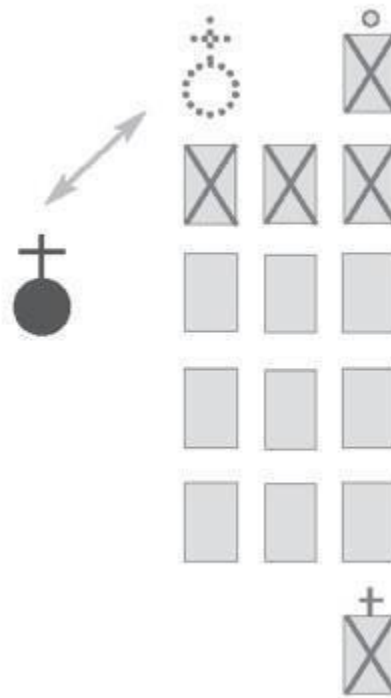
Flight in Line Formation

as it is being formed by the flight commander/sergeant
formation in which the flight "falls in"



Flight in Column Formation

formation in which the flight normally marches



If the flight is not part of a larger formation, the flight commander typically marches to the side. If part of a squadron-level formation, the flight commander may be positioned above the first file.

11. Drill Positions and movements.

NOTE: THE NEXT SECTION DESCRIBES DRILL MOVEMENTS AS PERFORMED IN THE 30-COUNT DRILL SEQUENCE. OTHER MOVEMENTS/COMMANDS ARE THEN COVERED AFTER THIS SECTION.



#1 - FALL IN.

- On FALL IN, the guide takes a position facing the flight commander such that the first element will fall in centered on and three paces from him or her. If no guide is used, the first element leader assumes the responsibilities of the guide.
- Once halted at the position of attention, the guide performs an automatic dress right dress and readyfront. Once positioned, the guide does not move.
- The first element leader falls in directly to the left of the guide and executes an automatic dress right dress.
- The second, third, and fourth element leaders fall in behind the first element leader, execute an automatic dress right dress, visually establish a 40-inch distance, and align themselves directly behind the individual in front of them.
- The remaining cadets fall into any open position and execute an automatic dress right dress. As soon as dress, cover, interval, and distance are established, each cadet executes an automatic readyfront on an individual basis and remains at the position of attention.
- See also "Dress Right, DRESS" on page 83.
- Once it is formed, the flight will be squared off prior to sizing. The left flank of the formation will be squared off with extra cadets filling in from the fourth to the first element. For example, if there is one extra cadet, he or she will be positioned in the fourth element; if there are two extra cadets, one will be positioned in the third element and one will be positioned in the fourth element; and so forth. The flight sergeant will occupy the last position in the fourth element.
- To size the flight, the flight commander faces the flight to the right (from line to column formation) and has taller cadets (except the guide, element leaders, and flight sergeant) move to the front of the flight according to height. The flight commander then faces the flight to the right (from column to inverted line formation) and again has taller cadets (except the flight sergeant) move to the front of the flight according to height. The flight commander faces the flight back to the left (column formation) and continues this procedure until all members are properly sized.

#2 - Open Ranks, MARCH.

- Is given only if the formation is in line at normal interval.
- On the command MARCH, the fourth element stands fast and automatically executes dress right dress at normal interval.
- Each succeeding element in front of the fourth element takes the required numbered of paces, stepping off with the left foot and a coordinated arm swing, halts, and automatically executes dress right dress:
 - o The third element takes one pace forward
 - o The second element takes two paces forward
 - o The first element takes three paces forward.
- **TEACHING TIP:** If there are only three elements in the flight, the second element takes one pace and the first element takes two paces forward.
- Once halted, the distance between ranks will be about 64 inches.
- The flight commander proceeds and aligns the flight.

#3 - Ready, FRONT.

- Once the flight is aligned, the flight commander takes three paces past the first element, halts, faces to the left (down line) and commands Ready, FRONT.
- If the flight is to be inspected, the flight commander takes one step forward and faces to the right in a position in front of the guide.
- Back row has remained in place.
- Front row has taken one step forward for each row behind it.

#4 - Close Ranks, MARCH.

- To close ranks when at open ranks, the command is Close Ranks, MARCH.
- On MARCH, the first rank stands fast.
- The second rank takes one pace forward with coordinated arm swing and halts at the position of attention.
- The third and fourth ranks take two and three paces forward, respectively, and halt at attention.

#5 – Present, ARMS (Hand, SALUTE – COUNT ONE)

- On “ARMS” cadet raises the right hand smartly in the most direct manner.
- While raising hand, extend and join fingers once half way up.
- Palm is flat and facing the body.
- Thumb is along forefingers.
- Fingers, palm, and forearm form straight line.
- As arm is raised it traces a path up the gig line.
- Upper arm horizontal, slightly forward of body and parallel to ground.
- Tip of middle finger touches the front right corner of headdress (or the outside corner of eyebrow or front right edge of glasses.)
- Palm tilted slightly toward face.
- Rest of body remains at attention.

Middle finger touches outside corner of right eyebrow, hat visor, or glasses, with palm tilted slightly toward face.



#6 – Order, ARMS (Hand, SALUTE – COUNT TWO)

- Arm comes smoothly and smartly down.
- Retrace path used to raise the arm.
- Hand is cupped as it passes the waist.
- End with entire body at attention.

➤ **TEACHING TIPS:** Hand salute as a command is only to be used in training situations. To perform a hand salute, a cadet would be in a situation in which he or she initiates or returns a salute to another person. In this situation, the cadet renders a salute and immediately returns to attention without further command. However, the command to have a cadet or formation execute a salute is **Present, ARMS**. In this situation, the cadet renders a salute and holds it (count one of Hand, SALUTE), until commanded to **Order, ARMS** (count two of Hand, SALUTE.)

#7 - Parade, REST.

- On "REST," raise left foot slightly from hip and move smartly to the left.
 - Heels 12-inches apart and online.
 - Legs straight, but not stiff.
 - As left foot moves, bring arms, fully extended, to back of body.
 - Extend & join fingers, pointing them to ground with palms facing outward.
 - Right hand in palm of left, right thumb over the left, forming an "X".
 - Head and eyes straight ahead.
 - Silent & immobile.
- **TEACHING TIPS:** Ensure arms are fully extended, not resting above the belt. If cadets are to casually wait around, use at ease instead. When true parade rest is desired, enforce the posture, silence, and immobility rules 100%.



PARADE, REST

#8 - (Flight,) ATTENTION.

- Heels together smartly and online with feet at 45° angle.
 - Legs straight, but do not lock knees.
 - Body erect, chest lifted, back arched, shoulders square.
 - Arms hang straight down and wrists straight with the forearms.
 - Thumbs resting along index finger and seam of pants (hands cupped).
 - Head and eyes straight front.
 - Silent & immobile.
- **TEACHING TIPS:** Use attention judiciously. If cadets are waiting or expected to watch the instructor demonstrate something, put them at ease. When attention truly is warranted, enforce the posture, silence, and immobility rules 100%.



ATTENTION

#9 – Left (Right,) FACE (Description below is for Left, FACE.)

- **COUNT ONE.**
 - o On "FACE," raise left toe and right heel slightly.
 - o Pivot 90° to the left on the left heel and the ball of the right foot.
 - o Legs straight but not stiff.
 - o Upper body remains at attention.
 - **COUNT TWO.**
 - o Bring left foot smartly forward.
 - o Heels come together and online.
 - o Feet at 45°.
 - o End at attention.
- **TEACHING TIP:** Watch that cadets do not lean forward during the movement.



#10 - About, FACE.

- **COUNT ONE.**

- On "FACE," lift right foot from hip slightly.
- Ball of right foot in "magic spot," half a shoe length behind and slightly left of the left heel.
- Do not bend knee during above movement.
- Weight of body on ball of right foot and heel of left.
- Legs straight but not stiff.
- Upper body remains at attention.

- **COUNT TWO.**

- Pivot 180° to the right on ball of right foot and heel of left, twisting at hips.
- Upper body remains at attention (pin arms).
- Heels finish together and online, feet at 45°.
- End at attention.



ABOUT, FACE

- **TEACHING TIP:** The toughest part of executing an about face is locating the "magic spot" in count one. Also watch that cadets don't "whirly-bird" their arms.

#11 - Forward, MARCH.

- On MARCH, the cadets smartly step off straight ahead with the left foot, taking a 24-inch step (measured from heel to heel), and places the heel on the ground first.
 - When stepping off and while marching, the cadet will use coordinated arm swing; that is, right arm forward with the left leg and left arm forward with the right leg.
 - The hands will be cupped with the thumbs pointed down, and the arms will hang straight, but not stiff, and will swing naturally.
 - The swing of the arms will measure 6 inches to the front (measured from the rear of the hand to the front of the thigh) and 3 inches to the rear (measured from the front of the hand to the back of the thigh).
- **TEACHING TIP:** Watch that cadets do not anticipate the command by leaning forward after "Forward" is called.

#12 - Right (Left) Flank, MARCH. *Description below is for Right Flank, MARCH.*

- Given as the heel of the right foot strikes the ground.
 - On the command MARCH, the cadet takes one more 24-inch step, pivots 90 degrees to the right on the ball of the left foot, keeping the upper portion of the body at the position of attention. The cadet then steps off with the right foot in the new direction of march with a full 24-inch step and coordinated arm swing. Pivot and step-off are executed in one count.
 - Hands are pinned to the legs (as at attention) during the pivot.
 - Throughout the movement, maintain proper dress, cover, interval, and distance.
- **TEACHING TIP:** Watch that the cadets do not lean forward as they perform the flank. The upper body is supposed to remain at attention, that is, perpendicular to the ground.

#13 – Left Flank, MARCH. See #12.

#14 & #15 - Column Right (Left), MARCH & Forward, MARCH. Description below is for Column Right, MARCH. Column Right is called on the right foot.

- **FOURTH (FAR RIGHT) ELEMENT**

- o On MARCH, the element leader on the far right takes one more 24-inch step, pivots 90 degrees to the right on the ball of the left foot and suspends arm swing during the pivot.
- o Following the pivot, cadets step off in a 24-inch step and resume coordinated arm swing, but then beginning with the second step after the pivot, they take up the half step.
- o Each succeeding member of that far right element marches to the approximate pivot point established by the person in front of him or her and executes the column as described above.

- **THIRD ELEMENT**

- o The third element leader takes one 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot and takes two 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- o Each cadet continues marching in 24-inch steps until even with the person who marches on the right. Then he or she begins half stepping and establishes interval and dress.
- o Each succeeding member of the third element marches to the pivot point established by the person in front of him or her and performs the same procedures as the element leader.

- **SECONDELEMENT**

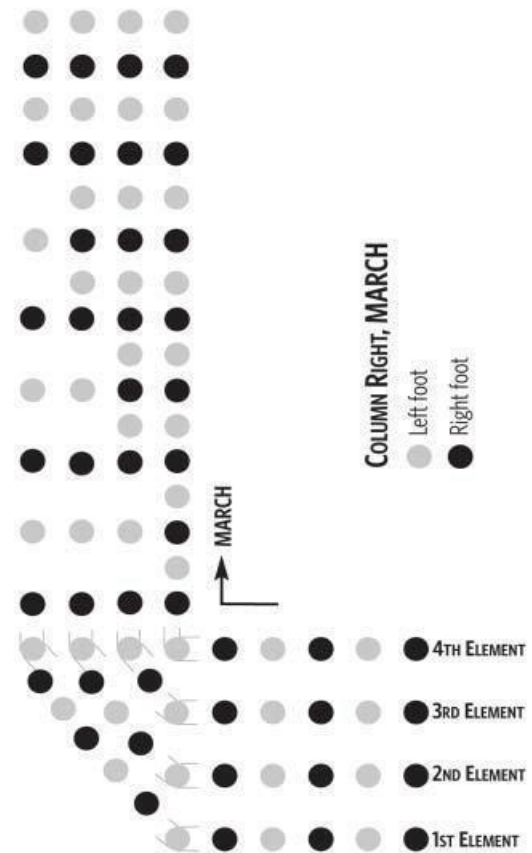
- o The second element leader takes one more 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot and takes four 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- o Each cadet continues marching in 24-inch steps until even with the person who marches on their right. Then, the cadet begins half stepping, and establishes interval and dress.
- o Each succeeding member of the second element marches to the pivot point established by the person in front of him or her and performs the same procedures as the element leader.

- **FIRSTELEMENT**

- o The first element leader takes one more 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot and takes six 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- o Each cadet continues marching in 24-inch steps until even with the person who marches on their right. Then, the cadet begins half stepping, and establishes interval and dress.
- o Each succeeding member of the first element marches to the point established by the person in front of him or her and performs the same procedures as the element leader.

- **THEGUIDE**

- o The guide performs the pivots and steps exactly as the fourth element leader.



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- Following completion of the pivots, the guide continues in a 24-inch step until he or she is ahead of the fourth element leader.
- The guide pivots 45 degrees to a position in front of the fourth element leader; then he or she pivots 45 degrees again toward the front and begins half stepping.

- Forward, MARCH

- Once the entire formation has changed direction and dress, cover, interval, and distance are reestablished, Forward, MARCH will be given.
- On the command MARCH, take one more 12- inch step with the right foot, then step off with a full 24-inch step with the left foot.

#16 - To the Rear, MARCH.

- Given as the heel of the right foot strikes the ground.
 - On the command MARCH, the cadet takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet then pivot on the balls of both feet, turning 180° to the right, and take a 12-inch step with the left foot in the new direction, with coordinated arm swing, before taking a full 24-inch step with the right foot.
 - While pivoting, do not force the body up or lean forward.
 - The pivot takes a full count, and the arm swing is suspended to the sides as the weight of the body comes forward while executing the pivot, as if at the position of attention.
- **TEACHING TIP:** Watch that cadets do not lean forward as they turn and ensure they pin their arms -- no “whirly-twirls.”

#17 - To the Rear, MARCH. See #16.

#18 & #19 - Column Right (Left), MARCH & Forward, MARCH. See #14/15.

#20 & #21 - Eyes, RIGHT & Ready, FRONT.

- On RIGHT, all persons, except those on the right flank, turn their heads and eyes smartly 45 degrees to the right.
 - On FRONT, heads and eyes are turned smartly to the front.
- **TEACHING TIPS:** This command can be executed at the halt or while marching. If marching, the preparatory command and command of execution are called on the right foot. Likewise, Ready, FRONT is called on the left foot if on the march. When instructing new cadets, teach Eyes, RIGHT at the halt first. Check that each cadet turns his or her head 45° (cadets tend to turn only slightly or a full 90°).



Remains at attention

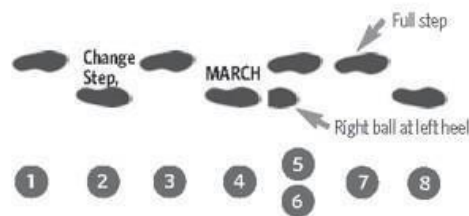


Turn head 45° to right

#22 & #23- Column Right (Left), MARCH & Forward, MARCH. See #14/15.

#24 - Change Step, MARCH.

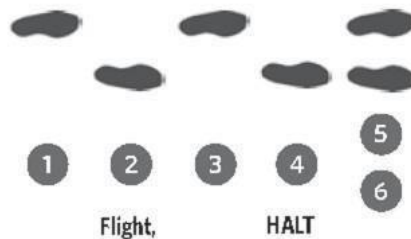
- The preparatory command and the command of execution are given as the right foot strikes the ground.
 - On MARCH, the cadets take one more 24-inch step with the left foot.
 - Then in one count, cadets place the ball of the right foot alongside the heel of the left foot, pin their arms, and shift the weight of the body to the right foot.
 - Cadets then step off with the left foot in a 24-inch step, resuming coordinated arm swing.
 - The upper portion of the body remains at the position of attention throughout.
- **TEACHING TIP:** Make sure cadets do not “hop” or “skip” during the movement.



#25 & #26 - Column Right (Left), MARCH & Forward, MARCH. See #14/15.

#27 - Flight, HALT

- Given as either foot strikes the ground.
 - On the command HALT, the cadet will take one more 24-inch step.
 - Next, the trailing foot will be brought smartly alongside the front foot.
 - The heels will be together, on line, and form a 45-degree angle.
 - Coordinated arm swing will cease as the weight of the body shifts to the leading foot when halting.
- **TEACHING TIP:** When executed properly, the flight will make a single sound as it halts in unison.



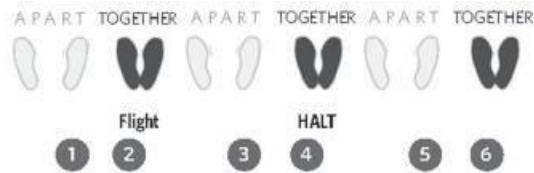
#28 – Left, FACE. See #9.

#29 & #30 - Right (Left) Step, MARCH & Flight, HALT. Description below is for Right Step, MARCH.

- Given only from a halt and for short distances.
- On MARCH, the cadet raises the right leg from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement.
- The cadet places the right foot 12 inches, as measured from the inside of the heels, to the right of the other (left) foot.
- Transfer the weight of the body to the right foot, then bring the left foot (without scraping the ground) smartly to a position alongside the right foot as in the position of attention.
- This movement is continued in quick time; the upper portion of the body remains at attention and hands remain pinned (as at attention) throughout.
- **Flight, HALT** (from Left & Right Step)

NC-075AFJROTC Cadet

- To halt from the right step, the preparatory command and command of execution are given as the heels come together.
 - On HALT, one more step is taken with the right foot and the left foot is placed smartly alongside the right foot as in the position of attention.
- **TEACHING TIP:** Watch that cadets don't speed up. Also watch that they march in a straight line sideways – they may tend to come forward or move backward.



ADDITIONAL DRILL COMMANDS/MOVEMENTS

FALL OUT.

- On the command FALL OUT, individuals may relax in a standing position or break ranks.
- All individuals remain in the immediate area.
- No specific method of dispersal is required.
- Moderate speech is permitted.

DISMISSED.

- On the command, "DISMISSED," cadets break ranks as shown in "FALL OUT."
 - All individuals are expected to leave the immediate area.
- **TEACHING TIPS:** The main distinction between FALL OUT and DISMISSED is what the cadets do after breaking ranks. "FALL OUT" is appropriate if cadets are to return to the classroom, go indoors, etc. "DISMISSED" is used if cadets are to return home, enjoy free time, etc. Note that it is not required for cadets to take a step backward and/or perform an about face – simply breaking ranks is appropriate.

AT EASE.

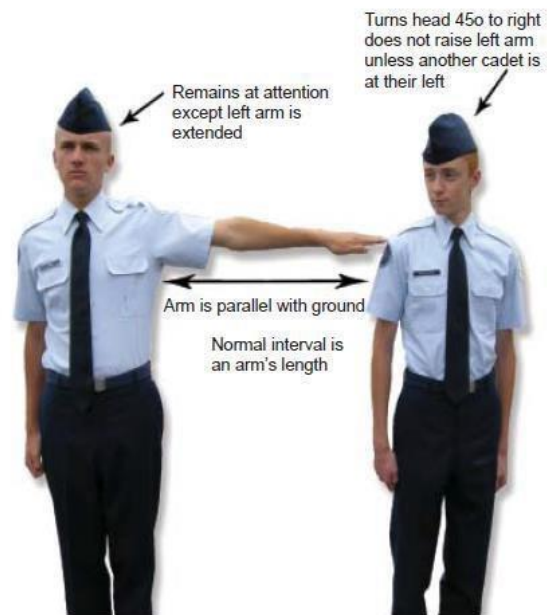
- Relax in standing position.
- Keep right foot in place.
- Remainsilent.

REST.

- Same as AT EASE but moderate speech is permitted.
- **TEACHING TIP:** The four positions of rest are parade rest, at ease, rest, and fall out.

Dress Right, DRESS.

- On the command DRESS, everyone except the last cadet in each element raises and extends the left arm laterally from the shoulder with snap so the arm is parallel with the ground.
- As the arm is raised, un cup the hand, keeping the palm down. Extend and join the fingers and place the thumb along the forefinger.
- At the same time as the left arm is raised, each cadet (except the guide and second, third, and fourth element leaders) performs Eyes, RIGHT.
- The leading individual of each file establishes normal interval (by taking small choppy steps and aligning with the base file) and establishes exact shoulder-to-fingertip contact with the individual to the immediate right.
- The second, third, and fourth element leaders align themselves directly behind the person in front of them (using small choppy steps) and visually establish a 40-inch distance.
- As the remaining members align themselves behind the individual in front of or to the right of them, their shoulders may or may not touch the fingertips of the individual to their right.
- *If the arm is too long*, place the extended hand behind the other person's shoulder.
- *If the arm is too short*, leave it extended toward the other person and parallel to the ground.



DRESS RIGHT, DRESS

- **TEACHING TIP:** Think **shuffle, shuffle halt**. Teach cadets to correct their alignment quickly.

Ready, FRONT.

- On "FRONT," cadets lower their arms with snap to their sides (without slapping their sides) and recup their hands.
- As the arm is lowered, cadets whose heads are turned will return their heads to the front with snap.
- The body is now back to the position of attention.

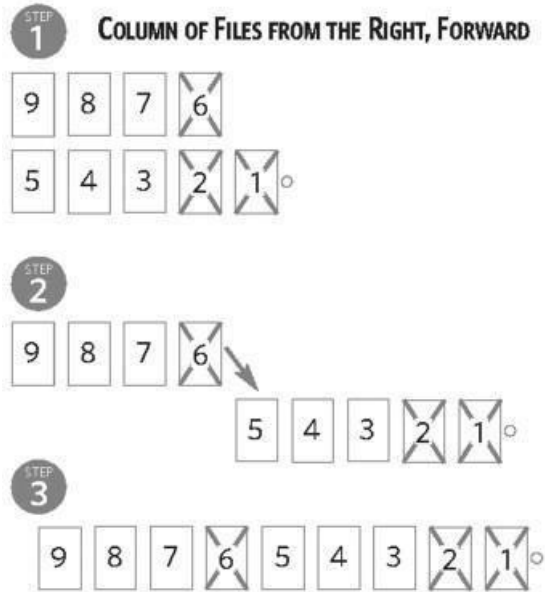
Count Cadence, COUNT.

- Give the command of execution as the left foot strikes the ground.
 - The next time the left foot strikes the ground, the group counts cadence for eight steps, as follows: ONE, TWO, THREE, FOUR; ONE, TWO, THREE, FOUR.
 - Do not shout the counts. Give them sharply and clearly, and separate each number distinctly.
- **TEACHING TIPS:** Explain that the purpose of the command is to help the flight get in step. Cadets who are out of step need to take the opportunity afforded by this command to get back into step. Note that you count odd numbers on the left foot and even numbers on the right foot.

Column of Files from the Right (Left), Forward, MARCH and Column of Files from the Right (Left), Column Right (Left), MARCH.

Description below is for Column of Files from the Right, Forward, MARCH.

- On the preparatory command, the guide takes a position in front of the file that will move first.
- The element leader of the right element turns his or her head 45 degrees to the right and commands "Forward."
- At the same time, the remaining element leaders turn their heads 45 degrees to the right and command STAND FAST. Their heads are kept to the right until they step off.
- On the command MARCH, the extreme right element steps off (or they perform a column right if that version of the movement is called).
- The element leader of each remaining element commands Forward, MARCH (or a column, if that version is called) as the last cadet in each element passes, ensuring the leader's element is in step with the preceding element.
- All elements then incline to the right, following the leading elements in successive order.



Close, MARCH & Extend, MARCH.

Close, MARCH (AT THE HALT).

- o On MARCH, the fourth element stands fast. The remaining elements take the required number of right steps, all at the same time, and halt together:
 - o The third element takes two steps
 - o The second element takes four steps
 - o The first element takes six steps.

EXTEND, MARCH (AT THE HALT)

- o To return to normal interval, the cadets reverse the procedures described above (i.e., the third element takes two left steps...)

Close, MARCH (ON THE MARCH)

- o On MARCH, which is given on the right foot, the fourth element takes up the half step following the command of execution.
- o The third element obtains close interval by pivoting 45 degrees to the right on the ball of the left foot, taking one 24-inch step (with coordinated arm swing) toward the fourth element, and then pivoting 45 degrees back to the left on the ball of the right foot.
- o The second element does, likewise, taking three steps between pivots.
- o The first element does, likewise, taking five steps between pivots.
- o Upon executing the pivots, the cadets resume their original direction of march and they take up the half-step once close interval is obtained.
- o On the command Forward, MARCH, all elements resume a 24-inch step.

NC-075 AFJROTC Cadet

- Extend, MARCH (ON THE MARCH)

- o To return to normal interval, the cadets reverse the procedures described above and the command is called on the left foot.

AT CLOSE INTERVAL, DRESS RIGHT, DRESS.

- All cadets except the last one in each element raise their left hand so the heel of the hand rests on the left hip, fingers are extended and joined, thumb is along the forefinger, fingertips point toward the ground, and the elbow in line with the body.
- At the same time the left hand is raised, all cadets except the guide and second, third, and fourth element leaders turn their head and eyes 45 degrees to the right. First element cadets establish the interval by ensuring their upper right arm touches the extended elbow of the individual to their right. The same procedures used to establish dress, cover, interval, and distance for normal interval will be used for close interval.



ADDITIONAL DRILL NOTES:

Drill rifle exchanges/tosses are potentially dangerous. With safety paramount, a person to person rifle exchange or toss is permitted. Blind (suicide) and/or backwards rifle tosses are prohibited. Also, the use of fixed bayonets on drill rifles is strictly prohibited by AFJROTC. Units must design drill routines in a manner that ensures the safety of all team members.

Sabers: Due to safety concerns, cadets using sabers or swords must have a firm grasp on and control of the saber or sword at all times. Cadets are not permitted to flip, toss and/or palm spin the saber or sword at any time. Routines using sabers or swords must be designed with safety in mind and adhere to this policy.

Chapter 16 Study Guide

1. *Name the three main benefits of drill and ceremonies within the cadet corps.*

Drill helps the individual, builds the team, and develops leaders

2. *What are the two parts of most drill commands?*

The preparatory command and the command of execution

3. *Name three examples of a combined command.*

Fall in, At Ease and Rest

4. *What type of command is given when one unit of the element must execute a movement different from the other units or must execute the same movement at a different time?*

Supplementary command

5. *Name two examples of an informational command.*

**Prepare for inspection and Dismiss the
squadron**

6. *What are the five characteristics of the command voice?*

**Loudness, projection, distinctness, inflection, and
snap**

7. *At what position must one be to give a drill command?*

Attention

8. *How is cadence is given while marching?*

In sets of two as follows: **HUT, TOOP, THREEP, FOURP; HUT, TOOP, THREEP, FOURP.**

9. *What is the best method to use when teaching drill?*

The Demonstration-Performance Training

Method

10. *In which formation does the flight Fall in and in which formation does the flight normally march?*

Line Formation; Column Formation

11. *What is the difference between **FALL OUT** and **DISMISSED**?*

On the command FALL OUT, individuals may relax in a standing position or break ranks and all individuals remain in the immediate area. On the command, DISMISSED, cadets break ranks as shown in FALL OUT and all individuals are expected to leave the immediate area.

12. *What is the angle of the feet while standing at attention?*

45 degrees

NC-075 AFJROTC Cadet

13. *What is the distance between the heels while standing at parade rest?*

12 inches

14. *What are the four positions of rest?*

Parade rest, at ease, rest, and fall

out

15. *How does the arm/hand travel from the side to the ending position when executing a hand salute?*

Along the gig line with the hand opening halfway up

16. *At what degree does the head turn when executing an eyes right?*

45 degrees

17. *When the flight is in line formation and the command, dress right dress is give, which cadets do not turn their heads?*

The element leaders

18. *When the flight is in line formation and the command, dress right dress is give, which cadets do not extend their arms?*

The last cadet in each element

19. *What is the distance between heels in a normal marching step?*

24 inches

20. *What is the distance the normal arm swing while marching?*

6 inches to the front and 3 inches to the rear

21. *What is the distance between the heels during each step during right or left step march?*

12 inches

22. *During open ranks march, what determines the number of steps each cadet takes?*

The number of cadets behind them

23. *On what foot is the command change step march called?*

The right foot

24. *During a column movement (right or left,) when does each cadet (with the exception of the base element) start to half step?*

When the reestablish dress to the right or left as applicable

25. *How is interval established during the drill movement at close interval dress right dress?*

By placing the palm flat on the hip and extending the elbow to the side

CHAPTER 17 – ACTIVITIES FEES AND OTHER COSTS



1. **What is the activities fee and what is it for?** Each year cadets will be asked to pay a non-refundable \$30.00 activities fee. Our program receives minimum (and sometimes no) funding by the Air Force for specific things, but these do not include certain cadet activities such as bowling night, dances, meals for color guards, drill team equipment, etc. To keep our cadet activities strong and exciting, additional funds are necessary.

2. **What specifically do activity fees pay for?** For a first-year cadet, the \$30.00 activity fee typically will cover the cost of their unit PT Gear (\$15) and misc. class parties. If a fee is charged for events such as field trips, the military ball, awards banquet, etc., cadets must pay themselves and/ or assist the unit in raising money thru fundraisers.

3. **What about fundraisers?** Many fund raisers are held each year by our Parents Boosters and include events such as Smokey Mountain Fairgrounds parking/tickets booth operations, Belk Charity Tickets, DAV, Sonic & Little Debbie sales, etc. Again, the more effort the cadets place on raising funds...the more they get to do and the less money they must spend out-of-pocket!

4. **What about the Drill Team?** Again, tough economic times have had an impact on our program. To keep our full competition schedule, we sometimes ask each drill team member to pay an additional one-time, non-refundable \$20.00 activity fee. These fees help cover additional drill team uniform items and equipment not funded by the Air Force or school district.

5. Our goal is to ensure that each cadet is able to gain the full experience that AFJROTC can provide. Please let one of our instructors know if you have any questions about fees or fundraisers. We ALWAYS take donations (tax exempt) and are always looking for fund-raising ideas.

6. Cadet Challenges. Although we generally expect all cadet fees to be paid up front, it is possible for a cadet to pay their activity fees in installments. If a cadet is facing extreme financial difficulties, scholarships may be available. Please talk to one of the instructors to make any special arrangements.

CHAPTER 18 – DISCIPLINE MANGEMENT

1. **Self-discipline** is the foundation for each cadet's success. The corps' discipline management plan is a system designed to assist cadets in reaching their full potential in performance and behavior. While the discipline of the corps is a cadet staff responsibility, it is important to note that cadets will never be allowed to "administer" discipline unless under the supervision of the instructors.
2. **Step 1–Verbal Counseling**—Any time a cadet's behavior or performance warrants correction, the matter should be addressed immediately. The best way to do this is to pull the cadet aside, whether in the classroom, on the drill pad, or on the track, and explain to them the error of their actions and how they do not meet corps expectations. A great tool to use is the Cadet Creed (Oath). You can ask the cadet, "How do you feel your actions meet with the Cadet Creed (Oath)?" You should try to do this in private if possible. Do not belittle the individual. Let them know that they themselves are still valuable; it is their behavior that needs to change. Verbal counseling can be conducted by any cadet in a position of authority. Flight commanders are on the front line of having an influence on the cadets in their flight. If verbal counseling is used effectively, there is rarely a case to elevate the situation up the chain of command.
3. **Step 2–Letter of Counseling (LOC)**—In the case where verbal counseling has not been effective in correcting the behavior, a documented counseling session using an LOC (Attachment 4) is the next step. An LOC should also be used for the first violation of a serious nature in which the cadet maliciously broke a rule or demonstrated a behavior of which they knew was wrong. The cadet should be brought into the cadet staff office. Using the LOC, the flight commander or other cadet officer will state the situation to the cadet, explain how the cadet's behavior is in violation of corps standards, and state what actions must be demonstrated in the future. If conducting a counseling session, you should use facts and observations and attempt to keep emotion and opinions out of the situation. After documenting the session, ask the cadet if they would like to make any comments. You will have the cadet sign the form indicating acknowledgement of the session. It is important to let the cadet know that signing the form is not an admission of guilt. If the LOC is being issued for failure to wear the AFJROTC Uniform, it will be sent home for a parent/guardian's signature. Forward the form to appropriate Squadron Commander. After review by the cadet staff and instructors, the LOC will be filed in the cadet's record.
4. **Step 3–Letter of Reprimand (LOR)**—The last tier in the discipline management system is the LOR (Attachment 5). An LOR should only be used when prior attempts to correct the behavior have not been met with any success (habitually not wearing the uniform, consistent poor attitude, etc.) or the behavior is so extreme that it warrants severe discipline (such behaviors may include but not be limited to fighting, severe defiance, discrimination, etc.) Again, the cadet will be brought into the cadet office and the situation will be clearly stated to them as with the LOC. It is important to explain the seriousness of the offense and that it may warrant consequences. However, be sure to not threaten the cadet; administrative punishment is only authorized by the corps commander with concurrence of the instructors. If the LOR is being issued for failure to wear the AFJROTC Uniform, it will be sent home for a parent/guardian's signature. Forward the form to the appropriate Squadron Commander. After review by the cadet staff and instructors, any administrative punishment will be indicated, and the LOR will be filed in the cadet's record.
5. **Step 4–Discipline Board**—The corps commander may hold a discipline board before recommending administrative punishment (demotion, removal from activities, dis-enrollment) to the instructors. A discipline board must consist of a minimum of the corps commander, deputy commander, and at least one squadron commander. The discipline board should allow the offending cadet the opportunity to address the board regarding the situation. Once the board has conducted its investigation, its findings and recommendations will be forwarded to the instructors for the final decision.

NOTE: MERIT/DEMERIT SYSTEM IS IN PRODUCTION / RELEASED DATE IS YET TBD.

CHAPTER 19 – SOCIAL MEDIA

The NC-075 AFJROTC maintains several social media networks to enhance corps communications, publicize cadet events and achievements and increase cadet morale. At no time will cadets use any of these outlets for anything other than official use. These networks will be monitored and any type of cyber bullying, inappropriate comments, dissemination of personal information without consent, or other unauthorized posts be tolerated. Cadets found responsible for any of these types of actions may be subject to discipline under the Corps Discipline Management Plan and may also be subject to discipline under the TUSCOLA High School and Haywood County Schools Code of Conduct. Cadet can find almost anything they need at these sites to include uniform wear information, master schedule, and upcoming events, PT activities, the Cadet Handbook, course syllabus, etc. Cadet are encouraged to check the sites regularly to stay abreast of the most current information.

Remind 101 Application. REMIND is OUR primary means of communication outside of school. All cadets and parents are highly encouraged to sign up for both accounts. This is a fee service and approved by the school district for communications between instructors and cadets alike. NOTE: Cadets may also sign up for free email notifications.

TWO REMIND ACCOUNTS

INSTRUCTORS – SEND TEXT MESSAGE: @push-it-up TO 81010

STUDENTS ACCOUNT – SEND TEXT MESSAGE: @nc075jrotc TO 81010

TUSCOLA AFJROTC GOOGLE Web Site. <https://sites.google.com/site/airforejuniorrotcunitnc075/>.

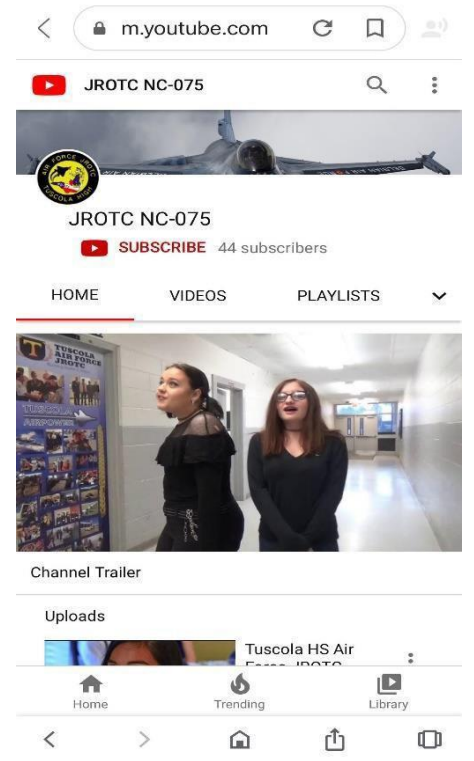
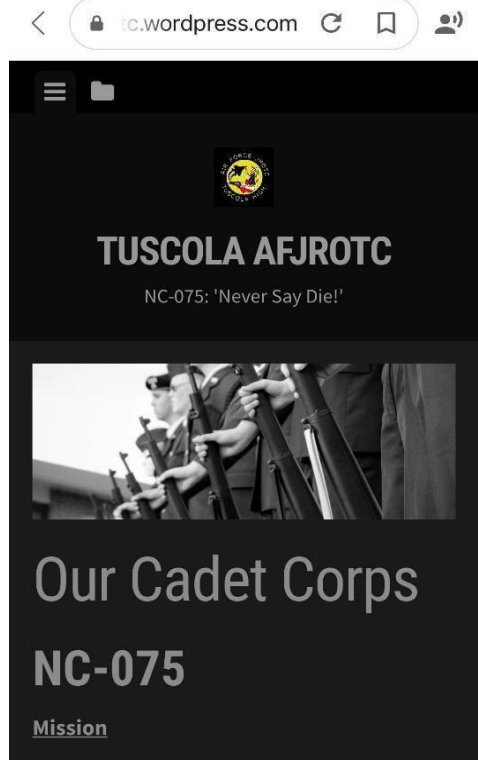
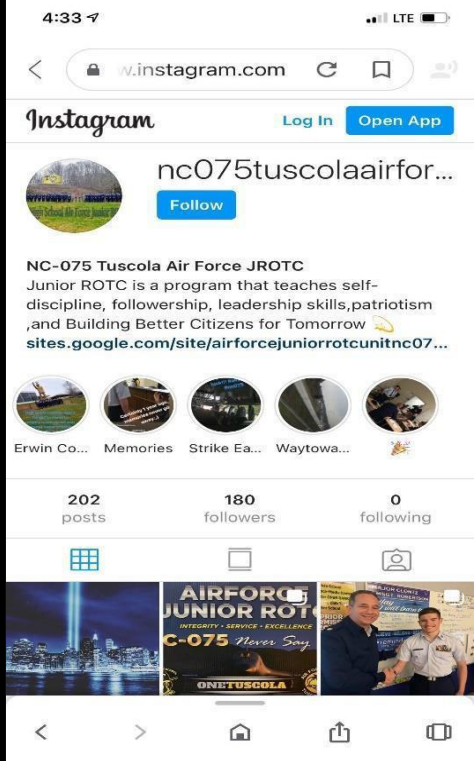


NC-075 AFJROTC Cadet

INSTAGRAM: <https://www.instagram.com/nc075tuscolaairforce/>

WORDPRESS: <https://tuscolaafirotc.wordpress.com/about/>

YOUTUBE: <https://www.youtube.com/channel/UC9tJWyOuzbCyxsiK8MzxClg>



Facebook: "Tuscola Air Force Junior ROTC (NC-075)" and our "Tuscola School Webpage"



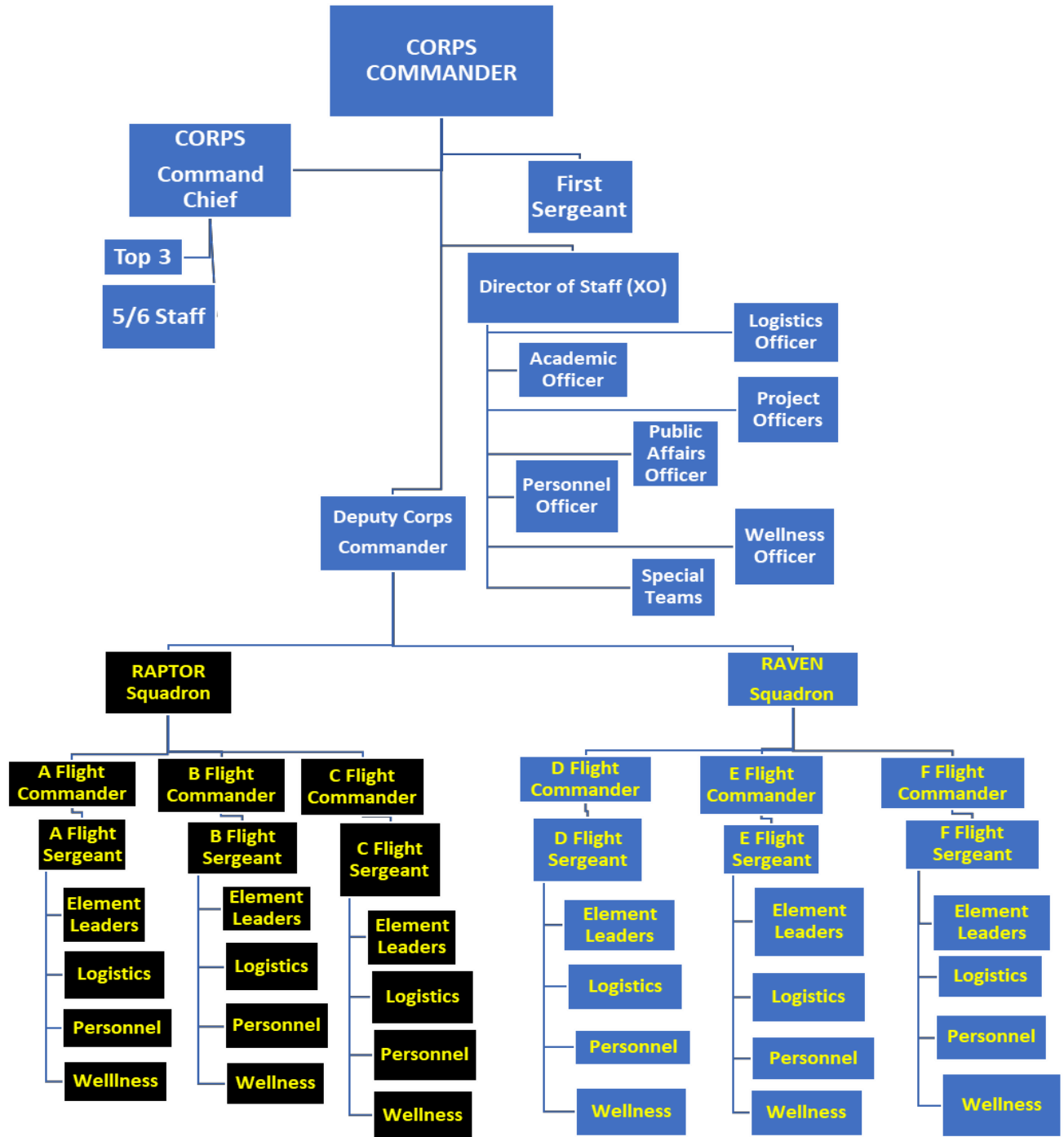
CHAPTER 20 – CADET LEADERSHIP COURSE(S) (CLC)

1. Cadet Leadership Course(s). Each summer, NC-075 Cadets may be afforded the opportunity to attend a Cadet Leadership Course. Currently, the NC-075 participates in a basic in-house CLC held here at Tuscola. This course is generally during the 1st week of August or right after graduation. CLCs are intended to enhance the cadet experience and develop cadets into leaders in their home units.
2. Selection. NC-075 Cadets will be selected based on the number of quotas allowed for each course and the following criteria:
 - 2.1. Academic standing (must be eligible)
 - 2.2. Demonstrated proficiency in uniform wear
 - 2.3. Demonstrated proficiency in drill and ceremony
 - 2.4. Demonstrated positive attitude
 - 2.5. Demonstrated potential to serve the corps in a leadership position
3. Requirements. Cadets selected to attend CLCs must be volunteers and be available to attend the entire course. Selectees must obtain additional uniforms and other items as needed/prescribed the CLC hosts. An additional activities fee **may** be charged to cover incidentals.
4. Timeline. Announcement of selectees and alternates will generally occur in early March of each year, followed by a meeting for attendees and parents in April. Cadets selected to attend the CLCs will be transported by the school district to and from the courses in June.
5. Benefits. Cadets who attend and successfully complete a CLC are eligible to receive the Cadet Leadership Course Ribbon. Additional awards may be available at the discretion of the CLC host. Additionally, CLC graduates may be selected for accelerated promotion and receive preferential standing when applying for leadership positions within the NC-075.
6. Corps Commander CSLC Prerequisite. Although not required it is highly recommended that the selected NC-075th Corps Commander for the upcoming school year (each year) attend the Cadet Staff Leadership Course. This requirement can only be waived by the SASI.

CHAPTER 21 - CADET CORPS STAFF SELECTION & ORGANIZATIONAL CHART

1. Cadet Position and Rotation—Cadet command and staff assignments will be made so that a balanced spread of leadership development experience will prevail throughout the corps. The rotation of various corps positions will be on the basis of positions available and the individual need for training experience. **NOTE: To apply for a corps staff position, cadets must either submit a Corps Staff Application (Attachment 2); or a cadet may also submit a job application via the Google Site.**
 - 1.1 Some flight positions may be interchanged every six weeks. (*i.e. Flight Sergeant and element leader*)
 - 1.2 Personnel changes will be made whenever a cadet's performance of duty is not up to standard through sufficient time and effort.
 - 1.3 Command and staff positions may be changed each semester depending on the needs of the corps and the standards of performance of the various cadets filling the positions. These changes are approved by the Corps and/or Deputy Corps Commander. Personnel changes in key positions will be limited.
 - 1.4 The authority to remove someone from a corps position rest solely with the SASI/ASI.
2. Selection of the Corps Commander—The Corps Commander selection process will be announced by the SASI in the last semester of the current school year for the next school year. The Corps Commander will be selected by the SASI. The SASI will base this selection on the following criteria:
 - 2.1 Leadership potential based on past performance
 - 2.2 Written Essay (contact SASI for specifics)
 - 2.3 Findings of selection panel consisting of SASI, ASI and School Principal and previous corps commander.
3. After the announcement of the Corps Commander, he/she will select their staff, who in turn will select their staffs (all with the concurrence of the SASI). The only positions not picked by the corps commander will be drill team commanders who will be handpicked by the instructor staff from a pool of qualified applicants.
4. Corps Job Descriptions:
NOT ALL INCLUSIVE—Cadet duty positions are maintained by the Cadet Command Chief.
REFER TO ATTACHMENT 11.

NC-075AFJROTC
Cadet GUIDE





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**TUSCOLA
AIRFORCE
JROTC**

Building Better Citizens

Attachment 1—Activity * Event * Service * Project SIGN-UP and TRACKING

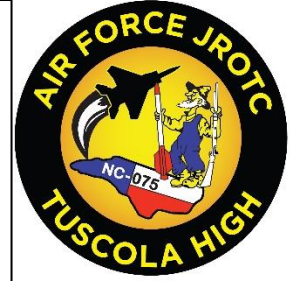
NAME of the Activity/Event/Service Project: _____

Address OR Location: _____

DATE (Month/Day/Year): _____ **DAY:** _____

Start Time (approx.): _____ **End Time (approx.):** _____

Examples: 0730 = 7:30 a.m. OR 1515 = 3:15 p.m.



Activity, Event, or Project TYPE: (check all that apply)

- SUMMER LAB ACTIVITY (Cadet Leadership Camp)
- Curriculum-In-Action (CIA Trip) (i.e. Young Eagles, Civil Air Patrol, Pensacola Fl., Washington D.C)
- COMPETITION (i.e.; ACADEMIC / CYBER / DRILL / MARKSMAN / MODEL AIR / ORIENTEER / RAIDER / OTHER / ROCKETRY)
- FUNDRAISER (i.e. Zaxby's, Belk's Charity Ticket Sales, Stadium Clean-Up, 50/50 Ticket Sales)
- Leadership Development Rqmt: Non-Community Service hours _____ Community Service Hours: _____
(i.e.; Color Guard – Non CS (rehearsal, set up, travel time) CS – Acutal Color Guard time)
- Community Service ONLY NOTE: Enter only Default CS hours, not the event duration.

EVENT COMMANDER: _____ **FINAL REVIEW DATE:** _____ **SIGNATURE:** _____

Other Cadet(s)-in-Charge? _____ **SHIFT 1:** _____ **SHIFT 2:** _____

PA Cadet/Team Assigned: _____ **Photo:** _____ **Social Media:** _____

LOGISTICS Cadet/Team Assigned: _____

Description (What are we doing?) _____

How many Cadets will be needed? _____

Dress (Civilian, PT, Uniform, Unit t-shirt, Polo, etc.): _____

Activity or Event Supervisor: _____ **REVIEW DATE:** _____ **SIGNATURE:** _____

Are there any special instructions? (Transportation, meals provided, items needed to bring, etc.) _____

INSTRUCTOR APPROVAL (Before WINGS Entry)

DATE: _____

CADET SIGN-UP ** Cadet(s) in Charge take/maintain ATTENDANCE (check mark)**

| | (print name / time available / phone number) | Non CS Hours | CS Hours | | (print name / time available / phone number) | Non CS Hours | CS Hours |
|---|---|--------------|----------|---|--|--------------|----------|
| ✓ | 1. ROBERTSON, STEVE / 8am til 12pm / 456-2450 | | | ✓ | 18. | | |
| | 2. | | | | 19. | | |
| | 3. | | | | 20. | | |
| | 4. | | | | 21. | | |
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| | 16. | | | | 33. | | |
| | 17. | | | | 34. | | |

WINGS (entered by) CADET NAME: _____ **ON DATE:** _____

FINAL INSTRUCTOR REVIEW (After WINGS Entry) _____ **DATE:** _____

FINAL REVIEW BY DIRECTOR OF PERSONNEL: (INITIALS) _____ **DATE POSTED IN BINDER:** _____

NOTE: Hours are broken into units of 100. Example: 15 minutes = .25 / 30 minutes = .50 / 45 minutes = .75

NC-075 Cadet Guide
GROUP SERVICE PROJECT SIGN-UP & TRACKING (Rev: 10 - 17 JULY 2021)

Attachment - 2

CADET STAFF APPLICATION (IN LIEU OF ONLINE GOOGLE)

NC-075 AFJROTC CADET STAFF APPLICATION

1. Cadet Staff positions are available to qualified cadets. First year cadets may apply for positions on a case-by-case basis as approved by the Corps Commander and Instructors. The Cadet Staff positions are described in Chapter 21 of the Cadet Handbook. Selections for staff positions will be based on commitment, leadership, experience and potential.

2. Each corps staff position comes with a tremendous amount of responsibility. Accepting a role on the cadet staff may require you to do work outside of your normal cadet responsibilities and sacrifice some of your personal time.

3. Applications must be filled out with the required information as accurately and completely as possible. Applications will be submitted through your flight commander to the appropriate staff officer.

----- Please Print Clearly -----

CADET RANK/NAME: _____ GRADE: _____

FLIGHT: _____

STAFF POSITION APPLYING FOR: _____

QUALIFICATIONS (What makes you the best cadet for this position):

PRIOR POSITIONS HELD:

Attachment - 3

FLIGHT COMMANDER REPORT

| NC-075 AFJROTC FLIGHT COMMANDER | | | |
|--|---|---|--|
| Compliance with uniform wear | | | |
| Week – Date: _____ | Week – Date: _____ | Week__ – Date: _____ | |
| a. # of cadets present: _____ | a. # of cadets present: _____ | a. # of cadets present: _____ | |
| b. # of cadets in uniform: _____ | b. # of cadets in uniform: _____ | b. # of cadets in uniform: _____ | |
| c. Percentage (a/b): _____ | c. Percentage (a/b): _____ | c. Percentage (a/b): _____ | |
| Comments: | | | |
| | | | |
| Participation in PT/Sports | | | |
| Week – Date: _____ | Week – Date: _____ | Week__ – Date: _____ | |
| Activity(circle one): PT TEAMSPTS OTHER: _____ | Activity(circle one): PT TEAMSPTS OTHER: _____ | Activity(circle one): PT TEAMSPTS OTHER: _____ | |
| a. # of cadets present: _____ | a. # of cadets present: _____ | a. # of cadets present: _____ | |
| b. # of cadets in uniform: _____ | b. # of cadets in uniform: _____ | b. # of cadets in uniform: _____ | |
| c. Percentage (a/b): _____ | c. Percentage (a/b): _____ | c. Percentage (a/b): _____ | |
| # of cadets excused: _____ | # of cadets excused: _____ | # of cadets excused: _____ | |
| Reasons for those excused: | Reasons for those excused: | Reasons for those excused: | |
| Comments: | | | |
| | | | |
| Citizenship/Cadet Conduct (attendance, attitude, self-discipline, leadership potential, etc.) | | | |
| Who did well this grading period? _____ | | | |
| Why? _____ | | | |
| Who did not do so well this grading period? _____ | | | |
| Why? _____ | | | |
| Comments: | | | |
| | | | |
| Flight Commander Signature: | | Date: | |

See reverse side of form for review process

| | | | |
|--|--|-------|--|
| Squadron Commander Review/Comments: | | | |
| | | | |
| Squadron Commander Signature: | | Date: | |
| Director of Staff Review/Comments: | | | |
| | | | |
| Director of Staff Signature: | | Date: | |
| Deputy Commander Review/Comments: | | | |
| | | | |
| Deputy Commander Signature: | | Date: | |
| Corps Commander Review/Comments: | | | |
| | | | |
| Corps Commander Signature: | | Date: | |
| SASI/ASI Review/Comments: | | | |
| | | | |
| SASI/ASI Signature: | | Date: | |

Attachment - 4

LETTER OF COUNSELING

(Date)

MEMORANDUM FOR _____
(Cadet Receiving Counseling)

FROM: _____
(Flight Commander or other Staff Officer)

SUBJECT: Letter of Counseling

1. Summary of standard not met/inappropriate behavior:

2. Corrective plan of action:

3. Comments/additional information:

Flight Commander/Issuing Officer
Signature

By signing this letter, I acknowledge receipt of verbal counseling.

Cadet Signature

Parent/Guardian Signature (Required for missed uniform wear.)

Signature: _____ Date: _____

Squadron Commander Review:

Signature: _____ Date: _____

Corps Commander/Deputy Commander Review:

Signature: _____ Date: _____

Instructor Review:

Signature: _____ Date: _____

Attachment - 5 LETTER OF REPRIMAND

(Date)

MEMORANDUM FOR _____
(Cadet Receiving Reprimand)

FROM: _____
(Flight Commander or other Staff Officer)

SUBJECT: Letter of Reprimand

1. You are hereby reprimanded for:

2. Comments/additional information:

Flight Commander/Issuing Officer
Signature

By signing this letter, I acknowledge receipt of this written reprimand. My acknowledgement does not necessarily signify my agreement with its content. I understand that should any administrative punishment result, I may request a hearing in front of a cadet discipline board.

Cadet Signature

Parent/Guardian Signature (Required for missed uniform wear.)

Signature: _____ Date: _____

Squadron Commander Review:

Signature: _____ Date: _____

Corps Commander/Deputy Commander Review:

Signature: _____ Date: _____

Recommend administrative punishment (Yes) (No)

Recommend discipline board (Yes) (No)

Instructor Review:

Signature: _____ Date: _____

Attachment - 6

NC-075 AFJROTC RECOGNITION PROGRAM **NOMINATION**

Flight Commanders will fill out this form to recommend nominees to the quarterly recognition board. Fill out a separate form for each nominee. Fill out the form completely and submit to the senior staff by the suspense date.

----- Please Print Clearly -----

CADET RANK/NAME: _____ FLIGHT: _____

CATEGORY:

1st Year Cadet 2nd Year Cadet 3rd Year Cadet

JUSTIFICATION (Why have you nominated this cadet for recognition? What have they done to deserve recognition? Consider teamwork, leadership, enthusiasm, etc.):

Flight Commander Signature

Date

Attachment - 7

NC-075th AFJROTC Project Officer Assignment and After-Action Report

PROJECT OFFICER ASSIGNMENT

What is a Project Officer (PO) and what is his/her job? A project officer is a cadet who leads and works with other team members to achieve project success at an event assigned to them (such as a spirit night or community service event.) POs are responsible for creating a sign-up list, making sure those who signed up are present, providing instruction, and assuring everyone is doing their part to complete the project. After completion of the project, POs will fill out the After-action Report portion of this form and turn it into the Director of Staff, no later than 3 days after the project.

What are the benefits of being a Project Officer? Through acting as a PO, a cadet can gain leadership experience; and have a hands-on role in helping make a difference in their community. In the NC-075th, cadets must act as POs at two or more events as part of the requirements to earn a letter jacket as outlined in Chapter 13.

Who can be a Project Officer? POs must be responsible, driven cadets who are eager to give back to the community as stated in the Cadet Creed (Oath). And overall, provide an encouraging, enthusiastic leadership style to the group they are working with. Because a lot of projects take place off-campus, it is crucial for the PO to embody the Core Values (*Integrity/Service Before Self/Excellence is all You Do*), have a positive attitude, and be an exemplary representative of TUSCOLA HS and the NC-075th.

- **Must** be a second-, third- or fourth-year cadet
- **Must** be academically eligible
- **Cannot** have any documented disciplinary issues:
(including Letter of Counseling (LOCs), Letter of Reprimands (LORs), or receive any school disciplinary actions.

AFTER-ACTION REPORT

Project Officer: _____

Project Name: _____

Date: _____

of Cadets Signed up: _____ # of Cadets Present: _____

1. How did the project go? Would you say project success was achieved? Be as detailed as possible.

2. How did the cadets perform? Who did well? Who did not do well?

3. Do you feel as if you have developed your leadership skills further after leading this project? Is there anything you learned?

4. Comments/Additional Information.

Project Officer Signature


Date

Director of Staff Signature


Date

Attachment - 8

Completion Certificates 2-Year Certificate



The
United
States
Air Force



CERTIFIES THAT

HAS SUCCESSFULLY COMPLETED

Two Years of Air Force JROTC

AND IS HEREWITH AWARDED THIS

Certificate of Training

DATE

AF FORM 1286, NOV 94. PREVIOUS EDITIONS WILL BE REPEATED.

3/4-Year Certificate



United States Air Force



Junior ROTC

Certifies that

successfully completed _____ years of the AFJROTC program given at _____

and is hereby awarded this

Certificate of Completion

in

Aerospace Studies Leadership Studies Wellness

SENIOR AEROSPACE SCIENCE INSTRUCTOR



PRINCIPAL

DATE

AFOATS Form 310, 20000906

Attachment - 9

Physical Fitness Test Percentile Charts

Right Angle Pushups

Male

View All First 1 of 1 Last

Effective Date: 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 95 | 51 | 47 | 50 | 59 | 60 |
| 90 | 41 | 41 | 44 | 46 | 56 |
| 85 | 39 | 40 | 42 | 44 | 53 |
| 80 | 35 | 37 | 40 | 41 | 50 |
| 75 | 35 | 32 | 37 | 40 | 46 |
| 70 | 31 | 30 | 35 | 36 | 44 |
| 65 | 30 | 28 | 34 | 34 | 43 |
| 60 | 28 | 25 | 32 | 32 | 41 |
| 55 | 26 | 24 | 31 | 30 | 40 |
| 50 | 24 | 24 | 30 | 30 | 37 |
| 45 | 21 | 22 | 30 | 29 | 35 |
| 40 | 20 | 21 | 27 | 28 | 34 |
| 35 | 20 | 20 | 25 | 25 | 30 |
| 30 | 16 | 18 | 25 | 25 | 30 |
| 25 | 16 | 18 | 24 | 25 | 27 |
| 20 | 12 | 15 | 21 | 23 | 25 |
| 15 | 11 | 13 | 20 | 22 | 23 |
| 10 | 9 | 11 | 18 | 20 | 21 |
| 5 | 4 | 7 | 15 | 15 | 20 |

Female

View All First 1 of 1 Last

Effective Date: 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 95 | 25 | 25 | 34 | 32 | 29 |
| 90 | 22 | 21 | 23 | 26 | 28 |
| 85 | 21 | 20 | 20 | 24 | 25 |
| 80 | 17 | 19 | 20 | 22 | 22 |
| 75 | 17 | 15 | 20 | 20 | 20 |
| 70 | 15 | 12 | 18 | 19 | 19 |
| 65 | 14 | 11 | 18 | 16 | 18 |
| 60 | 13 | 10 | 16 | 15 | 17 |
| 55 | 12 | 10 | 15 | 13 | 16 |
| 50 | 11 | 10 | 15 | 12 | 16 |
| 45 | 10 | 9 | 15 | 12 | 15 |
| 40 | 10 | 8 | 13 | 12 | 15 |
| 35 | 8 | 5 | 11 | 11 | 14 |
| 30 | 7 | 5 | 11 | 10 | 12 |
| 25 | 6 | 5 | 11 | 8 | 11 |
| 20 | 5 | 5 | 10 | 5 | 9 |
| 15 | 4 | 3 | 7 | 4 | 7 |
| 10 | 3 | 2 | 5 | 3 | 5 |
| 5 | 2 | 1 | 2 | 1 | 2 |

Curl-Ups

Male

View All First 1 of 1 Last

Effective Date: 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 100 | 76 | 79 | 81 | 77 | 73 |
| 95 | 59 | 62 | 62 | 62 | 61 |
| 90 | 55 | 58 | 59 | 58 | 57 |
| 85 | 53 | 56 | 57 | 56 | 55 |
| 80 | 51 | 54 | 55 | 53 | 53 |
| 75 | 50 | 52 | 53 | 51 | 51 |
| 70 | 48 | 51 | 51 | 50 | 50 |
| 65 | 46 | 49 | 50 | 48 | 48 |
| 60 | 45 | 48 | 49 | 48 | 46 |
| 55 | 43 | 47 | 47 | 46 | 45 |
| 50 | 42 | 45 | 45 | 45 | 44 |
| 45 | 41 | 44 | 44 | 44 | 43 |
| 40 | 40 | 42 | 43 | 42 | 41 |
| 35 | 39 | 41 | 41 | 40 | 40 |
| 30 | 38 | 40 | 40 | 40 | 40 |
| 25 | 36 | 39 | 38 | 38 | 38 |
| 20 | 34 | 37 | 36 | 37 | 36 |
| 15 | 32 | 35 | 35 | 35 | 35 |
| 10 | 30 | 33 | 32 | 31 | 32 |
| 5 | 26 | 28 | 29 | 27 | 27 |
| 0 | 0 | 0 | 0 | 6 | 1 |

Female

View All First 1 of 1 Last

Effective Date: 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 100 | 72 | 72 | 74 | 77 | 67 |
| 95 | 52 | 53 | 55 | 53 | 53 |
| 90 | 50 | 49 | 51 | 49 | 47 |
| 85 | 46 | 47 | 48 | 45 | 44 |
| 80 | 44 | 45 | 46 | 43 | 41 |
| 75 | 42 | 43 | 44 | 41 | 40 |
| 70 | 42 | 42 | 41 | 40 | 38 |
| 65 | 40 | 41 | 40 | 38 | 37 |
| 60 | 40 | 40 | 39 | 37 | 36 |
| 55 | 38 | 39 | 37 | 36 | 35 |
| 50 | 37 | 37 | 36 | 35 | 34 |
| 45 | 36 | 36 | 35 | 34 | 33 |
| 40 | 35 | 35 | 34 | 33 | 31 |
| 35 | 33 | 34 | 32 | 32 | 30 |
| 30 | 31 | 32 | 31 | 30 | 30 |
| 25 | 30 | 31 | 30 | 30 | 28 |
| 20 | 28 | 30 | 28 | 27 | 25 |
| 15 | 26 | 28 | 26 | 25 | 25 |
| 10 | 23 | 25 | 23 | 23 | 22 |
| 5 | 19 | 20 | 20 | 19 | 19 |
| 0 | 0 | 0 | 0 | 0 | 0 |

1-Mile Endurance Run/Walk

Male

View All First 1 of 1 Last

Effective Date: 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 100 | 5:40 | 4:30 | 4:42 | 4:49 | 4:46 |
| 95 | 6:25 | 6:01 | 5:50 | 5:40 | 5:35 |
| 90 | 6:39 | 6:13 | 6:07 | 5:56 | 5:57 |
| 85 | 6:50 | 6:26 | 6:20 | 6:08 | 6:06 |
| 80 | 7:00 | 6:33 | 6:29 | 6:18 | 6:14 |
| 75 | 7:11 | 6:45 | 6:38 | 6:25 | 6:23 |
| 70 | 7:20 | 6:59 | 6:48 | 6:33 | 6:32 |
| 65 | 7:29 | 7:09 | 6:57 | 6:44 | 6:40 |
| 60 | 7:41 | 7:19 | 7:06 | 6:50 | 6:50 |
| 55 | 7:55 | 7:29 | 7:16 | 6:58 | 6:57 |
| 50 | 8:06 | 7:44 | 7:30 | 7:10 | 7:04 |
| 45 | 8:17 | 7:59 | 7:39 | 7:20 | 7:14 |
| 40 | 8:35 | 8:13 | 7:52 | 7:35 | 7:24 |
| 35 | 8:54 | 8:30 | 8:08 | 7:53 | 7:35 |
| 30 | 9:10 | 8:48 | 8:29 | 8:09 | 7:52 |
| 25 | 9:23 | 9:10 | 8:49 | 8:37 | 8:06 |
| 20 | 10:02 | 9:35 | 9:05 | 8:56 | 8:25 |
| 15 | 10:39 | 10:18 | 9:34 | 9:22 | 8:56 |
| 10 | 11:43 | 11:22 | 10:10 | 10:17 | 9:23 |
| 5 | 12:47 | 12:11 | 11:25 | 11:49 | 10:15 |
| 0 | 24:12 | 18:10 | 21:44 | 20:15 | 16:49 |

Female

View All First 1 of 1 Last

Effective Date: 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 100 | 5:42 | 5:00 | 5:51 | 5:58 | 6:20 |
| 95 | 7:21 | 7:20 | 7:25 | 7:26 | 7:22 |
| 90 | 7:49 | 7:43 | 7:52 | 7:55 | 7:58 |
| 85 | 8:13 | 7:59 | 8:08 | 8:23 | 8:15 |
| 80 | 8:29 | 8:20 | 8:24 | 8:39 | 8:34 |
| 75 | 8:49 | 8:36 | 8:40 | 8:50 | 8:52 |
| 70 | 9:09 | 8:50 | 8:55 | 9:11 | 9:15 |
| 65 | 9:30 | 9:09 | 9:09 | 9:25 | 9:33 |
| 60 | 9:50 | 9:27 | 9:23 | 9:48 | 9:51 |
| 55 | 10:07 | 9:51 | 9:37 | 10:09 | 10:08 |
| 50 | 10:23 | 10:06 | 9:58 | 10:31 | 10:22 |
| 45 | 10:57 | 10:25 | 10:18 | 10:58 | 10:48 |
| 40 | 11:20 | 10:51 | 10:40 | 11:15 | 11:05 |
| 35 | 11:40 | 11:10 | 11:00 | 11:44 | 11:20 |
| 30 | 12:00 | 11:36 | 11:20 | 12:08 | 12:00 |
| 25 | 12:29 | 11:52 | 11:48 | 12:42 | 12:11 |
| 20 | 13:01 | 12:18 | 12:19 | 13:23 | 12:40 |
| 15 | 14:10 | 12:56 | 13:33 | 14:16 | 13:03 |
| 10 | 14:49 | 14:10 | 14:13 | 16:03 | 14:01 |
| 5 | 16:10 | 15:44 | 15:17 | 18:00 | 15:14 |
| 0 | 20:45 | 20:04 | 24:07 | 21:00 | 28:50 |

ATTACHMENT - 10

NC-075TH CADET CORPS CALENDAR – DRAFT ONLY

The following table is not all-inclusive, but merely a snap-shot schedule of NC-075th Cadet Corps activities conducted in previous years. This list is used by the Cadet Corps Staff for planning purposes:

| NC-075 th Cadet Corps Calendar | |
|---|--|
| MONTH | ACTIVITIES |
| AUGUST | Cadet Summer Leadership School New ASI's attend Basic Instructor School ASIs attend required Training Smokey Mountain Fairgrounds Admissions & Parking |
| SEPTEMBER | Cadet Corps Uniform Issue Labor Day Parade * Raider Erwin Football Games (<i>Color Guard/50-50 Ticket Sales</i>) |
| OCTOBER | Drill Competition (TBD) Haywood Co. Chamber of Commerce APPLE FESTIVAL. Belk's Charity Ticket Sales |
| NOVEMBER | Veterans Day Luncheon & School Programs CIA FIELD TRIP Basketball Color Guards Haywood Co. Veterans Memorial Markers |
| DECEMBER | Canton & Waynesville Holiday Parades Fundraiser - i.e., Spirit Night RS Central Drill Meet Salvation Army Red Kettle Bell Ringing Wreaths Across America |
| JANUARY | New Semester Begins Uniform Issue Daniel Boone Drill Meet Town of Waynesville State of Corps Briefing |
| FEBRUARY | Haywood Co. Winter Festival Buncombe Co. Joint JROTC Military Ball Spirit Night (Zaxby's, McDonalds, Chick-Fil-A, etc.) |
| MARCH | Erwin Drill Meets Waynesville Middle School Recruiting CIA FIELD TRIP Belk's Charity Ticket Sales |
| APRIL | NC-075 th Cadet Corps Military Ball Honor Society Trip (<i>every four years</i>) |
| MAY | NC-075 th Awards Ceremony Cadet Corps Uniform Turn-In Spirit Night Memorial Day Color Guards Next year's Cadet Corps Staff announced |
| JUNE | VFW Flag Day FOLKMOOT Color Guards AFJROTC Regional Summer Leadership Schools |
| JULY | Independence Day Color Guards Folkmoot Color Guards (<i>Waynesville and Franklin</i>) |
| NOTE: Planning guide only—not all-inclusive list. | |

**A11. TUSCOLA AFJROTC NC-075—Cadet Corps
Unit Manning Document (UMD)**

| Function | Office Symbol and Duty Position | Highest Rank Authorized | No. (#) of Cadets Authorized | Cord and/or Badge Assigned |
|--|---|-------------------------|------------------------------|----------------------------|
| SASI / ASI STAFF | (CC/IG) Inspector General (Cadre) | C/Col | SASI Determined | |
| | (CC/SA) Special Asst. to SASI | C/Col | SASI Determined | |
| | (CC/SA) Special Asst. to ASI | C/CMSgt | SASI Determined | |
| | (CC/CAT) Commander's Action Team | As needed | SASI Determined | |
| GROUP COMMAND STAFF | (GP/CC) GROUP Commander | C/Col | 1 | |
| | (GP/RR) UPPER (RAPTOR) Commander | C/Col | 1 | |
| | (GP/XO) Executive Officer | C/Major | 1 | |
| | (GP/SE) Chief, Standardizations & Evaluations | C/Major | SASI Determined | |
| | (GP/SA) Special Asst. to GP/CD | C/Captain | 2 | |
| | (GP/CCC) Group Command Chief | C/CMSgt | 1 | |
| | (GP/CCF) Group First Sergeant | C/CMSgt | 1 | |
| | (GP/RN) LOWER (RAVEN) Commander | C/Captain | 1 | |
| | (GP/HWP) Heath & Wellness Fitness Program Manager | C/1st Lt | 1 | |
| | (GP/PT) Flight Fitness Leaders | C/MSgt | 2 per flight | |
| | (GP/SE) Director of Safety | C/1st Lt | 1 | |
| | (GP/FM) Financial Management/Comptroller | C/1st Lt | 1 | |
| | (GP/HC) Historical Coordinator | C/MSgt | 1 | |
| | (GP/MWR) Moral & Welfare | C/MSgt | 1 | |
| | <i>Working Staff Members</i> | C/SSgt | As needed | |
| NOTE: WING MUST HAVE > 250 Cadets in JROTC Corps | | | | |
| OPERATIONS STAFF | RAPTOR AND RAVEN Commanders | share duties | | |
| | (STF/CC) Special Teams Flight Commander | C/Major | 1 | |
| | (DT/CC) Drill Team Commander | C/Captain | 1 | |
| | (DT/NCOIC) Drill Team NCOIC | C/MSgt | 1 | |
| | Drill Team (<i>Varsity and JV</i>) | Any | 20 | |
| | (CG/CC) Color Guard Commander | C/Captain | 1 | |
| | (STS/FG) Flag Corps Commander | C/Captain | 1 | |
| | <i>Flag Corps Staff</i> | SASI Determined | SASI Determined | |
| | (STS/DC) Drum Corps Commander | C/Captain | 1 | |
| | (STE/CO) Ceremonies Officer | C/Captain | 1 | |
| | (CG/NCOIC) Color Guard NCOIC | C/MSgt | 1 | |
| | Color Guard Team (<i>Varsity</i>) | Any | 10 | |
| | (OS/SAE) Secretary of Academics Excell | C/MSgt | 1 | |
| | (KHAS/PZ) Kitty Hawk Air Society President | C/Captain | 1 | |
| | (KHAS/TO) Kitty Hawk Tutor Officers | Any | 15 | |
| | (STS/RR) Raider Team Commander | C/Captain | 1 | |
| | Raider Team (<i>Varsity and JV</i>) | Any | 20 | |
| | (STS/APT) Airmen Presentation Team Manager | C/Captain | 1 | |
| <i>APT Staff</i> | SASI Determined | SASI Determined | | |
| (STS/TE) Training and Education | C/Captain | 1 | | |

NC-075 Cadet Guide

| | | | | |
|---|--|--------------------------------|-----------------|---|
| OPERATIONS STAFF | (STS/LN) Orienteering | C/Captain | 1 | |
| | <i>Orienteering Staff</i> | SASI Determined | SASI Determined | |
| | (STS/MK) Marksmanship | C/Captain | 1 | |
| | <i>Marksmanship Staff</i> | SASI Determined | SASI Determined | |
| | (MARC/CD) Model Airplane & Rocket Coordinator | C/MSgt | 1 | |
| | <i>Model Airplane & Rocket Club Staff</i> | SASI Determined | SASI Determined | |
| | (OS/FO) Flight Operations Commander | C/Captain | 1 | |
| | (FLT/CC (A,B,C,D,E,F)) Flight Commanders ex: A Flt/CC | C/2Lt | As needed | |
| | (FLT/FS (A,B,C,D,E,F)) Flight Sergeant ex: A Flt/FS | C/TSgt | As needed | |
| | (FLT/EL (A,B,C,D,E,F)) Element Leader ex: A Flt/E1 | C/SSgt | As needed | |
| | (A,B,C,D ALL) Element Member | Any | As needed | |
| | (A,B,C,D GB) Guidon Bearer | C/MSgt | As needed | |
| | MISSION SUPPORT | (MSS/LG) Director of Logistics | C/Captain | 1 |
| <i>Logistics Staff NCOIC</i> | | C/MSgt | 2 per flight | |
| (MSS/DP) Director of Personnel | | C/Captain | 1 | |
| <i>Flight Personnel Staff</i> | | C/MSgt | 2 per flight | |
| (MSS/PA) Chief, Public Affairs | | C/Captain | 1 | |
| <i>Public Affairs Support Staff</i> | | C/MSgt | 2 per flight | |
| (MSS/RS) Director of Recruiting | | C/Captain | 1 | |
| (MSS/IM) Director of Information Management | | C/Captain | 1 | |
| (MSS/AV) Director of Audio/Visual | | C/Captain | 1 | |
| <i>Audio/Visual Staff</i> | | C/TSgt | As needed | |
| (MSS/WEB) Chief, Cyber-Web | | C/Captain | 1 | |
| <i>Cyber-Web Staff</i> | | C/TSgt | As needed | |
| (MSS/SP) Director of Special Projects | | C/Major | 1 | |
| <i>Special Projects Staff</i> | C/TSgt | As needed | | |
| (MSS/AD) Chief, Awards & Decorations | C/Captain | 1 | | |
| NOTE 1: SASI / ASI may add additional positions as necessary. | | | | |
| NOTE 2. These are maximum grades (IAW AFJROTCI 36-2001). | | | | |
| NOTE 3. Cadet staff selection must comply with the Tuscola NC-075 Cadet Guide. | | | | |

NC-075 Cadet Guide
ATTACHMENT 11—NC-075 UNIT MANNING DOCUMENT (UMD)

Approved by Major David M. Clontz
page of (Official Release Date:

on)

Attachment – 13 JOB & DUTY DESCRIPTIONS

A13. In Air Force JROTC, especially Tuscola NC-075, your duties and responsibilities increase with each promotion; either in rank and/or duty position. Each cadet is expected to be capable of performing the duties of their assigned duty position to which he/she is assigned. This section provides the major elements of each duty/staff position. There is no one position more singularly more important than another and all duty positions work towards the better of the Cadet Corps.

A13.1. This section outlines all "*key and essential*" positions of the NC-075th Cadet Corps. Each position includes individual duties, responsibilities and descriptions. In addition, each position also *includes*:

A13.1.1. The appropriate AEROSPACE SCIENCE (AS) level.

A13.1.2. Temporary ranks are granted to cadets based on job position primarily and are approved by the SASI. Permanent rank promotions are granted by the SASI; and are based on each year of successful completion. For example, the maximum permanent rank authorized for a student completing two years would be Cadet Airman First class; and a student who completed four years would be E-5 Cadet Staff Sergeant.

A13.1.3. The highest attainable temporary rank is Cadet Colonel.

A.13.1.4. Cadets traditionally return to their permanent rank once removed from their temporary rank/position; however, the SASI may allow the cadet to retain their temporary rank.

A13.2. COMMAND AND STAFF: They authority to exercise command within the Air Force Junior ROTC unit is vested in the cadet officers and noncommissioned officers and airmen. These cadets establish and uphold the standards of performance and conduct for the NC-075th Cadet Corps. The Command Staff must demonstrate teamwork and lead the Corps of Cadets by demonstrating and enforcing standards. They must create a positive and nurturing environment by treating others as individuals, collaboration with students, family, and teachers. They must know the content (regulations, instructions, guides) that govern AFJROTC. They must recognize interconnections and use them to fulfill NC-075th goals and objectives. They must strive to master WINGS and other resources in order to achieve the maximum performance of planning, organizing, and executing activities and events.

A13.3. CADET OFFICERS are Second Lieutenant to Colonel; **CADET NON-COMMISSIONED OFFICER (JUNIOR NCOs** are Staff Sergeant Technical Sergeant; **SENIOR NCOs (Top 3)** are Master Sergeant, Senior Master Sergeant and Chief Master Sergeant.

NOTE: Selection involves the following at a minimum:

A13.3.1. Students who are promoted to Cadet Commissioned Officers have demonstrated potential to serve in critical job positions.

A13.3.2. Cadets who receive promotions serve as role models for ALL Cadets.

A13.3.3. Cadets promoted to serve in leadership roles are responsible for the success of their team/flight/section/activity/event/etc..

A13.3.4. Must remember that their authority and responsibilities are limited to corps activities.

A13.3.5. Will enforce the JROTC program regulations, policies, and rules and will not accept cadets blatantly violating them.

A13.3.6. Any problems not satisfactorily resolved through the cadet chain of command will be forwarded to the SASI or ASI.

A13.3.7. Junior NCOs are Staff (E5) and Technical Sergeants (E6); and represent the 5/6 Group.

A13.3.8. CADET AIRMEN are Airman Basic, Airman First Class and Senior Airman;

A13.3.9. Upper Cadets (2nd, 3rd, and 4th year) Serve as role models for ALL Cadets.

A13.3.10. All Cadets are responsible for their appearance and personal discipline.

A13.4. SENIOR or ASSISTANT Aerospace Science Instructors (SASI/ASI) LEVEL

A13.4.1. INSPECTOR GENERAL (CADRE) (CC/IG). (Total # of positions determined by SASI/ASI).

Special Assistants (SA) are supervised by the SASI/ASI; responsible for the following:

- Responsible for the *training* and *morale* of the cadet corps as assigned by instructors.
- Aiding in maintain the appearance, discipline, efficiency, and training of the cadet corps.
- Acting as liaisons between the Cadet Corps and the Cadet Corps Staff.
- Aiding in enforcing cadet conduct, military courtesy, classroom rules, and etiquette.
- Supervising the flight in absence of the SASI/ASI/Flight Commander.
- Maintaining knowledge on all Cadet Corps rules, regulations, policies, and activities.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Captain to C/Major

A13.4.2. Special Assistant(S) TO THE SASI/ASI (CC/SA). (# of positions determined by

SASI/ASI). Special Assistants (SA) are supervised by the SASI/ASI; responsible for the following:

- Advise/assist the SASI/ASI concerning NC-075th activities, organization, & personnel matters.
- Attend all staff meetings as an advisor; assist NC-075th Cadet Corps Commander as requested.
- Duties/assignments consist of the assignments and special projects assigned by the SASI/ASI.
- Assist personnel, logistics, and health & wellness, and other program data into WINGS.
- Preparing and maintaining all administrative files for the Cadet Corps.
- Preparing and maintaining special orders for all promotions and leadership position changes.
- Maintaining the internal distribution system (mailboxes) and ensuring that only official AFJROTC official materials are stored in these boxes.
- Maintaining an adequate supply of required forms.
- Preparing, maintaining, and updating an "Individual Personnel Record" in WINGS for all assigned cadets.
- Ensuring that the Organizational Charts and Chain of Command listings are posted and current in classroom and office portables.

AS Level: AS400 (Normally filled by a former GP/CC, GP/CD, or GP/CCC)

Temporary Rank: SA to the SASI: C/Lieutenant Colonel to C/Colonel

SA to the ASI: C/SMSGt to C/CMSGt

A13.4.3. Commanders Action Team Leader (CC/CAT). (# of positions determined by

SASI/ASI). Special Assistants (SA) are supervised by the SASI/ASI; responsible for the following:

- Advise/assist the SASI/ASI concerning NC-075th activities, organization, & personnel matters.
- Attend all staff meetings as an advisor; assist NC-075th Cadet Corps Commander as requested.

AS Level: AS200 to AS400 (Normally filled by former Cadets who previously filled staff positions)

Temporary Rank: C/MSGt to Colonel

A13.5. NC-075TH CADET CORPS

A13.5.1. CADET CORPS COMMANDER (GP/CC). (1 position authorized).

GP/CC(s) are supervised by the SASI/ASI; responsible for the following:

- Supervises SENIOR STAFF: UPPER (RAPTOR) Group Commander, LOWER (RAVEN) Commander, Director of Staff, WINGS (Personnel) Officer, Standardization and Evaluation Officer, Logistics Officer, Flight Commanders, Command Chief, First Sergeant, and Cadet Health & Wellness Program NCO, MWR, Public Affairs (Recruiting & Social Media), Special Projects, LDRs team leaders; and any additional staff identified as senior staff.
- Assists the SASI and ASI in managing the AFJROTC program and other tasks assigned.
- Command and control of the unit, including the coordination and establishment of measurable goals and objectives, combines with milestones to evaluate progress and make appropriate adjustments; delegating authority when necessary so plans/actions will improve leadership training programs.
- Responsible for the appearance, discipline, efficiency, training, and conduct of the Cadet Corps and informs the SASI/ASI of problems and concerns.
- Leading all cadet corps activities; and attending majority of NC-075th Cadet Corps co-curricular activities to ensure a successful outcome. Commanding the NC-075th Cadet Corps during parades, reviews, etc.
- Command/control of the NC-075th Cadet Corps using staff officers/subordinate commanders.
- Ensures all officers maintain AFJROTC grades and academic eligibility. Officers not in compliance must be informed in writing of their probation status & placement on Red Flag Status.
- Ensures all performance report grades for officers and fourth-year cadets are submitted to the SASI/ASI in a timely manner.
- Conducting all NC-075th Cadet Corps Command Staff meetings; bi-monthly at minimum.
- Reviewing each NC-075th Cadet Corps staff functions and Cadet Corps activities such as Flight Commander Reports; discussing findings at staff meetings.
- Responsible for the grooming and appearance, discipline, efficiency, training, morale, esprit de corps, and conduct of the NC-075th Cadet Corps.
- Responsible for the planning and coordinating all NC-075th Cadet Corps activities: training, facilities, and resources, regardless if these functions are school related or not.
- Administering all NC-075th Cadet Corps activities according to all applicable regulations; Air Force JROTC, Haywood County School, Tuscola Student Handbook, and NC-075th Cadet Corps.
- Ensuring all cadets (students) of the NC-075th Cadet Corps have opportunities to develop their leadership commensurate with their individual grade and abilities.
- Establishing specific, measurable, attainable Cadet Corps goals and developing a plan of action to achieve those goals. Develop SMART GOALS (specific, measurable, accurate, realistic, and timely) NC-075th Cadet Corps goals (6 total--2 cadet, 2 school, and 2 community) and submit to SASI/ASI by second week of school.
- Developing a NC-075th Cadet Corps Operations and Activities calendar.
- Submit recommendations for NC-075th Cadet Corps cadets; jobs, awards, promotions to the SASI/ASI for comments/final decision.
- Establishing committees by assigning cadets, outlining duties, establishing target dates, and monitoring progress at regular intervals.
- Complete feedback and performance evaluation forms for UPPER (Raptor) Commander, LOWER (RAVEN) Commander, Director of Staff, Command Chief, First Sergeant, and all Officers.
- Directs the cadet promotion system, publishing cadet policy and directing training as necessary to insure fair, equitable, and timely promotion consideration for each member of the Cadet Corps.
- Direct Cadet Corps PT clothes logos creation & submit to SASI/ASI by 2nd week of school.
- Serving as advisor to the principal and other administrators regarding AFJROTC programs and activities; spreading a positive image & attitude about the NC-075th Cadet Corps throughout the school & community.
- Perform other duties as assigned by the SASI/ASI, CG/CA, and CG/SA.

AS Level: AS400

Temporary Rank: C/Major to C/Colonel

A13.5.2. SPECIAL ASSISTANT(S) to Commander (GP/CC).

(2 positions authorized per Group Level).

Special Assistants (GP/SA) supervised by the GP/CD (RAPTOR); responsible for the following:

- Advise/assist with cadet corps activities, organization, & personnel matters.
- Attend all staff meetings as an advisor; assist the GP/CC and GP/CD as requested.
- Duties/assignments are assigned by the GP/CC, GP/CD, and/or SASI/ASI.
- Assist personnel, logistics, and health & wellness, and other program data into WINGS.
- Preparing and maintaining all administrative files for the Cadet Corps.
- Preparing/maintaining special orders for all promotions and leadership position changes.
- Maintaining the internal distribution system (mailboxes) and ensuring that only official
- AFJROTC official materials are stored in these boxes.
- Maintaining an adequate supply of required forms.
- Preparing, maintaining, and updating an "Individual Personnel Record" and folder for all cadets.
- Ensuring Organizational Charts & Chain of Command listings are posted/current.

AS Level: AS200 to AS400 Temporary Rank: SA to the GP/CD: C/SSgt to C/Captain

A13.5.3. UPPER (RAPTOR) COMMANDER (GP/CD). (1 position authorized per Group):

The GP/CD is supervised by the GP/CC and is responsible for the following:

- Assume command in the absence of the NC-075th Cadet Corps Commander.
- Assumes command as Special Teams Flight Commander / Flight Operations when are not assigned/or in their absence.
- Supervises the NC-075th Cadet Corps Junior/Senior cadets.
- Assists Director of Staff with coordinating commander's call and staff meeting agendas.
- Attending all NC-075th Cadet Corps Staff meetings as well as conducting Cadet Corps Staff meetings in the absence of the Cadet Corps Commander.
- Oversees Personnel Officer with WINGs (Cadet Management System) and Calendar of Events.
- Ensures completion of the Cadet Corps unit self-inspection and preparing for Unit Evaluations.
- Ensures annually updates the NC-075th Cadet Corps Cadet Guide.
- Organize and conduct all NC-075th Cadet of the Quarter and Cadet Promotion Boards; ensuring the integrity of the process by presiding over all NC-075th Cadet Corps boards.
- Keeping the NC-075th Cadet Corps Commander informed of all activities related to the position.
- Coordinating with Commanders on cadet operations and staff functions and activities.
- Establishing goals for the position within two weeks of assuming the position.
- Supervising all NC-075th Cadet Corps activities (current and future); Drill Team, Color Guard, Cyber Patriot, Academic Challenge, Kitty Hawk Honor Society, Model Rocket, Model Airplane, Orienteering, Physical Fitness Program, Marksmanship, Raider Fitness, etc...
- Coordinate NC-075th Cadet Corps activities related to participation in parades and ceremonies.
- Chair the NC-075th Cadet Corps Accountability Boards (CAB) for cadet officers and enlisted.
- Complete feedbacks and performance evaluation forms for all after school activity leaders.
- Submit recommendations for promotion and leadership position changes to NC-075th Cadet Corps Commander & Command Chief for all after school activity leaders.
- Prepare and publish (after approval by the Cadet Corps Commander) the staff minutes from the Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and create a continuity folder to help the replacement with the job the following year.
- Actively participates on the Cadet Board and all other AFJROTC functions.
- Assists all Staff Officers on matters pertaining to their job tasks.
- Works with Flight Commanders, Staff Advisors, and Project Officers to establish training programs that ensure all members of the staff possess the required knowledge to properly perform their assigned duties.
- Ensures that Continuity Folders contain all required information pertinent to their position.
- Performing other duties as assigned by the Cadet Corps Commander and SASI/ASI.
- The Director of Staff / Executive Officer assumes duties for this position when not filled.

AS Level: AS400 Temporary Rank: C/Captain to C/Colonel

A13.5.4. DIRECTOR OF STAFF / EXECUTIVE OFFICER (GP/XO).

(1 position authorized per Group).

The GP/XO is supervised by the GP/CC and is responsible for the following:

- Acting as the Director of the NC-075th Cadet Corps Command Staff; oversee corps staff operations to include operations, logistics, academic, personnel, wellness, media, recruiting, public affairs, and any LDR or special events/functions.
- Recording all meeting minutes for the NC-075th Cadet Corps Commander and SASI.
- Scheduling and coordinating activities of the NC-075th Cadet Corps Commander.
- Oversee all NC-075th Cadet Corps Staff meetings.
- Responsible for the upkeep of all NC-075th Cadet Corps calendars & assign project officers.
- Responsible for POE all NC-075th Cadet Corps co-curricular activities.
- Responsible for tracking and logging all NC-075th Cadet Corps community service hours.
- Responsible for managing the admission, upkeep, and meetings of the NC-075th Cadet Corps Kitty Hawk Air Society.
- Establishing goals for the position within two weeks of assuming the position.
- Create a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the NC-075th Cadet Corps Commander and SASI/ASI.
- Ensuring Cadet Corps Command Staff maintains standards; academics, uniform and personal appearance, and fulfills customs and courtesies required by AFJROTC.
- Ensuring grooming and appearance, discipline, efficiency, training/conduct of Cadets.
- Conducting weekly uniform inspection in coordination with the SASI/ASI.
- Instructing individual, flight, and Cadet Corps drill.
- Assigning duties to subordinates and evaluating their work for compliance and quality.
- Ensuring all members of the Cadet Corps have the opportunity to develop their leadership skills according to their individual abilities.
- Briefing Cadet Corps Commander and instructors on Corps activities & personnel problems.
- Briefing the Flights to ensure they are informed and aware of all Cadet Corps activities.
- Conducting staff meetings as required to track progress of Cadet Corps projects and activities and informing members of directives and activities.
- Responsible for all Flight Commanders, Sergeants, Guides, and element leaders and insuring all flight functions are accomplished in a timely manner.
- Responsible for all training aspects of flights; to include flight drill and ceremonies, final review, mass formations, and parades (both military and downtown parades).
- Ensure cadets of each flight attend functions, activities, formations, and CIA trips.
- Nominate top cadets for awards and recognition.
- Submit Cadet of the Month nominations to Personnel Officer in a timely manner.
- Actively participate as a member of the Cadet Board.
- Responsible for appearance, discipline, effectiveness, training, and conduct of all Cadet Corps cadets; and that they are ready for Air Force and NC-075th Cadet Corps activities.
- Supervising and assisting with the planning and coordination of extracurricular activities such as: Dining-in, Banquets, Military Balls, Drill Practices/Competitions, Color Guards, Color Guard practices, ceremonies, parades, community service activities, school activities, Curriculum in Action (CIA) Trips, and any other events in need of Operational assistance as deemed appropriate by the Cadet Corps Commander.
- Ensure proper training/attendance policies are enforced within the Drill/Color Guard Teams.
- Ensuring after-action reports are submitted on all Corps functions as ordered by the Corps CC.
- Ensuring that all NC-075th Cadet Corps Policies and Procedures are enforced in accordance with Air Force JROTC and Haywood County School regulations to include both the Tuscola Student GUIDE and this NC-075th Cadet Corps Guide.
- Plans and directs flight competition (Flight Fights).
- Provides documentation to the CG/CD of identified problems and accomplishments.
- Nominates top cadets for awards and recognition.
- Submits Cadet of the Month (CoM) nomination to the personnel officer in a timely manner.
- Submits to the GP/CD all performance grades for assigned officers in a timely manner.
- Ensures all officers & NCOs maintain AFJROTC Academic eligibility; Cadets not in compliance will be informed in writing of their probation status & placement on Red Flag Status (RFS).

- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year
- Performing other duties as assigned by the Cadet Corps Commander, GP/CD, or SASI/ASI.

AS Level: AS400

Temporary Rank: C/1st Lt to C/Colonel

A13.5.5. SPECIAL TEAMS FLIGHT COMMANDER (STS/CC). (1 position authorized).

The STF/CC is supervised by the Upper Commander (RAPTOR) and is responsible for:

- The Upper Commander (RAPTOR) assumes duties when not filled.
- Assisting SASI/ASI in managing and training members of the special teams.
- Planning and coordinating AFJROTC special teams' co-curricular activities.
- Assisting SASI/ASI in short- and long-range planning of all scheduled special teams' activities/competitions.
- Submitting inputs for the unit calendar of all special team activities.
- Ensuring appropriate school policies are complied with during special teams' activities.
- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the OS/CC, OS/CD, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Master Sergeant to C/Major.

A13.5.6. DRILL TEAM COMMANDER (DT/CC). (1 position authorized).

The DT/CC is supervised by the Special Teams Flight Commander or UPPER Commander; responsible for:

- Responsible for the appearance, discipline, effectiveness, training, and conduct of the NC-075 Drill Team.
- Maintaining and enforcing Drill Team policies and requirements as directed by the RAPTOR Commander and Cadet Corps Commander.
- Manage, direct, and oversee planning and coordination of all Drill Team practices, competitions, parades, ceremonies, and events.
- Conducting required drill team practices.
- Maintaining accurate attendance of performance records of drill team members.
- Training new drill team members on policies and procedures relating to drill team.
- Motivating drill team members towards excellence.
- Informing RAPTOR commander on issues relating to drill team.
- Developing advanced drill routines for drill competitions.
- Publicizing team activities in corps, school, and community publications and news media.
- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the STF/CC, OS/CD, OS/CC, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Technical Sergeant to C/Captain.

A13.5.7. DRILL TEAM NON-COMMISSIONED OFFICER IN-CHARGE (NCOIC)

(DT/NCOIC):

(1 position authorized).

The DT/NCOIC is supervised by the DT/CC; responsible for:

- Assume command in the absence of the DT/CC.
- Responsible for assisting in the commanding and training of the NC-075 Drill Team.
- Maintaining attendance records for all Drill Team practices, competitions, and other events.
- Maintaining a Drill Team cadet roster.
- Ensuring that logistical support is coordinated for all Drill Team activities.
- Performing other duties as assigned by the Drill Team Commander.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the STF/CC, OS/CD, OS/CC, GP/CC, GP/CD, or SASI/ASI..

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Master Sergeant

A13.5.8. COLOR GUARD COMMANDER (CG/CC). (1 position authorized)

The CG/CC is supervised by the Special Teams Flight Commander OR RAPTOR CC; responsible for:

- Conducting required color guard team practices.
- Maintaining accurate attendance of performance records of color guard members.
- Training new drill team members on policies and procedures relating to color guard.
- Motivating drill team members towards excellence.
- Dress, appearance, and conduct of members while performing.
- Informing RAPTOR commander on issues relating to color guard.
- Publicizing team activities in corps, school, and community publications and news media.
- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the STF/CC, OS/CC, OS/CD, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Technical Sergeant to C/Captain.

A13.5.9. Flag Corps Commander (STS/FG). (1 position authorized)

The STS/FG is supervised by the Special Teams Flight Commander OR RAPTOR; responsible for:

- Trains and leads the Flag Corps.
- Works with the training officer to schedule practices.
- Ensures equipment is ready for and properly returned after practices and performances.
- Keeps practice and performance attendance records.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.5.10. Drum Corps Commander (STS/DC). (1 position authorized)

The STS/DC is supervised by the Special Teams Flight Commander OR RAPTOR; responsible for:

- Trains and leads the Drum Corps.
- Works with the training officer to schedule practices.
- Ensures equipment is ready for and properly returned after practices and performances.
- Keeps practice and performance attendance records.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.5.11. Ceremonies Officer (STS/CO). (1 position authorized)

The STS/CO is supervised by the Special Teams Flight Commander OR RAPTOR; responsible for:

- Assists the Deputy for Operations in accomplishing Corps goals by preparing cadets for special public appearances.
- Coordinates the Color Guard schedule with SASI/ASI; and recommends cadets for Color Guard duty.
- Ensures the Flag Corps and Drum Corps are properly trained.
- When necessary, works with instructors to ensure permission slips are distributed and returned on time.
- Plans and supervises rehearsals.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.5.12. COLOR GUARD NON-COMMISSIONED OFFICER IN-CHARGE (NCOIC

(CG/NCOIC):

(1 position authorized)

The CG/NCOIC is supervised by the CG/CC; responsible for:

- Assume command in the absence of the CG/CC.
- Responsible for the appearance, discipline, effectiveness, training, and conduct of the NC-075 Color Guard team.
- Maintaining and enforcing Color Guard policies and requirements as directed by the Operations RAPTOR Commander and Cadet Corps Commander.
- Assisting in the planning and coordination of all Color Guard practices, competitions, parades, ceremonies, and events.
- Submitting after-action reports on Color Guard functions as ordered by the RAPTOR Commander.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the STF/CC, OS/CD, OS/CC, CG/CC, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Master Sergeant

A13.5.13. RAIDER TEAM COMMANDER (STS/RR): (1 position authorized).

The STS/RR is supervised by the STF/CC OR RAPTOR CC; responsible for:

- The effective leadership and operation of the RAIDER TEAM.
- Identifying and inviting eligible cadets to become members.
- Conducting a meaningful RAIDER induction ceremony.
- Managing the RAIDER training program. Recruits and pairs cadets requiring help.
- Helping cadets est. goals/plans to pass fitness test/improve performance when asked.
- Creating a school/community service program.
- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by: STF/CC, OS/CD, OPS/CC, GP/CC, GP/CD, GP/XO, or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.5.14. AWARENESS PRESENTATION TEAM COORDINATOR (STS/APT):

(1 position authorized).

The STS/APT is supervised by the STF/CC OR RAPTOR CC; responsible for:

- Managing APT in educating and reducing substance abuse in the student body.
- Planning and directing monthly meetings.
- Developing plans of action for public awareness.
- Training and assigning duties to APT members.
- Selecting topics, conducting research, and writing material to be used during APT presentations.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.

AS Level: AS300 or AS400 Temporary Rank: C/Staff Sergeant to C/Captain.

A13.5.15. Training and Education STF/TE: (1 position authorized)

The SFT/TE is supervised by the STF/CC OR RAPTOR CC.

- Assists in accomplishing Corps goals by preparing and posting written training schedules.
- Works with Cadet Corps Chief on preparing training and education of cadets.
- Works with Staff members to plan and schedule guidon training, flight sergeant training, flight commander training, and other corps training events as needed.

AS Level: AS300 or AS400 Temporary Rank: C/Staff Sergeant to C/Captain.

A13.5.16. ORIENTEERING (STF/LN). (1 position authorized)

The STS/LN is supervised by the STF/CC OR RAPTOR CC; responsible for:

- The effective leadership and operation of the ORIENTEERING TEAM.
- Identifying and inviting eligible cadets to become members.
- Conducting a meaningful ORIENTEERING induction ceremony.
- Managing the ORIENTEERING training program. Recruits and pairs cadets requiring help.
- Helping cadets est. goals/plans to pass fitness test/improve performance when asked.
- Creating a school/community service program.
- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by: STF/CC, OS/CD, OPS/CC, GP/CC, GP/CD, GP/XO, or SASI/ASI.

AS Level: AS300 or AS400 Temporary Rank: C/Staff Sergeant to C/Captain.

A13.5.17. MARKSMANSHIP (STF/MK). (1 position authorized)

The STS/MK is supervised by the STF/CC OR RAPTOR CC; responsible for:

- The effective leadership and operation of the MARKSMANSHIP TEAM.
- Identifying and inviting eligible cadets to become members.
- Conducting a meaningful MARKSMANSHIP induction ceremony.
- Managing the MARKSMANSHIP training program. Recruits and pairs cadets requiring help.
- Helping cadets est. goals/plans to pass fitness test/improve performance when asked.
- Creating a school/community service program.
- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by: STF/CC, OS/CD, OPS/CC, GP/CC, GP/CD, GP/XO, or SASI/ASI.

AS Level: AS300 or AS400 Temporary Rank: C/Staff Sergeant to C/Captain.

A13.5.18. MODEL AIRPLANE AND ROCKET CLUB COORDINATOR (MARC/CD):

(1 position authorized)

The MARC/CD is supervised by the STF/CC; responsible for:

- Developing and conducting an effective program for those interested.
- Facilitating club meetings.
- Maintaining equipment and supplies.
- Coordinating with SASI/ASI for rocketry demonstrations and launches.
- Following guidelines as spelled out in HQ AFJROTC guidance.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.

AS Level: AS200, AS300 or AS400 Temporary Rank: C/Senior Airman to C/Master Sergeant

A13.5.19. SPECIAL PROJECT OFFICERS (DS/SPO): (2 positions authorized per project).

The DS/SPO is supervised by the DIRECTOR OF STAFF and is responsible for:

- Once the event/activity initial meeting has been held. Two cadets will be voted as Special project Officers for that specific event/activity.
- Coordinating assigned special event/activity with the Director of Staff and Instructor staff.
- Responsible for all aspects of the event/activity; assigning specific personnel job assignments, developing and monitoring “to do” lists, if necessary organize set up/tear down/clean up jobs/teams/lists.
- Assist Public Affairs and Media team for advertising the event/activity; posting FINAL DUTY ROSTER/SCHEDULE via Social Media
- Submit equipment requests to Logistics Officer; assign team to pick-up and turn-in equipment.
- Submit a Project Officer After-Action Report provided in this Cadet Guide after event/activity completion to the UPPER COMMANDER.
- Submit Completed Sign-Up Roster to Personnel Roster for WINGS entry.
- Attending Cadet Corps staff / Boosters’ meetings; provide updates, make requests, etc..
- If necessary; Coordinate with staff personnel and organizations within the school and community.
- Creating a continuity folder to help with the job the following year.
- Performing other duties as assigned.

AS Level: AS300 or AS400 Temporary Rank: C/Technical Sergeant to C/Major

A13.5.20. SPECIAL PROJECTS ASSISTANTS (MSS/SPOA): (# of positions are authorized by DS/SPO). The DS/SPOA is supervised by their respective DS/SPO and is responsible for:

- Assume command in the absence of the respective DS/SPO.
- Assisting Special Projects Commander in all special project’s activities for the corps.
- Performing other duties as assigned by the MSS/SP.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned.

AS Level: AS100 thru AS400 Temporary Rank: NONE

A13.9.21. DIRECTOR of PERSONNEL (WINGS) (MSS/PM): (1 position authorized).

The MSS/PM is supervised by the DIRECTOR OF STAFF and is responsible for:

- Maintaining the cadet personnel records by following the guidelines established by the Director of Staff.
- Filing all documentation in cadet records or other internal information.
- Performing other duties as assigned by the Director of Staff.
- Assisting the ASI in the issue, receipt and accounting of all uniform, equipment, and supplies related to the operation of the NC-075th Cadet Corps.
- Assisting the ASI in maintaining supply and accounting records according to all applicable directives.
- Assisting the ASI in inventories of uniforms, equipment, and supplies.
- Assisting the ASI in the maintenance, repair, and cleaning of uniforms, equipment, and supplies.
- Keeping the supply rooms neat and orderly.
- Organizing and providing rank insignia and ribbons for promotion ceremonies.
- Providing guidance to Cadet Corps members on proper supply discipline.
- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.

Ensure all cadet record information is recorded & accurate in the HQ AFJROTC provided data base. Ensure that all cadet personnel actions are updated, & orders published; record and publish minutes of corps staff meetings; supervise the CORSP MEDIA team to ensure all social media sites are maintained and accurate; ensure that the TUSCOLA AFJROTC CADET JOB Application is maintained and accurate; train corps representatives in their duties; attend & actively participate in staff meetings. In addition, they also maintain cadet personnel records, folders, paperwork, as well as keeping unit records on community service. Personnel cadets may assist instructors with individual cadet awards and decorations, jobs, ranks and promotions, health and wellness activity, as well as individual participation in unit activities, community service, and even financial records. Personnel cadets should have Cadet Access and utilize WINGS to manage and operate their functional area.

AS Level: AS100 to AS400

Temporary Rank: C/SrA to C/Captain

A13.9.22. CHIEF, Awards and Decorations (MSS/AD): (# of positions determined by

GP/CCC). (MSS/AD) is supervised by the PERSONNEL OFFICER; responsible for the following:

- Advise/assist the SASI/ASI concerning NC-075th Awards, Decorations, & personnel matters.
- Attend all staff meetings as an advisor; assist NC-075th Cadet Corps Commander as requested.
- Duties/assignments consist of the assignments and special projects assigned by the SASI/ASI.
- Assist personnel, logistics, and health & wellness, and other program data into WINGS.
- Preparing and maintaining all administrative files for the Cadet Corps.
- Preparing and maintaining special orders for all promotions and leadership position changes.
- Maintaining the internal distribution system (mailboxes) and ensuring that only official AFJROTC official materials are stored in these boxes.
- Maintaining an adequate supply of required forms; i.e., Certificates of Completion, etc..
- Prepare, maintain, and update WINGS "Individual Personnel Record" for all assigned cadets.

AS Level: AS100 to AS400

Temporary Rank: C/SrA to C/Captain

A13.5.23. DIRECTOR of SAFETY (GP/SE): (1 position authorized)

The GP/SE is supervised by the RAPTOR AND DIRECTOR OF STAFF and is responsible for:

- Ensuring that those who plan and take part in all corps activities recognize that the safety and well-being of our cadets is our number one priority.
- Ensuring cadets receive safety awareness briefings when appropriate, i.e., prior to school holidays, field day competitions, highway cleanup, field trips, etc.
- Keeping the Cadet Corps Commander, SASI/ASI informed on both the attitude toward and state of safety awareness within the cadet corps.
- Ensuring safety incidents are reported to the SASI/ASI.
- Conducting a monthly safety inspection of all cadet facilities.
- Placing safety tips on the corps bulletin board and in the monthly newsletter.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.

AS Level: AS200, AS300, or AS400 Temporary Rank: C/Senior Airman to C/1st Lieutenant

A13.5.24. FINANCIAL MANAGEMENT/COMPTROLLER (GP/FM): (1 position authorized)

The GP/FM is supervised by the RAPTOR AND DIRECTOR OF STAFF and is responsible for:

- Ensuring that those who plan and take part in all corps activities recognize that the financial and well-being of our cadet corps is our number one priority.
- Ensuring cadets receive financial awareness briefings when appropriate, i.e., prior to school holidays, field day competitions, highway cleanup, field trips, etc.
- Keeping the Cadet Corps Commander, SASI/ASI informed on both the attitude toward and state of financial activities within the cadet corps.
- Ensuring financial fund-raising events are available are reported to the SASI/ASI.
- Conducting a monthly financial inspection of all cadet finances.
- Placing financial tips on the corps bulletin board and in the monthly newsletter.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.

AS Level: AS200, AS300, or AS400 Temporary Rank: C/Senior Airman to C/1st Lieutenant

A13.5.25. HISTORICAL COORDINATOR (GP/HC): (1 position authorized)

The GP/HC is supervised by the RAPTOR AND DIRECTOR OF STAFF and is responsible for:

- Gathering historical information/data pertaining to corps activities; working closely with PA.
- Maintaining unit history; records reflecting; tradition, accomplishments, and Corps activities.
- Ensure photo opportunities aren't lost.
- Establishing goals for the position within two weeks of assuming the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the GP/CC, GP/CD, or SASI/ASI.

AS Level: AS100 thru AS400 Temporary Rank: C/Senior Airman to C/Master Sergeant

A13.5.26. CHIEF of MORAL & WELFARE, RECREATION (GP/MWR): (1 position authorized)

The GP/MWR is supervised by the RAPTOR AND DIRECTOR OF STAFF and is responsible for:

- Acting as both counselor and spiritual advisor of the cadet corps.
- Responsible for leading prayers at all events.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Master Sergeant

A13.5.27. STANDARIZATIONS and EVALUATIONS OFFICER (GP/SE).

(1 position authorized):

The GP/SE is supervised by the GP/CC and is responsible for the following:

- Acting as administrator of the NC-075th Cadet Corps Staff.
- Managing and enforcing all Staff and Cadet Regulations IAW all applicable; Air Force JROTC, Haywood County School regulations, Tuscola Student GUIDE, and NC-075th Cadet Guide.
- Responsible for assisting the NC-075th Cadet Corps UPPER (RAPTOR) Commander in conducting and/or executing all NC-075th Cadet Corps promotion and evaluations boards; attending these functions is mandatory.
- Responsible for tracking and recording all NC-075th Cadet Corps Inspections and Evaluations.
- Assisting the NC-075th UPPER (RAPTOR) Commander in the following; completion of the NC-075th Cadet Corps unit self-inspections, preparing for Unit Evaluations, updating the NC-075th Cadet Corps Cadet GUIDE, all NC-075th Cadet of the Quarter and Cadet Promotion Boards.
- Responsible for notifying NC-075th Cadet Corps staff members of Evaluation Boards.
- Notifying NC-075th Cadet Corps staff members when they:
 - Are late completing NC-075th Cadet Corps Staff Productivity Activities (aka. PA's).
 - Are at or nearing their missed meeting limit.
 - When any other staff standards are not being met and disciplinary action is possible.
- Notifying Cadet Corps staff of Board decisions & ensuring disciplinary actions are carried out.
- Assisting the NC-075th Cadet Corps UPPER (RAPTOR) Commander in conducting an annual self-inspection of the Cadet Corps that ensures standardization of goals and objectives, and compliance with all applicable AFJROTC regulations.
- Training Cadet Corps Staff and flight leadership in evaluating the operation of flights, to include the flight's effectiveness in doing personal appearance inspections.
- Establishing goals for the position within two weeks of assuming the position.
- Working with SASI in tracking Cadet Corps goals; present updated progress to the cadet corps weekly by placing on the bulletin board.
- Training one or more cadets on the responsibilities of the position and create a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the NC-075th Cadet Corps Commander and SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Captain to C/Major

A13.5.28. COMMAND CHIEF MASTER SERGEANT (GP/CCC). (1 position authorized per Cadet Corps):

The GP/CCC is supervised by their respective GP/CC; responsible for:

- Assumes First Sergeant duties when not posted/assigned/or absent.***
- Advising the Cadet Corps Commander on all matters pertaining to all NC-075th Cadet Corps enlisted affairs; morale, concerns, problems, and attitudes of the enlisted force.
- Advising the Cadet Corps Commander of problems/solutions within the NC-075th Cadet Corps.
- Conducting periodic Senior NCO & 5/6 Junior NCO meetings for inputs to give to commander.
- Keeping enlisted force informed of unit goals; how each member can contribute to unit goals.
- Administration of the NC-075th Cadet Corps Disciplinary Activities Board.
- Managing the NC-075th Cadet Corps Merit/Demerit system.
- Providing Recommendations to the Cadet Corps Commander based on inputs from cadets as well as acting as a liaison between the Corps and Cadet Corps Staff.
- Attending all Cadet Corps Staff meetings.
- Responsible to GP/CC for ensuring staff office spaces are clean at the end of the school day.
- Attending cadet extra-curricular activities; assist GP/CD with after school activities.
- Serving as member on CAB for any enlisted member.
- Overseeing the duties of the First Sergeant and Flight Sergeants.
- Assisting Public Affairs in determining proper protocol for special occasions.
- Forming parades and other co-curricular activities related to drill and ceremonies.
- Holding necessary cadet NCO meetings to ensure that proper cadet personnel support is being given to the Commander and Deputy Commander.
- Working with First Sergeant and Flight Commanders to ensure Uniform Inspection Grades are kept up-to-date; Create/Share Slideshow reflecting Flight standings (percentages); Assist with Flight/Cadet Awards & Competitions.
- Responsible for Cadet Promotions (tests, boards, etc.); Assist with Unit Discipline Evaluation Boards, NC-075th Awards Ceremonies, Uniform Cord Addendum, and POW-MIA Presentations.
- Working closely with Upper (Raptor) Commander, Flight Commanders/Sergeants to ensure dress and appearance standards are met among enlisted cadets.
- Coordinates with Personnel Officer to insure all administrative documentation for the Cadet Corps is accurate and properly posted and stored.
- Providing recommendations to RAPTOR & RAVEN Commanders based on inputs from enlisted cadets and acts as a liaison between Commanders and enlisted members
- Advising RAPTOR/RAVEN & Flight CCs on problems and suggesting possible solutions.
- Work closely w/Flight Sergeants; ensuring dress & appearance standards are met.
- Serve as member on CAB for any enlisted member.
- Coordinates with the Activities/Community Service Officer to insure community-related civic or humanitarian activities occur each semester.
- Assists the Deputy Commander in preparation and coordination of SASI/ASI Commander's Call and staff meeting agendas.
- Records and maintains minutes of operations staff meetings.
- Enforces AFJROTC regulations on uniform wear and care, and standards of conduct, customs, and courtesies.
- Ensuring flag details are formed for reveille and retreat.
- Ensuring weather conditions are acceptable prior to raising flags.
- Ensuring safety and security of unit weapons.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander and SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Chief Master Sergeant

A13.5.29. FIRST SERGEANT (GP/CCF): (1 position authorized per Cadet Corps)

SASI may also authorize 1 per position per Group (GP/CCF).

The Cadet Corps First Sergeant (GP/CCF) is supervised by the GP/CC and is responsible for:

- Keeping the Cadet Corps Commander and Command Chief Master Sergeant informed on all matters relating to the position.
- Monitors the morale and overall attitude of the Cadet Corp; and advises the Commander or SASI/ASI on all pertinent matters relating to the cadet corps.
- Coordinates with Director of Personnel to ensure all administrative documentation (activities/events) especially community service for the Cadet Corps; is accurate and properly posted in WINGS; and stored/filed if necessary.
- Assists Personnel Officer in ensuring their staff is properly manned to perform duties especially in WINGS (awards, community service, PT, promotions, etc.); assists in requesting WINGS access/training.
- Assists the Command Chief with all phases of the Corps 9-week promotions boards and report results to corps commander and instructors.
- Assign/train assistants (Under Shirts) as necessary to assume duties in their absence.
- Provides recommendations to Commanders based on inputs from enlisted cadets and acts as a liaison between Commanders and enlisted members
- Advising Commanders on problems; and suggesting possible solutions.
- Work closely with the Flight Operations Commander, all Flight Commanders/Sergeants to ensure dress and appearance standards are met among enlisted cadets.
- Serve as member on CAB for any enlisted member.
- Coordinates with the Chief of Public Affairs to ensure community-related civic or humanitarian activities occur each semester.
- Assists the UPPER (RAPTOR) Commander with; preparation and coordination of SASI/ASI Commander's Call; staff meeting agendas; and may conduct the staff meeting on behalf of the NC-075TH Cadet Corps Commander.
- Records and maintains minutes of Cadet Corps staff meetings.
- Enforces regulations i.e.; uniform, drill & ceremonies, JROTC OPSUP, Cadet Guide, etc..
- Ensuring Honor Guard Commander prepares/trains/assigns flag details for reveille and retreat.
- Checking flag status from Governor of North Carolina website.
- Ensuring weather conditions are acceptable prior to raising flags.
- Ensuring safety and security of unit weapons.
- Ensuring Cadet Corps Activities sign-up sheets are available and filed.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the GP/CC, GP/CCM, or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Master Sergeant to C/Chief Master Sergeant

A13.5.30. DIRECTOR of LOGISTICS (GP/LG): (1 position authorized).

The GP/LG is supervised by the GP/CC and is responsible for:

The Cadet Logistics Officer is responsible for and must: Keep the rooms that belong to the AFJROTC clean; make sure that the uniform inventory is accounted for and kept up to date; Plan and implement procedures for the issue, turn-in, and cleaning of AFJROTC uniforms; ensure that all cadet uniform issue and turn-in information is recorded and accurate in the headquarters provided data base; ensure all AFJROTC computer equipment is inventoried and working properly; ensure all AFJROTC textbooks are inventoried annually; ensure equipment is set up and returned after events; train flight logistics representatives in their duties; attend and actively participate in corps staff meetings. Logistic cadets should have access to WINGS and utilize WINGS to issue and account for items. Conduct a 20% random uniform and equipment count every month and report to Corp STAN/EVAL and SASI. Responsible for managing an inventory of on-hand supplies for the Cadet Corps.

- Responsible for logistical support; planning, coordinating, and execution of all Cadet Corps activities.
- Responsible for distributing supplies to functional areas in the Cadet Corps.
- Responsible for maintaining all supply records and inventory data.
- Coordinating with the Command Staff, and Flight Commanders concerning logistical requirements.
- Acting as the administrator of the Supply Department in Cadet Corps Head Quarters.
- Performing other duties as assigned by the Director of Staff, GP/CC, or GP/CD.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Ensuring safety and security of unit ceremonial weapons.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.

AS Level: AS200 thru AS400

Temporary Rank: C/Staff Sergeant to C/Captain

A13.5.31. CHIEF, PUBLIC AFFAIRS (GP/PA): (1 position authorized).

The Cadet Public Affairs/Protocol Officer is responsible for and must: Attain and maintain cadet corps public relations at the highest possible level; ensure that the school and the public are informed about corps activities; provide newsworthy items to school/local papers and to radio/ television stations; provide adequate corps publicity to the TUSCOLA High (yearbook) staff; ensure photography and videography documentation at all corps events; ensure a cadet newsletter is published at least four times a year; ensure proper advertisement, preparation, execution and follow-up of all corps events including promotion ceremonies, banquets, etc. Duties also include properly and accurately publicizing cadet corps activities and events to the school and community, to include photos, videos, and social media. Public Affairs cadets may also assist instructors in documentation of historic events at the school/unit and HQ AFJROTC levels for accuracy and historic posterity. They also are responsible for all social media websites; Facebook, Instagram, WordPress, Tuscola HS, and all other areas of the Google site outside of the cadet applications.

The MSS/PA is supervised by the DIRECTOR OF STAFF and is responsible for:

- Staying informed on all upcoming Cadet Corps activities.
- Preparing and submitting news articles to school and local newspapers concerning cadet activities.
- Providing all Cadet Corps photographic support.
- Assisting briefings with graphics support.
- Maintaining contact info on all people and organizations that have been involved with NC-075.
- Sending “thank-you cards” to people and organizations that have contributed to the Tuscola Air Force JROTC NC-075th Cadet Corps.
- Establishing and maintaining a cadet newsletter.
- Being involved with the cadet population, and using media tools to uplift the morale and productivity of the Cadet Corps.

- Assisting in maintaining positive relations with people and organizations that have been involved with NC-075.
 - Establishing slideshows for various cadet events.
 - Performing other duties as assigned by the Director of Staff.
 - Maintain unit social media webpages.
 - Drafting news releases for submission to applicable news publications relating to unit and personnel accomplishments.
 - Ensuring news releases are cleared by the Senior Aerospace Science Instructor or the Aerospace Science Instructor before submission to any agency.
 - Assisting the Unit Historian in maintaining unit scrapbook.
 - Posting news stories on the Unit AFJROTC Bulletin Boards.
 - Publishing a monthly Cadet Corps newsletter.
 - Assembling pictures for submission to the school yearbook.
 - Ensuring cadet corps announcements are properly submitted to the respective media well prior to event.
 - Attending Cadet Corps staff meetings.
 - Establishing goals for the position within two weeks of assuming the position.
 - Training one or more cadets on the responsibilities of the position.
 - Creating a continuity folder to help the replacement with the job the following year.
 - Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.
- AS Level: AS200, AS300 or AS400
Temporary Rank: C/Staff Sergeant to C/Captain

A13.5.32. DIRECTOR of RECRUITING SERVICES (MSS/RS): (1 position authorized)

The MSS/RS is supervised by the DIRECTOR OF STAFF and is responsible for:

- Establishing an active recruiting campaign plan at Tuscola High School and Waynesville Middle, Junaluska and Central Elementary Schools for potential cadets.
- Developing a recruiting presentation for middle school and high school students before the end of the first semester. Presentation to be used for recruiting at Tuscola and Waynesville Middle schools throughout the year.
- Ensuring appropriate recruiting information is published and disseminated.
- Providing the Public Affairs Officer with articles for publication relating to the advantages of becoming an AFJROTC cadet.
- Keeping the DIRECTOR OF STAFF informed on all matters relating to the position.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the DIRECTOR OF STAFF or SASI/ASI.

AS Level: AS200, S300, or AS400

Temporary Rank: C/Senior Airman to C/Captain

A13.5.33. DIRECTOR OF INFORMATION MANAGEMENT (GP/IM): (1 position authorized).

The GP/IM is supervised by the GP/PA and is responsible for:

- Authentication, publishing, and distribution of Cadet Corps publications including special orders, regulations and other directives.
- Maintaining staff files.
- Assisting with updating the cadet classroom calendar.
- Assisting GP/PA in maintaining the website.
- Maintaining the internal distribution system of the Cadet Corps, including posting of current directives, special orders, and notices on bulletin boards.
- Maintaining current recurring publications and disposing of outdated publications.
- Maintaining attendance records for Cadet Corps staff meetings, briefings, leadership training, extracurricular and co-curricular activities and special functions.
- Keeping, publishing and posting minutes of the Cadet Corps staff meetings.
- Maintaining official Cadet Corps bulletin boards.

- Attending Cadet Corps staff meetings.
- Other duties as assigned by the Director of Recruiting Services.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the GP/PA, Cadet Corps Commander or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Captain

A13.5.34. DIRECTOR of Audio / Visual Support (GP/AV): (2 positions authorized).

The GP/AV is supervised by the GP/PA and are responsible for:

- Taking pictures at corps events and activities.
- Coordinating photographic and video coverage of cadet activities.
- Updating the scrapbook and bulletin boards.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the GP/PA, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Captain

A13.9.35. CYBER-WEB TECHNICIAN (MSS/WEB): (1 position authorized).

The GP/WEB is supervised by the GP/IM and is responsible for:

- Maintaining and keeping current the NC-075 website.
- Advertising the website and encouraging cadets to visit the site on a regular basis.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the GP/CC, GP/IM, Cadet Corps Staff or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Captain

A13.5.36. Health and Wellness Program Manager (GP/HWP): (1 position authorized per Cadet Corps).

The GP/HWP is supervised by their RAPTOR COMMANDER; responsible for:

- Managing the NC-075th Cadet Corps Fitness Program (FP) in accordance with both the Presidential Fitness Program (PFP) and Air Force JROTC requirements.
- NOTE: AFJROTC requirements supersede all other standards.*
- Ensuring all cadets have completed the NC-075th Cadet Corps Physical Health Screening Questionnaire prior to any cadet participating in any physical activities in AFJROTC.
- NOTE: Completion of entire form along w/both the 'parent' and 'student' signatures are required.*
- Making/maintaining a list of cadets who checked "yes" on the Physical Health Screening Questionnaire and attached the explanation for the "yes" is documented by a medical authority.
 - Providing each Physical Fitness Leader (Physical Fitness Leader) and Flight CC/SGT a list of cadets not allowed to do physical training (PT).
 - Managing, directing, and controlling all aspects of the Presidential Fitness Program (PFP).
 - Ensuring each FFM, Flight CC/SGT are conducting, monitoring, & executing wellness activities.
 - Conducting frequent on the spot inspections on class participation and ensures all cadet historical data is documented by their Flight Fitness Monitor, Flight Commander/Sergeant on the cadet wellness guide and in WINGS via their Flight Personnel Representative.
 - Establishing goals for the position within two weeks of assuming the position.
 - Training one or more cadets on the responsibilities of the position
 - Creating a continuity folder to help the replacement with the job the following year.
 - Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.

The Physical Training (PT) and Wellness Officer is responsible for and must: Plan and implement weekly wellness activities to include physical training and team sports; plan and implement the Physical Fitness Exam and ensure that all cadet fitness information is recorded and accurate in the headquarters provided data base; train flight wellness representatives in their duties; attend and actively participate in corps staff meetings. In addition, they also conduct the Fitness Test (PFT) Mass Assessments, and accurately record PT scores in WINGS. PT cadets should have Cadet Access and utilize WINGS to manage these areas of responsibility

AS Level: AS200, AS300, or AS400

Temporary Rank: C/Senior Airman to C/1st Lieutenant

A13.5.37. KITTY HAWK AIR SOCIETY President (KHAS/PZ): (1 position authorized).

The KHAS/PZ is supervised by the RAPTOR CC and Director of Staff; responsible for:

- Sets academic goals for the corps and establishes improvement programs to meet those goals.
- Motivates all cadets to strive for academic excellence.
- Tracks flight academic scores.
- Ensures qualified tutors are available.
- Measures academic success in each flight.
- Supervises the ROTC peer tutoring program.
- Prepares the Awareness Presentation Team for public appearances.
- Organizes the NC-075th AFJROTC Honor Society to enhance corps academic achievement.
- Advise the Corps Commander and Staff on the status of corps academic progress
- Establish and maintain academic assistance services for cadets.
- Ensures recognition for cadets who demonstrate academic excellence.
- Develop and implement procedures to participate in the Academic Bowl.
- Develop and implement procedures for tracking academic performance.
- Attend/actively participate in corps staff meetings.
- Seeks ways in which the ROTC Honor Society can support the goal of corps academic excellence.
- Selects/trains/provides cadets from the Society to serve as peer tutors.
- The effective leadership and operation of the Kitty Hawk Air Society.
- Identifying and inviting eligible cadets to become members.
- Conducting a meaningful KHAS induction ceremony.
- Managing the unit tutor program. Recruits tutors and pairs tutors with cadets requiring help.
- Helping cadets est. goals/plans to pass classes/improve academic performance when asked.
- Creating a school/community service program.
- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by: GP/CC, Cadet Staff, or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.5.38. KITTY HAWK AIR SOCIETY Tutor Officers (KHAS/TO): (positions authorized per need).

The KHAS is supervised by the KHAS/PZ; responsible for:

- Finds and matches cadets seeking academic help with upper class cadets willing to tutor.
- Arranges appropriate time and study areas for peer tutoring.
- Maintains written records of names, subject, and duration of tutoring sessions.

AS Level: AS100, AS200, AS300 or AS400

Temporary Rank: ANY

A13.6. RAVEN OPERATIONS AND FLIGHT LEVELS

A13.6. LOWER COMMANDER - RAVEN (OS/FO): (1 position authorized)

responsible for 1st and 2nd Year cadets and must: Ensure the proper appearance, discipline, efficiency, training, and conduct of cadets; coordinate/schedule activities between flights to improve inter-flight competition; review Flight Commander Reports and submit to the UPPER (RAPTOR) Commander; attend and actively participate in corps staff meetings

The OS/FO is supervised by the RAPTOR CC and is responsible for:

- Maintaining the appearance, discipline, efficiency, training, and conduct of ALL Flights.
- Enforcing cadet conduct, military courtesy, classroom rules & etiquette.
- Supervising the Flight in absence of the Flight CC/SGT or SASI/ASI.
- Staying updated with Cadet Corps bulletin boards.
- Taking report at the beginning of class and updating basic cadets on upcoming events, announcements, and policies.
- Planning and coordinating activities within ALL Flights.
- Ensuring that ALL cadet documentation is processed through flight personnel management.
- Recommending the top cadets within ALL Flight for awards and recognition to GP/CC.
- Ensuring that all Flight Policies and Procedures are enforced in accordance with AFJROTC and Haywood County School regulations, and the Tuscola Student Handbook.
- Performing other duties as assigned by the Cadet Corps Commander/SASI/ASI.
- Grooming and appearance, discipline, effectiveness, and training of ALL Flight members.
- Planning, leading and directing flight activities and especially during corps functions.
- Advising flight members on performance standards; means of professional & personal development.
- Informing ALL Flight as the primary communication link between the staff and ALL Flights.
- Supervising cadets and writing evaluations on their performance, conduct, leadership and promotion potential.
- Assigning flag details for ALL flight members.
- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the RAPTOR CC, GP/CC, Director of Staff, or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.6.1. FLIGHT COMMANDER (ex: A FLT/CC): (1 position authorized per class)

The FLT/CC (A/B/C/D/E/F) is supervised by the UPPER COMMANDER GP/CC and is responsible for:

- Ensure the flight is prepared for instruction at the beginning of class.
- Ensure the flight returns the classroom to correct conditions before dismissal.
- Maintain/Enforce good order/conduct, discipline, etiquette, and classroom rules.
- Assist the SASI/ASI in the training of cadets in leadership, drill and ceremonies, etc.
- Set an example for the flight by proper wear of the AFJROTC uniform.
- Encourage flight members to wear their uniforms and become a cohesive team.
- Keep current all flight member personnel information, permission forms, activities fees, and personal data; fill out and turn in Flight Commander Report (*Attachment 3*) to UPPER COMMANDER as directed.
- Supervising the Flight in absence of the SASI/ASI.
- Staying updated with social media and classroom bulletin boards.
- Taking report at the beginning of class/updating basic cadets on events, announcements, and policies.
- Planning and coordinating activities within their Flight.
- Ensuring that cadet documentation is processed through personnel management.

- Recommending the top cadets within their flight for awards and recognition to GP/CC.
- Ensuring that all Flight Policies and Procedures are enforced in accordance with AFJROTC and Haywood County School regulations, and the Tuscola Student Handbook.
- Performing other duties as assigned by the Cadet Corps Commander/SASI/ASI.
- Grooming and appearance, discipline, effectiveness, and training of flight members.
- Planning, leading and directing flight activities and especially during corps functions.
- Advising flight members on performance standards; means of professional & personal development.
- Informing the flight as the primary communication link between the staff and their flight.
- Supervising cadets and writing evaluations on performance, conduct, leadership and promotion potential.
- Notifying flight members of flag details.
- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the OS/CC, OS/CD, GP/CC, GP, CD, or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Staff Sergeant to C/1st Lieutenant

A13.6.2. FLIGHT SERGEANTS (ex: Alpha Flight Sergeant is A/FS): (1 position authorized per class)

Flight Sergeants are supervised by their respective Flight Commander and are responsible for:

- Maintaining the appearance, discipline, efficiency, training, and conduct of the flight in the absence of the Flight Commander.
- Learning the drill and ceremonies manual; commanding their flight during drill.
- Taking report at the beginning of class.
- Keeping track of the Cadet Corps bulletin boards and informing the Flight Commander on any upcoming events that were overlooked.
- Enforcing discipline in the classroom and on the drill field.
- Enforcing the appearance and uniform wear of their Flight.
- Ensuring that the classroom is organized and in proper order before Flight dismissal.
- Supervising the Element Leaders and assisting the Flight Commander in Flight activities.
- Performing other duties as assigned by the Flight Commander/SASI/ASI.
- Forming flight for activities as directed, to include preparing the flight for inspection.
- Assisting the Flight Commander in training cadets in drill and ceremonies.
- Assisting the Flight Commander in maintaining good order and discipline.
- Assisting the Flight Commander in training the flight guide in proper guidon techniques.
- Serving as Flight Logistics Representative when necessary.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Master Sergeant

A13.6.3. FLIGHT ELEMENT LEADER (ex: A FLT/EL1/2/3/4):

(# of positions authorized as needed by SASI/ASI)

Element Leader(s) are supervised by their Flight CC/SGT and are responsible for:

- Taking report of his/her element; direct & monitor their element during the assembly in the hallway prior to the tardy bell.
- Supervising their element and ensuring cadet standards are enforced.
- Ensure their element members are aware of uniform wear for the week, PT activities for the week, and other upcoming events.
- Monitor passing rate of individuals within their element and help or referral to others when possible.
- Assisting the Flight Commander/Flt Sergeant in conducting Flight activities.
- Performing other duties as assigned by the Flight Sergeant/Flight Commander/SASI/ASI.
- Assisting the Flight Commander/Flt Sgt in maintaining good order and discipline within the element.
- Reporting roll to the Flight Commander before the beginning of each class.
- Assisting the Flight Commander and Flight Sergeant with training element members in drill and ceremonies.
- Learning the drill and ceremonies manual; commanding their flight during drill.
- Maintaining cleanliness of area occupied by element in class.
- Assuming duties of flight sergeant in their absence.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Airman Basic to C/Senior Airman

A13.6.4. FLIGHT LOGISTICS STAFF (MSS/LG A/B/C/D): (2 positions authorized per flight).

The MSS/LG (A/B/C/D) is supervised by the GP/LG and is responsible for the following at a minimum: Conduct uniform issue, turn-in, and cleaning procedures for members of their flight; ensure that all cadet uniform issue and turn-in information is recorded and accurate in the headquarters provided data base.

- Assists in conducting an inventory of on-hand supplies for the Cadet Corps.
- Assists in logistical support; planning, coordinating, and execution of all Cadet Corps activities.
- Assists in distributing supplies to functional areas in the Cadet Corps.
- Assists in maintaining all supply records and inventory data.
- Assists in coordinating with the Command Staff and Flight Commanders concerning logistical requirements.
- Performing other duties as assigned by the GP/LG, Director of Staff, or RAPTOR CC.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.
- Ensures supplies are properly logged in and stored. Works with instructors to send and receive uniform cleaning. Responsible for Supply Room order and cleanliness.
- Provides JROTC ribbons to cadets on a regular basis. Ensures cadets only receive a ribbon that has been earned and appears on an official NC-075 order.
- Provides accurate, courteous, and timely ribbon sales to the GP/LG.
- Ensures adequate supplies are on hand. Provides GP/LG w/supply orders at least two weeks in advance.

AS Level: AS200 thru AS400

Temporary Rank: C/Airman First Class to C/Master Sergeant

A13.6.5. PUBLIC AFFAIRS SUPPORT STAFF(MSS/PA (A/B/C/D):

(1 position authorized per flight).

The MSS/PA (A/B/C/D) is supervised by the GP/PA and is responsible for:

- Assisting in authentication, publishing, and distribution of Cadet Corps publications including special orders, regulations and other directives.
- Maintaining staff files.
- Updating the cadet classroom calendar.
- Assisting GP/PA in maintaining the website.
- Keeping, publishing and posting minutes of the Cadet Corps staff meetings as directed by GP/PA.
- Assisting in maintaining official Cadet Corps bulletin boards.
- Attending Cadet Corps staff meetings as directed by GP/PA.
- Assisting in maintaining attendance records for Cadet Corps staff meetings, briefings, leadership training, extracurricular and co-curricular activities and special functions.
- Assisting GP/WEB in maintaining and keeping current the NC-075 website.
- Advertising the website and encouraging cadets to visit the site on a regular basis.
- Taking pictures at corps events and activities as directed by GP/PA.
- Coordinating photographic and video coverage of cadet activities.
- Assisting in updating the scrapbook and bulletin boards.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the GP/PA, Director of Staff, or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Master Sergeant

A13.6.6. FLIGHT PERSONNEL STAFF (MSS/PMA/B/C/D):

(1 position authorized per flight)

The Flight MSS/PM (A/B/C/D) personnel are supervised by the GP/PM and are responsible for:

Ensure that all flight cadet record information (personal information, flight assignment, class period, etc.) is recorded and accurate in the headquarters provided data base; ensure that all cadet personnel actions (promotions, decorations, community service hours, etc.) are updated in the headquarters provided data base.

- Assisting in maintaining the cadet personnel records by following the guidelines set by the GP/PM and MSS/CC.
- Responsible for maintaining/updating the personnel data promptly into WINGS.
- Assisting in maintaining an updated Ribbon Team Roster.
- Assisting the SASI/ASI in maintaining computer based and hard copy personnel management system on all cadets and insuring only authorized personnel have access to them.
- Preparing and coordinating the draft copy of all special orders to the Director of Information Management.
- Assisting in publishing the Cadet Corps Directory.
- Keeping the organizational and the unit manning document current.
- Posting the current Cadet Corps organizational chart.
- Recording awards, promotions, and decorations.
- Attending Cadet Corps staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the GP/PM, GP/PA, Director of Staff, or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Airman First Class to C/Master Sergeant

A13.6.7. Flight Fitness Leader (OS/FFL)

***Add Flight Designator (A/B/C); i.e., OS/FFMA = AFIt:**

(1 position authorized per flight):

Flight Leaders are supervised by their Flight Commander/Sergeant. However, flight programs are managed by the GP/PFW and will meet NC-075th Fitness Standards; each flight responsible for and must: Implement weekly wellness activities to include physical training and team sports; implement the Physical Fitness Test and ensure that all cadet fitness information is recorded and accurate in the headquarters provided data base.

- Ensuring high level of physical fitness is maintained within their flight.
- Planning, organizing, and conducting athletic activities for the weekly physical fitness day, usually each Friday, promote high morale & esprit-de-corps, and recreation within the cadet corps.
- Coordinate w/GP/PWM and SASI/ASI in developing/publishing a quarterly listing of PT activities.
- Posting current healthy awareness information provided by AFJROTC Head Quarters.
- Calculating PT grades and tracking improvement as related to unit goals.
- Keeping their Flight Commander/Sergeant informed on all matters relating to the position.
- Training and assigning duties to additional Flight Physical Fitness Trainers (PTLs).
- Maintaining an inventory of athletic equipment; recommends purchase of equipment as needed.
- Working with Flight CC/SGT to ensure water is available to the cadets during PT activities.
- Attending Cadet Corps staff meetings as required by GP/F.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Cadet Corps Commander or SASI/ASI.

AS Level: AS200, AS300, or AS400

Temporary Rank: C/Senior Airman to C/Master Sergeant

A13.6.8. GUIDON BEARERS (FLT/GB):

(1 position authorized per flight; 1 per flight and 1 at the group level)

Guidon bearers are supervised by respective commander and are responsible for:

- Carrying their respective guidon (colors) during drill and ceremonies.
- Posting and retiring their guidon (colors) as directed in class and during formations.
- Learning the drill and ceremonies manual especially the guidon.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Flight Commander/Sergeant or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Airman First Class to C/Master Sergeant

Attachment - 14.

NC-075 Cadet Job/Duty Position Cord Addendum

A14.1. Cords are worn to signify certain duty positions or membership in certain teams. They are temporary in nature. Like temporary rank, when a cadet leaves a duty position or team; they must turn in the corresponding cord.

A14.1.2. Cords are worn on the left shoulder of the light blue shirt or the Class A uniform jacket.

A14.1.3. The following cadet duty positions and team membership wear cords:

CORPS Commander: BLACK AND GOLD

UPPER (RAPTOR) Commander: BLUE

Director of Staff Officer: BLACK AND WHITE

COMMAND CHIEF: RED AND BLACK

LOGISTICS Commander: JAY BLUE

LOWER (RMOEP) Commander: BLACK AND BLUE

FIRST SERGEANT: BLACK

DRILL TEAM Commander: YELLOW AND MAROON

DRILL TEAM MEMBERS: MAROON

COLOR GUARD Commander: PURPLE

RAIDER Commander: BLACK AND BLUE

STAN EVAL: ROYAL BLUE

CANCER AWAREMESS: PINK



TUSCOLA AIRFORCE JROTC

Building Better Citizens



ATTACHMENT 25.

TUSCOLA AIR FORCE Junior ROTC

UNIT NC-075 - “Distinguished Unit w/ Merit

(Cadet Inspection/Promotion Board)

A25.1. CHAIN-OF COMMAND

| POSITION AND/OR TITLE | NAME |
|-----------------------|------|
|-----------------------|------|

| | |
|---|------------------------------------|
| President/Commander-In-Chief | The Honorable Joseph R. Biden, Jr. |
| Vice President | The Honorable Kamala D. Harris |
| Secretary of State | The Honorable Anthony J. Blinken |
| Secretary of Defense | The Honorable Llyod J. Austin III |
| Deputy Secretary of Defense | The Honorable David L. Norquist |
| Secretary of the Air Force | The Honorable John P. Roth |
| Under Secretary of the Air Force | The Honorable Matthew P. Donovan |
| Chairman, Joint Chief of Staff | General Mark A. Milley |
| Chief of Staff of the United States Air Force | General Charles Q. Brown Jr. |
| Vice Chief of Staff of the U.S. Air Force | General Stephen W. Wilson |
| Chief Master Sergeant of the U.S. Air Force | CMSAF JoAnne S. Bass |
| Commander / President, Air Education & Training Cmd | Lt Gen Marshall B. “Brad” Webb |
| Commander of Air University | Lt Gen James B. Hecker |
| Commander, Jeanne M. Holm Center | Brig. Gen. Christopher J. Niemi |
| Air Force JROTC Director | Colonel Johnny R. McGonigal |
| Air Force JROTC Region 2 Director | Ms. Renee Campbell |

A25.2. (#) INSTRUCTORS/CORPS COMMANDER/OFFICIAL REPORTING INSTRUCTIONS.

Senior Aerospace Science Instructor (SASI):

“Sir/ma’am, the Senior Aerospace Science Instructor (SASI) at Tuscola High is **Major David Clontz**, Sir/ma’am.”

Proper Name Address when speaking: Major Clontz, Major, or Sir.

Assistant Aerospace Science/Enlisted Instructor:

“Sir/ma’am, the Enlisted Aerospace Science Instructor is **Senior Master Sergeant Steven Robertson**, Sir/ma’am.”

Proper Name Address when speaking: Senior Master Sergeant Robertson, Sergeant Robertson, Senior, or Sir.

Senior Cadet/Group Commander:

“Sir/ma’am, the Senior Cadet/Group Commander at Tuscola High School is **Cadet Major Gabriella Marquez** Sir/ma’am.”

Proper Name Address when speaking: Cadet Major Gabriella Marquez, or Ma'am.

BOARD & Instructor Office Reporting: Knock on door once, upon being told to enter. Open door, enter the office, step

inside, and verbally state one of the following: (**Instructor Directed**) *Sir/ma'am Cadet (Your Name) reports as directed*

Sir/ma'am. (Cadet Unsolicited Request) Sir/ma'am Cadet (Your Name) reports Sir.ma'am.



TUSCOLA AIRPOWER



Flight Commander: (WRITE-IN)

“Sir/ma’am, my Flight Commander is _____, Sir/ma’am.”

Proper Name Address: Rank/Name and Sir or Ma’am.

Flight Sergeant: (WRITE-IN)

“Sir/ma’am, my Flight Sergeant is _____, Sir/ma’am.”

Proper Name Address: Rank/Name and Sir or Ma’am.

Inspection Flight Leader: (WRITE-IN)

“Sir/ma’am, my Inspection Flight Leader at Tuscola High School is _____, Sir/ma’am.”

Proper Name Address: Rank/Name and Sir or Ma’am.

Element Leader: (WRITE-IN)

“Sir/ma’am, my Element Leader at Tuscola High School is _____, Sir/ma’am.”

Proper Name Address: Rank/Name and Sir or Ma’am.

A25.3. (#) AIR FORCE PERSONAL INSPECTION BOARD QUESTIONS:

Who is the only General to be granted the title of ‘General of the Air Force?’ **HENRY “HAP” ARNOLD**

What is the birth date of the Air Force? **18 SEPTEMBER 1947**

Who is the most decorated Airman in Air Force history? **CHIEF MASTER SERGEANT DUANE HACKNEY**

What is the Air Force Drill Manual? **AIR FORCE MANUAL (AFMAN) 36-2203, DRILL AND CEREMONIES**

Who was the first African-American general officer in the Air Force?

BGEN BENJAMIN O. DAVIS, JR. (Dec 9, 1998 by President William Jefferson Clinton)

What law established the Air Force as a separate military service? **THE NATIONAL SECURITY ACT of 1947**

What are the official Air Force colors? **ULTRAMARINE BLUE AND AIR FORCE YELLOW**

What is the official song of the Air Force? **“U. S. AIR FORCE”**

Who was the Air Force’s first female fighter pilot? **BGEN JEANNIE M. LEAVITT (1993 – F15E Strike Eagle)**

Who is the top jet-to-jet ace of aces in Air Force history?

CAPTAIN JOSEPH C. MCCONNELL, Jr. (Korean Flew F-86 – 16 MiG kills)

What is the longest serving aircraft in the Air Force? **B-52 STRATOFORTRESS (1954 to the Present)**

Where is the Headquarters for Air Force Junior Reserve Officers Training Corps? **MAXWELL AIR FORCE BASE, ALABAMA**

Who was the Air Force pilot who first broke the sound barrier?

CAPTAIN CHUCK YEAGER (Oct 14, 1947; flying the Bell X-1 @ Mach 1 (speed of sound) or ~768mph)

Who was the first female to be promoted to BGEN in the Air Force & 1st female to receive two stars for any military service?

Major General JEANNE M. HOLM (1971)

Who was the first African-American female general officer in the Air Force?

Major General Marcelite J. Harris (BGen 1991) (Major Gen 1995)

Who was the first woman to achieve the rank of four-star general in the Air Force?

GENERAL JANET C. WOLFENBARGER (June 5, 2012)

What are the three highest AIR FORCE medals awarded for valor? **MEDAL OF HONOR, AIR FORCE CROSS, SILVER STAR**

A25.4. (#) AIR FORCE DRILL AND CEREMONIES BOARD QUESTIONS:

What is the cadence for “QUICK TIME ?” **100-120 steps per minute**

What is the cadence for “Adjutant Time?” **140 steps per minute**

What is the cadence for “DOUBLE TIME?” **180 steps per minute**

What is the length of a step for marching at “QUICK TIME?” **24 inches**

What is the length of a step for marching at “DOUBLE TIME?” **30 inches**



What is the length of a "SIDE STEP?" **12 inches**

What is the length of a "BACK STEP?" **15 inches**

What is the only command that can be given from "PARADE, REST?" **ATTENTION**

What are the four (4) positions of "REST?" **PARADE REST, REST, AT EASE, FALL OUT ...** and *Explain each?*

What is the definition of "CADENCE?" **Uniform step and rhythm in marching**

What is the definition of a "FILE?" **A single column of troops behind one another**

What is the definition of "RANK" in marching? **A line of troops placed side by side**

What is the definition of the "BASE" in marching? **The element on which a movement is regulated**

What is the definition of "GUIDE" in marching? **The (base) individual upon whom a formation regulates its march**

A25.5. (#) AIR FORCE GENERAL UNIFORM REGULATIONS BOARD QUESTIONS:

Describe the proper way to wear the belt – (Male) Metal tip to wearer's left; (Female) wearer's right, with no blue fabric showing.

Describe the proper placement of ribbons for females on the Air Force Blue Service Coat – Females will wear their ribbons on the service coat centered on the left side of the coat between lapel and arm seam. The bottom row of ribbons will be between 1 to 3 inches above the top button on the coat.

Describe the positioning of cadet enlisted rank insignia on the Air Force Blue Service Coat - Insignia of rank / grade are worn on both lapels. Insignia are worn halfway up the seam resting on, but not over, the seam and parallel with the ground.

What is the AFJROTC policy on female hair styling while in uniform? Females may wear their hair in up to two braids or a single ponytail with bulk not exceeding the width of the head and length NOT extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. Additionally, women's bangs may now touch their eyebrows, but not cover their eyes. Hair will not exceed 4 inches in bulk or prevent the proper wearing of headgear.

What is the AFJROTC regulation regarding the length of trousers/slacks on the service uniform? The front of the trouser / slack leg rests on the front of the shoe w/a slight break in the crease; the back of the trouser leg will be approx 7/8 inch longer than the front.

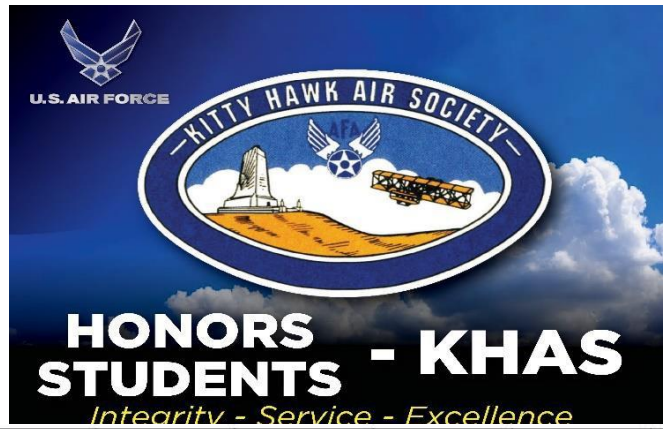
What is the AFJROTC policy on male hair styling while in uniform - The male haircut will present a neat, tapered appearance. Hair must not touch the ears or the collar. A "block" style is authorized. Sideburns will be neatly trimmed, not flared, and end in a horizontal line not to below the lowest part of the exterior ear opening.

Describe the positioning of the AFJROTC sleeve patch on the Air Force Blue Service Coat - The AFJROTC patch is worn on the left sleeve centered on and between 1/2-inch and 1 inch below the shoulder seam on both the male and female Service Dress Coat.

Describe the proper placement of the name tag on the Air Force Blue Service Coat – The name tag will be centered between the arm seam and the lapel on the right side of the coat with the bottom edge parallel with the top of the welt pocket.

Describe the proper placement of the Model Rocketry Badge on the male Air Force Blue Service Coat - The Model Rocketry Badge will be 2 inches below the American Model Aeronautics (AMA) Wings on the left side of the uniform or 3 inches below the pocket if no AMA Wings are worn.

What is the AFJROTC regulation regarding the wearing of earrings/studs by female cadets? Females may wear one pair of conservative, gold, white pearl, or silver spherical earrings with all uniforms. Studs or other body piercings are not authorized in the nose, eyebrows, tongue, lips, or other areas of the body.



| | | | | | | | | | | | | | | | | | | | | |
|--|--|--|---|--|---|--|---|--|--|--|--|--|--|--|--|--|-----------------------------------|--------------------------------|--|----------------------------------|
| No Insignia | | | | | | | | | | | | | | | | | | | | |
| Cadet/ Airman Basic (c/AB) | Cadet/ Airman (c/Amn) | Cadet/ Airman 1 st Class (c/A1C) | Cadet/ Senior Airman (c/SrA) | Cadet/ Staff Sergeant (c/SSgt) | Cadet/ Technical Sergeant (c/TSgt) | Cadet/ Master Sergeant (c/MSgt) | Cadet/ Senior Master Sergeant (c/SMSgt) | Cadet/ Chief Master Sergeant (c/CMSgt) | | | | | | | | | | | | |
| <table border="1" style="width: 100%; text-align: center;"> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cadet/ 2nd Lieutenant (c/2Lt)</td> <td>Cadet/ 1st Lieutenant (c/1Lt)</td> <td>Cadet/ Captain (c/Capt)</td> <td>Cadet/ Major (c/Maj)</td> <td>Cadet/ Lieutenant Colonel (c/LtCol)</td> <td>Cadet/ Colonel (c/Col)</td> </tr> </tbody> </table> | | | | | | | | | | | | | | | Cadet/ 2 nd Lieutenant (c/2Lt) | Cadet/ 1 st Lieutenant (c/1Lt) | Cadet/ Captain (c/Capt) | Cadet/ Major (c/Maj) | Cadet/ Lieutenant Colonel (c/LtCol) | Cadet/ Colonel (c/Col) |
| | | | | | | | | | | | | | | | | | | | | |
| Cadet/ 2 nd Lieutenant (c/2Lt) | Cadet/ 1 st Lieutenant (c/1Lt) | Cadet/ Captain (c/Capt) | Cadet/ Major (c/Maj) | Cadet/ Lieutenant Colonel (c/LtCol) | Cadet/ Colonel (c/Col) | | | | | | | | | | | | | | | |



AIR FORCE CORE VALUES: INTEGRITY, SERVICE BEFORE SELF EXCELLENCE IN ALL WE DO.

AFJROTC CADET OATH

"On my word of honor, I will not lie, cheat or steal, nor tolerate those who do.
I will obey the orders of those appointed over me, and abide by all cadet and school regulations.
I will perform my assigned duties to the best of my abilities, so help me."

The Air Force Song

Off we go into the wild blue yonder, Climbing high into the sun;
Here they come zooming to meet our thunder, At 'em now, Give 'em the gun!
Down we dive, spouting our flame from under, Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing'll stop the U.S. Air Force!



The Star-Spangled Banner

O! say can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming?
Whose broad stripes and bright stars, thro' the perilous fight,
O'er the ramparts we watched were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still there.
O! say does that Star-Spangled Banner yet wave
O'er the land of the free and the home of the brave?

30-Count Drill Sequence

- | | |
|------------------------|------------------------|
| 1. Fall In | 16. To the Rear March |
| 2. Open Ranks March | 17. To the Rear March |
| 3. Ready Front | 18. Column Right March |
| 4. Close Ranks March | 19. Forward March |
| 5. Present Arms | 20. Eyes Right |
| 6. Order Arms | 21. Ready Front |
| 7. Parade Rest | 22. Column Right March |
| 8. Flight Attention | 23. Forward March |
| 9. Left Face | 24. Change Step March |
| 10. About Face | 25. Column Right March |
| 11. Forward March | 26. Forward March |
| 12. Right Flank March | 27. Flight Halt |
| 13. Left Flank March | 28. Left Face |
| 14. Column Right March | 29. Right Step March |
| 15. Forward March | 30. Flight Halt |

PHONETIC ALPHABET

- | | |
|-----------|------------|
| A-ALPHA | N-NOVEMBER |
| B-BRAVO | O-OSCAR |
| C-CHARLIE | P-PAPA |
| D-DELTA | Q-QUEBEC |
| E-ECHO | R-ROMEO |
| F-FOXTROT | S-SIERRA |
| G-GOLF | T-TANGO |
| H-HOTEL | U-UNIFORM |
| I-INDIA | V-VICTOR |
| J-JULIET | W-WHISKEY |
| K-KILO | X-XRAY |
| L-LIMA | Y-YANKEE |
| M-MIKE | Z-ZULU |

TUSCOLA HIGH SCHOOL

Mission

Achieve student success through focusing on the whole child as a lifelong learner.

Leadership

Dr. Bill Nolte, Ed.D, Superintendent
Heather Blackmon, Principal
Jacob Shelton, Asst. Principal
Billy Harrell, Asst. Principal
Lori Heatherly, Asst Principal



Tuscola High School was established in 1966 as a result of the consolidation of the Haywood County School System. Formerly a high school of sophomores, juniors, and seniors, freshmen became a part of the student body in 1993. The school is located off highway 19-23 just twenty miles southwest of Asheville, North Carolina, where it sits amid the beautiful Smoky Mountains. Appropriately, the school mascot is the Mountaineers, frequently abbreviated as the Mounties. Students at Tuscola have numerous opportunities for extracurricular activities. Sports offered are football, basketball, volleyball, baseball, tennis, swimming, softball, track, golf, soccer, cross-country, and cheerleading. The school's award-winning art classes, band program, JROTC, and choral department provide elective choices for students as well. Tuscola High School's student population consists of approximately 950 students. There are approximately 90 teachers who are under the leadership of one principal and three assistant principals.

THS Fight Song

On Tuscola, on Tuscola Fight right through that line Draw a circle 'round ole Pisgah as we did in days of old So, on Tuscola, on Tuscola Fight right through the night We're for you Mountaineers So win this game!

School Colors
BLACK and GOLD

School Mascot
Mountaineer

MILITARY TIME

| Normal Time | Military Time | Normal Time | Military Time |
|-------------|---------------|-------------|---------------|
| 12:00 AM | 0000 | 12:00 PM | 1200 |
| 1:00 AM | 0100 | 1:00 PM | 1300 |
| 2:00 AM | 0200 | 2:00 PM | 1400 |
| 3:00 AM | 0300 | 3:00 PM | 1500 |
| 4:00 AM | 0400 | 4:00 PM | 1600 |
| 5:00 AM | 0500 | 5:00 PM | 1700 |
| 6:00 AM | 0600 | 6:00 PM | 1800 |
| 7:00 AM | 0700 | 7:00 PM | 1900 |
| 8:00 AM | 0800 | 8:00 PM | 2000 |
| 9:00 AM | 0900 | 9:00 PM | 2100 |
| 10:00 AM | 1000 | 10:00 PM | 2200 |
| 11:00 AM | 1100 | 11:00 PM | 2300 |

TUSCOLA NC-075 AFJROTC ENLISTED PROMOTION BOARD EVALUATION CRITERIA

Promotion Board Score (50 points max)

1. *Chain-of-Command=5 points max*
2. *Personal Insepection=5 points max*
3. *U.S.A.F. Drill & Ceremonies=5 points max*
4. *Uniform Regulation=5 points max*
5. *Report In (MilBearing)=5 points max*
6. *Report Out (MilBearing)=5 points max*
7. *FlagFolding=8 points max*
8. *RECITE (Oath, Values, MilTime, ABCs, etc.)=12 points max*

EXAMPLE:

CURRENT RANK

| LASTNAME | ASYR | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | Promoted Y/N To: | |
|-----------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------------------|----------|
| E8 | Bagodonuts | IV | 5.0 | 5.0 | 5.0 | 5.0 | 5.0 | 5.0 | 8.0 | 12.0 | Yes / E9 |
| E6 | Smith | III | 4.0 | 4.5 | 4.5 | 4.5 | 5.0 | 5.0 | 8.0 | 12.0 | Yes / E7 |
| E3 | Jones | I | 2.0 | 2.0 | 3.5 | 3.5 | 3.5 | 3.5 | 6.5 | 10.0 | Yes / E4 |
| E2 | Blaxon | II | .5 | .5 | 1.0 | 1.0 | 1.0 | 1.0 | 3.0 | 4.0 | No / E2 |
| E1 | Anderson | I | 2.0 | 2.5 | 3.0 | 2.5 | 4.0 | 3.5 | 6.0 | 8.0 | Yes / E2 |

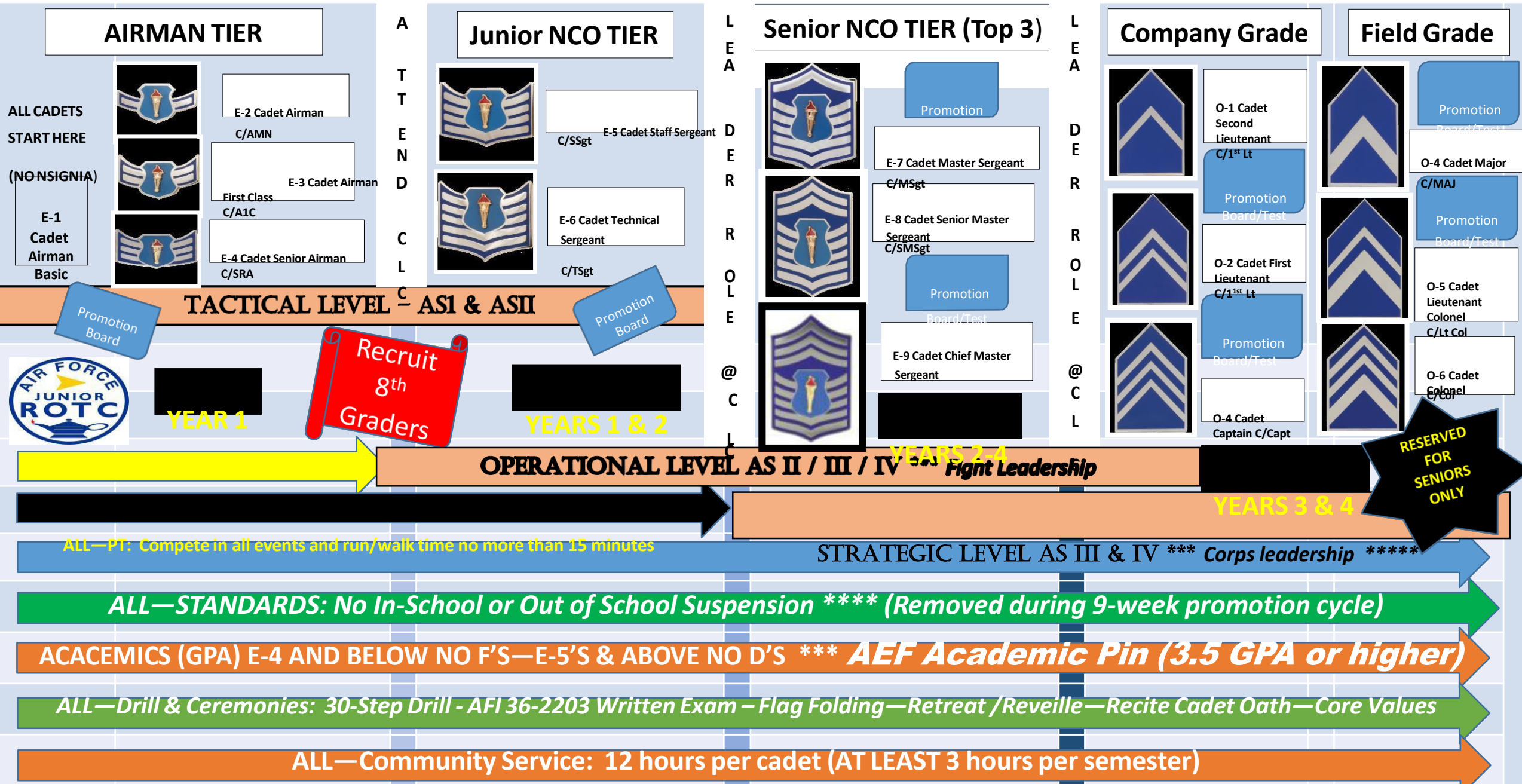
******NOTE 1:** *Cadets competing for E-5/SSgt or above MAY also be asked questions for Promotions Boards from the following sources as well: Air Force Instruction 36-2903, Air Force Manual 36-2203; AFJROTC 36-2010; AFJROTC Operational Supplement, NC-075th Cadet Guide; and current local/world events.*

NOTE 2: **Additional TIPS AND ADVICE for promotions boards provided by former Command Chief C/CMSgt Ethan Swayne (Class of 2021); REFER TO Attachment 77-Chevrons and Chairman.**

| ALL VALUES REFLECT THE MINIMUM CRITERIA REQUIRED TO BE CONSIDERED FOR PROMOTION TO THE NEXT RANK CADETS MUST BE ON THE GOOD STANDING LIST and NOT IN VIOLATION JROTC/SCHOOL POLICES TO ELIGIBLE | E1 AB | E2 AMN | E3 A1C | E4 SRA | E5 SSGT | E6 TSGT | E7 MSGT | E8 SMSGT | E9 CMSGT | I T E M S C O R E |
|--|--|-----------|------------------|-----------|------------------|------------|------------|-------------|-------------|---|
| | AIRMAN TIER | | | | JUNIOR NCO | | SENIOR NCO | | | |
| Weeks required to wear your current rank before eligible for next promotion (TIG) | 9 | 9 | 9 | 9 | 6 | 6 | 3 | 3 | 3 | |
| Uniform Inspection/Wear Grade | 75 | 75 | 80 | 80 | 90 | 90 | 95 | 95 | 95 | |
| AFJROTC Academic Grade | B | B | B | B | A | A | A | A | A | |
| THS Academics (Min grade for any class) | D | D | D | D | C | C | C | C | C | |
| Demerits (Minimum Allowed) | 5 | 5 | 5 | 5 | 1 | 1 | 0 | 0 | 0 | |
| Health & Wellness/PT Percentile (Min) | 15th | 15th | 15 th | 20th | 20 th | 25th | 25th | 25th | 25th | |
| Leadership (LDR) Team Membership (Min) | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | |
| Comm Service (min hours per 9-weeks) | 3 | 3 | 3 | 4 | 4 | 4 | 4 | 4 | 4 | |
| Serve (S) / Command © THS Flag Detail | S | S | S | © | © | © | © | © | © | |
| Demonstrate Ability to Teach Drill and Ceremonies (Certified by E3 or higher) | N/A | N/A | Y | Y | Y | Y | Y | Y | Y | |
| Lead & perform 30-Step Drill and OPEN RANKS Inspection IAW checklist | N/A | N/A | Y | Y | Y | Y | Y | Y | Y | |
| P.O.E. LDR/Comm Serv/Funds/Misc. (min) | N/A | N/A | N/A | 1 | 2 | 2 | 2 | 3 | 3 | |
| Demonstrate ability to develop and present briefings (i.e., Corp Briefing) | N/A | N/A | N/A | N/A | Y | Y | Y | Y | Y | |
| PROMOTION BOARDS | | | | | | | | | | |
| EXAMINATION (Cadet Guide) (min score) | N/A | N/A | N/A | N/A | 70 | 80 | 80 | 90 | 90 | |
| (#) Personal Inspection - USAF History and Leadership (Cadet Guide Attach 25) | PROMOTION BOARD IS WORTH 50 POINTS 10 points = Reporting In & Out Statements. Cadets will be asked; (#) 2 questions from each section; worth 2.5 points each; total value = 5pts in each area. (*) Cadets must verbally recite each item = 2 points each = 12 pts total Cadets must fold each flag (US and NC Flags) = 4 points each = 8 points total | | | | | | | | | |
| (#) Drill and Ceremonies Customs & Courtesies (Cadet Guide Att 25 & AFMAN 36-2203) | | | | | | | | | | |
| (#) USAF Uniform Regulation (AFI 36-2903) | | | | | | | | | | |
| (*) RECITE: Core Values, USAF Song, and Cadet OATH (Attach 25) | YES | YES | YES | YES | YES | N/A | N/A | N/A | N/A | |
| Explain Correctly (Military Time, Phonetic Alphabet, Military Rank & Insignia) (Verbal) | YES | YES | YES | YES | YES | N/A | N/A | N/A | N/A | |
| Properly Fold U.S.A., NC, USAF Flags (Demonstration) | ALL | ALL | ALL | ALL | ALL | N/A | N/A | N/A | N/A | |

| |
|--|
| CADET NAME: PROMOTION CYCLE : 1 ST _____ 2 ND _____ 3 RD _____ 4 TH _____ OUT OF CYCLY BOARD CHAIR NAME: _____ PROMOTIONS SCORE: _____ PROMOTED (YES/NO): _____ PROMOTED TO: _____ ATTACHMENT 42—NC-075 Cadet Corps Promotion Board Evaluation for ENLISTED ONLY |
|--|

TUSCOLA HIGH SCHOOL – AIR FORCE JUNIOR ROTC NC-075 **** CAREER PATH



Attachment 26—Cadet Recognition Board

A26.1. Purpose: The purpose of the Cadet Recognition Board is to review and evaluate cadets for recognition within the NC-075 Cadet Corps. This review will evaluate outstanding accomplishments, achievement, leadership, and recommend cadets for Cadet of the Quarter and Year, or other achievement.

A26.2. Composition: The board will be made up as follows:

| POSITION | PRIMARY | ALTERNATE |
|-----------------|------------------|----------------------------|
| CHAIR | Deputy GP/CD | Determined by GP/CC |
| Member | OS/CC or OS/CD | Determined by Deputy GP/CC |
| Member | MSS/CC or MSS/CD | Determined by Deputy GP/CC |
| Member | GP/CCC | Determined by Deputy GP/CC |
| Member/Recorder | GP/CCF | Determined by Deputy GP/CC |
| Advisor | SASI/ASI | SASI/ASI |

A26.2.1. Primary members will always be used when available. If both a primary and alternate are not available, the SASI/ASI will select an alternate.

A26.2.2. When a board member is being considered before the board, that person will be replaced by an alternate board member.

A26.3. All board members and cadets must be in service dress uniform.

A26.4. Convening the Board: Unless otherwise SASI directed; the board will meet for:

- a. Cadet of the Quarter: Second Monday following the end of the quarter.
- b. Other Boards: As directed by the SASI.
- c. The board will meet during the academic hour. Nominees will be present to meet the board at the beginning of the scheduled hour. Nominees failing to meet the board may become ineligible, depending on the circumstances. Student passes will be issued on an individual basis.

A26.5. Board Procedures:

A26.5.1. Nominees will be greeted and dismissed by the chairperson.

A26.5.2. The chairperson will normally not ask questions.

A26.5.3. Each board member will ask questions from the following areas:

- a. Air Force Customs and Courtesies.
- b. Current Events.
- c. Dress and Appearance.
- d. Drill and Ceremonies.
- e. Chain-of-Command.
- f. AFJROTC Curriculum.
- g. SASI approved criteria.

A26.5.4. Questions should be concise, requiring only a short answer.

A26.5.5. The same questions will be asked of all nominees competing for the same award. **A26.5.6.** Board members will score each nominee on evaluation sheets provided.

A26.5.7. All materials used or generated while the board is convened will be submitted to the SASI when the board adjourns.

A26.5.8. The GP/CCF or alternate recorder will take notes on the date and time the board convened, who was on the board, the names of nominees meeting the board, and the time the board concluded its meeting.

A26.5.9. The SASI is the final approval authority for all board actions.

A26.6. NOMINEE REPORTING PROCEDURES:

A26.6.1. Cadets reporting to the board will knock once on the door for permission to enter.

A26.6.2. After entering; march directly to a point three paces in front of the board chairperson.

Salute, and Report, "Sir/Ma'am, Cadet (your RANK AND NAME) reporting as ordered."

Hold the salute until it is returned. Take whatever action is directed of you; normally you will be directed to sit down, or stand at ease.

A26.6.3. You will be asked a number of questions prepared by the board. Answer all questions in a clear, distinct voice. Look directly at the member that asked the question. After answering any question, continue to look at the questioner for a moment in case a follow-up question is asked. When questioning is complete, always return your attention to the board chairperson.

A26.6.4. When dismissed, move again to a position three paces in front of the chairperson, assume the position of attention, and salute. Hold your salute until final instructions are given and your salute is returned. Execute a facing movement and depart the room by the most direct route.

A26.7. NOTE: *All findings and recommendations of the board are subject to approval of the SASI, and are not official or releasable until approved by the SASI. No discussion among board members regarding any aspect of board proceedings will take place outside of the board room following adjournment.*

Attachment 27.—NC-075th Cadet Corps Outstanding Cadet Competition

A27. Outstanding Cadet of the Month (Flight and Group). The ‘*Outstanding Cadet of the Month Awards*’ were established to promote individual excellence and recognition of individual accomplishments. All cadets in the Cadet Corps have a fair and equal opportunity of being recognized as Cadet of the Month in their respective category.

A27.1. Outstanding Cadet of the Month Awards (Airman (E1 to E3) Junior Non-Commissioned Officer (JNCO E-5 & E6): Senior NCO (E7 thru E90: and Officer (O1 thru O5) categories). These awards promote excellence and teamwork within the flight during each academic month. The ***Outstanding Flight Cadet of the Month*** in each category recognizes all Cadets (1st-Year and Upper-class). Cadets in consideration should clearly stand out among their peers. Each month, flight element leaders will nominate to their flight commander one cadet to compete for this award. Each flight commander, along with their respective flight sergeant and element leaders will utilize the criteria listed in **A27.1.1.** to select one cadet in each category as their Outstanding Cadet of the Month. Selection will be made during the last full week of each month, except December, when selection will be made prior to winter break. In rare instances, flight commanders and flight sergeants may find themselves competing against one another; leadership from other flights may be used to score them. As such would be the case if there were only two officers in the flight.

A27.1.1. The following criteria are the primary factors used by flight leadership (element leaders, flight commanders/sergeants, etc.) in nominating cadets for the award:

- a. Daily Classroom Attendance.
 - [Perfect Attendance = 10 points]
 - [1 day missed = 5 points]
 - [2 days missed = 2 points]
- b. Physical Fitness (participation in the President’s Challenge)
 - [Minimum rating score to compete must be at least in the 35th percentile. The cadets Run time plus 2 out of 3 additional PT events will be used.] [Each flight will determine which two other events they will use.] [When competing at the Group level; the board will determine which two PT events will be used.]
 - [35th percentile = 5 points]
 - [50th percentile = 10 points]
 - [60th percentile = 15 points]
 - [75th percentile = 20 points]
 - [80th or higher = 30 points]
- c. Uniform wear and appearance.
 - (Miss no more than one regardless of blue uniform or PT gear)
 - [no missed days in either events = 10 points; one missed = 5 points.]
- d. Community service involvement.
 - (Must have at least one event to compete; school flag detail and pledge of allegiance do not count)[every event equals one point; plus, every hour = five points]

e. AFJROTC and extracurricular activities.

(Must have at least one activity to compete; school flag detail and pledge of allegiance do not count) [every activity equals one point plus every hour = five points]

f. AFJROTC grades (must have at least a "B"). [An 'A' = 10 points B = 5 points]

g. Passing all other classes. [Each 'A' = 10 points / B = 5 points / C = 1 point]

h. Demonstrate ability to recite Cadet Honor Code, Cadet Oath, fold a U.S. Flag, command an element/flight using Attachment #30: 30-Step Drill Sequence Scorecard.

[Perfect on all items = 50 points] [missed one to five commands = 10 points]

i. Demonstrate knowledge memorization from *Attachment #25 Inspection/Promotion* handout by knowing all personnel listed on page one: Chain-of-Command.

[Perfect score = 25 points] [missed one to two = ten points]

j. On the NC-075th Cadet Corps 'Good Standing List.'

k. Wear of Uniform. [Perfect/No missed days = 20 points / One day missed = 10 points]

l. *Attachment #24 Uniform Inspection Scorecard* Results.

[Perfect scores = 20 points / 90 or better scores = 10 points]

m. Merit/Demerit Points.

[This system is scheduled to begin next school year; 2017-2018. When implemented, points will be used to add and/or subtract from the total points. Resulting in each cadets' final score.]

A27.1.2. Each category in the '**Outstanding FLIGHT Cadet of the Month**' will receive a certificate from the SASI and a letter from the principal. In addition, these cadets will be authorized to wear a special honor cord until the next Outstanding Flight Cadet of the Month is announced. Finally, these cadets will also be considered as nominees in the '**Group**' **Outstanding Cadet of the Semester** competition.

A27.1.3. After all '**Flight**' **Outstanding Cadets of the Month** winners are selected; the NC-075 Group command staff will form a board as outlined in A27.2. and decide which cadet from each category as the '**Outstanding GROUP Cadet of the Month;**' for each category. Board members will consider all criteria factors listed in paragraph **A27.1.1.**

A27.1.4. In the event of a tie; cadets may utilize additional drill and ceremonies plus ask questions from *Attachment #25 Inspection/Promotion* handout to break the tie. If the tie is still not resolved then the instructors may be asked to assist in resolving the tie.

A27.1.5. All Cadet selections will be made during the last full week of each month, except December, when selection will be made prior to winter Break. Additionally, there will not be a Flight Outstanding Cadet of the Month for May; this is typically when the Aerospace Science I/II/III/IV Cadets of the Year are announced.

A27.1.6. Cadets in each category (**Airman/JNCO/SNCO/Officer**) for the '**Outstanding GROUP Cadet of the Month**' will receive a certificate from the SASI, letter from the principal. In addition, this cadet will be authorized to wear a special honor cord until next cadet of the month is announced. Finally, this cadet will also be considered as a nominee in the Group Outstanding Cadet of the Quarter (9-Weeks) competition.

A27.2. Outstanding Cadet Recognition Board (CRB).

A27.2.1. The NC-075th Group Commander will convene a Cadet Recognition Board (CRB) consisting of five cadets; who will review the records of all monthly **Outstanding Cadets of the Month** ('FLIGHT' and 'GROUP') from the current quarter/9-weeks grading period.

A27.2.2. The (CRB) members will be: *UPPER (RAPTOR) Commander, Executive Officer, Operations Squadron Commander, Mission Support Squadron Commander, and Group Command Chief.* Cadets will not meet the board.

A27.2.3. The (CRB) will use cadet performance indicators provided in the aforementioned paragraphs.

A27.2.4. After viewing the cadet performance indicators of eligible candidates, the board will recommend to the Group Commander the selectees for each cadet category for the semester. The Group Commander forwards the recommendation to the SASI/ASI.

A27.2.5. Cadets holding the following positions are ineligible for Cadet of the Quarter: Group Commander, UPPER (RAPTOR) Commander, Deputy Commander Standardization/Evaluation, Group Superintendent, Mission Support Squadron Commander, and Special Teams Squadron Commander.

A27.2.6. Group Outstanding Cadets of the semester will receive a certificate from the SASI, letter from the principal, trophy, and authorized to wear a special cord until the next Cadet of the Quarter is announced. This cadet also receives the AFJROTC Superior Performance Ribbon. Lastly, they receive automatic entry into the Cadet of the Year competitions.

A27.3 NC-075 Outstanding Cadets of the Year (Airman of the Year / Junior Noncommissioned Officer of the Year, Senior Noncommissioned Officer of the Year, Officer of the Year). These awards are distinct and a prestigious honor to receive.

A27.3.1. This is the highest honor bestowed on a cadet in their **respective rank category**. Individuals selected for this honor not only meets but exceeds standards. He/she excels in all he/she does. These cadets exhibit sustained superior performance, high moral character, academic excellence, and exemplary citizenship. These cadets represent all that Air Force JROTC stands for.

A27.3.2. NC-075 Cadets of the Year (*Airman of the Year, Junior Noncommissioned Officer of the Year, Senior Noncommissioned Officer of the Year, and Officer of the Year*) are selected by SASI and ASI and announced at the NC-075th Cadet Corps Annual Awards Ceremony.

A27.3.3. NC-075th Cadets of the Year will receive a certificate from the SASI, commemorative plaque, letter from the principal and Haywood Co. School Superintendent, and authorized to wear a special cord for one year.

A27.4. Air Force Junior ROTC Outstanding Cadets of the Year (Aerospace Science Level I, II, III, & IV). These awards are distinct and a prestigious honor to receive.

A27.4.1. This is the highest honor bestowed on a Cadet in their respective Aerospace Science category. Individuals selected for this honor not only meets but exceeds standards. He/she excels in all he/she does. These cadets exhibit sustained superior performance, high moral character, academic excellence, and exemplary citizenship. These cadets represent all that Air Force JROTC stands for.

A27.4.2. AFJROTC Cadets of the Year (*Aerospace Science I, II, III, & IV*) are selected by SASI and ASI and announced at the NC-075th Cadet Corps Annual Awards Ceremony.

A27.4.3. AFJROTC Cadets of the Year will receive a certificate from the SASI, commemorative plaque, letter from the principal and Haywood Co. School Superintendent, letter from the Waynesville Mayor, letter from local Congressional office, authorized to wear a special cord for one year; and finally, they receive the AFJROTC Outstanding Cadet Ribbon for their respective Aerospace Science category.

A27.5. Additional NC-075th Cadet Corps Awards information can be found in the Cadet Guide Chapter 5—*Tuscola AFJROTC Awards*).

A27.6. Award Recognition Programs are not easily formulated. Each cadet is highly encouraged to do his/her best and provide feedback on our awards system. It is after all—your reward.

Attachment 28.—NC-075th Cadet Corps Outstanding FLIGHT Competition

A28. Outstanding FLIGHT of the Semester.

A28.1. Each academic school year; there are competitions between the FLIGHTs to determine the Outstanding FLIGHT for the semester. This award is great and significant honor is based on the following criteria: (Note: Academic averages from Cadets other academics may be used in tie-breaking scenarios).

- a. Uniform Wear average.
- b. Uniform Inspection average.
- c. PT Uniform Wear average.
- d. PT Participation average.
- e. Air Force Junior ROTC Academic averages.
- f. Activities Participation:
(*Fundraising, Co-curricular, and Community Service*).

A28.2. Outstanding FLIGHT Competition Procedures: The FLIGHT with the highest numerical average (carried out two decimal places) after scores from all areas are factored, as described

- a. *Uniform Wear Average* – This category measures cadets wear of the uniform. The FLIGHT with the highest numerical average receives 100 points. Second, third, and fourth place will receive 95, 90, and 85 points respectively.
- b. *Uniform Inspection Average* – This category measures cadets' uniform inspection grade. The FLIGHT with the highest numerical average receives 100 points. Second, third, and fourth place will receive 95, 90, and 85 points respectively.
- c. *Physical Training (PT) Uniform Wear Average* – This category measures cadets wear of the PT uniform. The FLIGHT with the highest numerical average receives 100 points. Second, third, and fourth place will receive 95, 90, and 85 points respectively.
- d. *(PT) Participation Average* – This category measures cadets' participation in PT. The FLIGHT with the highest numerical average receives 100 points. Second, third, and fourth place will receive 95, 90, and 85 points respectively.
- e. *Highest AFJROTC Academic Average* – This category measures cadets' grade in Air Force Junior ROTC. The FLIGHT with the highest academic average in AFJROTC receives 100 points towards FLIGHT of the quarter and semester competition. Second, third, and fourth place will receive 95, 90, and 85 points respectively.

f. *ACTIVITIES Participation.*

- (1) Fund-raising Participation – This category measures cadets' participation in unit fundraisers (i.e., *Belk Charity Ticket Sales, 50-50 Raffle Ticket Sales, Unit Mail Out, Stadium clean-ups, etc...*) Every cadet within each FLIGHT is expected to participate as much as possible with the unit's fund-raising projects. For the purpose of FLIGHT competitions cited in this chapter, participation is the key. Therefore, the FLIGHT with the highest participation rate for fundraisers will receive 100 points toward FLIGHT of the semester. Second, third, and fourth place will receive 95, 90, and 85 points respectively.
- (2) LEADERSHIP DEVELOPMENT REQUIREMENTS: Co-Curricular Team Activities/Events – This category measures cadets' participation in co-curricular team activities/events. (i.e., *Raider, Drill and Color Guards, Kitty Hawk Honor Society, Orienteering, Model Rocketry, Remote Aircraft, Marksmanship, etc...*) Every cadet within each FLIGHT is expected to participate as much as possible with the unit's co-curricular team activities/events. The FLIGHT with the highest percentage of cadet participation in all projects will be the winner of this competition. The winning FLIGHT will receive 100 points toward FLIGHT of the semester. Second, third, and fourth place will receive 95, 90, and 85 points respectively.
- (3) Community Service Projects – This category measures cadets' participation in community service projects. (i.e., *Food Drives (U.S. Postal "Stamp-Out-Hunger," Christmas/Holiday Cards for Deployed Troops, Adopt-A-Highway, Tuscola Campus clean-ups, Annual Veterans Day Luncheon, Military Ball, School Flag Details, School Pledge-of-Allegiance, etc...*) Every cadet within each FLIGHT is expected to participate as much as possible with the unit's community service projects. The FLIGHT with the highest percentage of cadet participation in all projects will be the winner of this competition. The winning FLIGHT will receive 100 points toward FLIGHT of the semester. Second, third, and fourth place will receive 95, 90, and 85 points respectively.

A28.3. The Cadet UPPER (RAPTOR) Commander, Executive Officer, Group Command Chief are responsible for assisting the SASI/ASI in collecting/analyzing data to determine the winning FLIGHT.

A28.4. Outstanding FLIGHT Awards. Members of the Outstanding FLIGHT for each semester will be awarded the **Outstanding Flight Ribbon Award**. The *winning* FLIGHT commander will determine if *any* FLIGHT member has **not contributed enough** to receive the ribbon. Final determination will be made by the SASI/ASI.

Attachment 29.—NC-075th CADET PERFORMANCE EVALUATION

FORM #12: NC-075th CADET PERFORMANCE EVALUATION — (SEMESTER)
 Note: This report may be used for any enlisted or office cadet.

| | | | | | | | | | | | | |
|--|----------------|---|---|---|---|---|---|---|---|---|---|--------------|
| Name: | Flight: | | | | | | | | | | | Date: |
| Semester of supervision: | From: | | | | | | | | | | | To: |
| 1. UNIFORM: Consider # of uniform wears versus # of possible; pride in uniform; general appearance. | Rater 1 | | | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Rater 2 | | | | | | | | | | | |
| 2. DRILL: Consider ability to execute all drill movements; proficiency and knowledge of drill; participation. | Rater 1 | | | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Rater 2 | | | | | | | | | | | |
| 3. PREPARATION: Consider if cadet is ready for class (i.e., books, homework, paper, pens, and other requirements. | Rater 1 | | | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Rater 2 | | | | | | | | | | | |
| 4. ATTENDANCE: Consider attendance habits – on time; unexcused absences; tardiness, etc. | Rater 1 | | | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Rater 2 | | | | | | | | | | | |
| 5. HUMAN RELATIONS: How well does ratee get along with superiors, peers, subordinates, instructors, etc. | Rater 1 | | | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Rater 2 | | | | | | | | | | | |
| 6. BEARING (Attitude): Consider ratee's daily military bearing in and out of uniform, letters of counseling/reprimand, etc. | Rater 1 | | | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Rater 2 | | | | | | | | | | | |
| 7. BEHAVIOR: How well ratee follows directions of superiors; obeys rules; projects positive image at all times. | Rater 1 | | | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Rater 2 | | | | | | | | | | | |
| 8. CO-CURRICULAR ACTIVITIES: Is ratee involved in corps activities (i.e., drill team, color guard, community service, clubs, etc.). | Rater 1 | | | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Rater 2 | | | | | | | | | | | |
| 9. POTENTIAL: Consider the ratee's potential for increased responsibility and rank within the corps. | Rater 1 | | | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Rater 2 | | | | | | | | | | | |

| | | | | | | | | | | | | | |
|---|---------|---|---|---|---|---|---|---|---|---|---|----|--|
| 10. OVERALL: How does this cadet compare with others of the same grade level, rank and experience in the corps? | Rater 1 | | | | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | Rater 2 | | | | | | | | | | | | |

NOTES/COMMENTS:

| | | |
|--------------------|------------------------------|----------------------------|
| Rater #1 Signature | Rater #2 Signature (if used) | SASI/ASI Review (Initials) |
| Total Points: | Total Points: | Point Average: |

TUSCOLA HS AIR FORCE JUNIOR ROTC NC-075th

Individual & Team Drill Instruction & Evaluation Scorecard

| | | | |
|--|--|---|--|
| NAME: _____ CLASS: _____ DATE: _____ | 30-STEP DRILL COMMANDS SEQUENCE (CHECK MARK FOR CORRECT) AND (MARK 'X' for incorrect) | | THE COMMAND VOICE VOICE CHARACTERISTICS LOUDNESS. (<i>Volume</i>) PROJECTION. (<i>Reach whatever distance without undue strain, firm voice</i>) DISTINCTNESS. (<i>clear not confusing</i>) INFLECTION. (<i>Change in voice pitch</i>) SNAP. (<i>Confidence & Decisiveness</i>) NOTE: The way a command is given affects the way the movement is executed. COMMENTS / FEEDBACK _____ _____ _____ _____ |
| Assessment #1 INDIVIDUAL 1-POINT EACH <input type="checkbox"/> 1. ATTENTION <input type="checkbox"/> 2. PARADE REST <input type="checkbox"/> 3. AT EASE <input type="checkbox"/> 4. REST <input type="checkbox"/> 5. FALL OUT <input type="checkbox"/> 6. Right (LEFT) Face <input type="checkbox"/> 7. About Face <input type="checkbox"/> 8. Half Right (Left) <input type="checkbox"/> 9. Hand Salute <input type="checkbox"/> 10. Present/Order Arms <input type="checkbox"/> 11. Eyes Right (Left) <input type="checkbox"/> 12. Forward March <input type="checkbox"/> 13. Halt <input type="checkbox"/> 14. Mark Time <input type="checkbox"/> 15. Double Time <input type="checkbox"/> 16. Half Step <input type="checkbox"/> 17. Right (Left) Step <input type="checkbox"/> 18. Change Step <input type="checkbox"/> 19. To the Rear March <input type="checkbox"/> 20. Flanking Total Correct: <input style="width: 40px;" type="text"/> | <input type="checkbox"/> 1. Fall In <input type="checkbox"/> 2. Open Ranks <input type="checkbox"/> 3. Ready Front <input type="checkbox"/> 4. Close Ranks <input type="checkbox"/> 5. Present Arms REPORT IN <input type="checkbox"/> 6. Order Arms <input type="checkbox"/> 7. Parade Rest <input type="checkbox"/> 8. Attention <input type="checkbox"/> 9. Left Face <input type="checkbox"/> 10. About Face <input type="checkbox"/> 11. Forward <input type="checkbox"/> 12. Right Flank <input type="checkbox"/> 13. Left Flank <input type="checkbox"/> 14. Column Right <input type="checkbox"/> 15. Forward <div style="text-align: center;">TOTAL CORRECT <input style="width: 60px; height: 25px;" type="text"/></div> | <input type="checkbox"/> 16. To the Rear <input type="checkbox"/> 17. To the Rear <input type="checkbox"/> 18. Column Right <input type="checkbox"/> 19. Forward <input type="checkbox"/> 20. Eyes Right <input type="checkbox"/> 21. Ready Front <input type="checkbox"/> 22. Column Right <input type="checkbox"/> 23. Forward <input type="checkbox"/> 24. Change Step <input type="checkbox"/> 25. Column Right <input type="checkbox"/> 26. Forward <input type="checkbox"/> 27. Halt <input type="checkbox"/> 28. Left Face <input type="checkbox"/> 29. Right Step <input type="checkbox"/> 30. Halt (Report Out) <div style="text-align: center;">NOTE: 2 POINTS EACH</div> | |
| Assessment #2 ELEMENT/FLIGHT 1-POINT EACH 1. Fall In Line Formation 2 to 4 Elements 2. GUIDE 3. SIZING 4. Open Ranks 5. Close Ranks 6. Count Off 7. Extend March Halted/Marching 8. Close March Halted & Marching 9. Column Right 10. Column Left 11. Column of Files Column of 2/3/4 12. Counter March Total Correct: <input style="width: 40px;" type="text"/> | METHOD DRILL INSTRUCTION (Instructor or Student Leader) 1. The drill movement we will learn now is _____. This is used to _____. The command for this movement is _____. It sounds like this: [<i>give the command in a normal command voice, twice</i>]. The preparatory command is _____ and sounds like _____. The command of execution is _____ and sounds like _____. 2. I will now demonstrate this command at QUICK TIME (<i>100-120 steps per minute</i>) cadence. ADJUTANT (<i>140 steps per minute</i>) cadence. DOUBLE TIME (<i>180 steps per minute</i>) cadence. NOTE: Demonstrate as needed for the team to see all parts of the movement] 3. I will now break down this command into its parts and demonstrate it step by step. What you need to know about the movement is as follows: _____ _____ _____ 4. What are your questions? [<i>After answering questions from the team, quiz them on the key points of the movement.</i>] 5. We will now practice this movement. [<i>provide feedback and make corrections</i>] [<i>if useful, break the movement down, and practice each movement step-by-step using the "By the Numbers training method"</i>] 6. After practicing, summarize the key points the individual or team should remember, critique their performance as individuals and as a team. _____ _____ | | |
| WEAPONS 1-POINT EACH 1. Control 2. Attention to Detail 3. Present Arms 4. Order Arms 5. Right Shoulder 6. Left Shoulder 7. Port Arms 8. 15-Count Sequence Total Correct: <input style="width: 40px;" type="text"/> | EVALUATIONS: After practicing and providing necessary feedback; conduct reevaluations if necessary. ASSESSMENT #1 SCORES: <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> ASSESSMENT #2 SCORE : <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> WEAPONS: <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> EVALUATOR: <input style="width: 60px; height: 25px;" type="text"/> EVALUATOR: <input style="width: 60px; height: 25px;" type="text"/> EVALUATOR: <input style="width: 60px; height: 25px;" type="text"/> 30-STEP DRILL SCORE: <input style="width: 40px; height: 25px;" type="text"/> <input style="width: 40px; height: 25px;" type="text"/> INITIAL GRADE: <input style="width: 60px; height: 25px;" type="text"/> FINAL GRADE: <input style="width: 60px; height: 25px;" type="text"/> | | |

**TUSCOLA HS AIR FORCE JUNIOR ROTC NC-
075th**

| |
|---|
| 30-STEP DRILL SEQUENCE Step-by-Step Instructions |
|---|

STEP 1: Flt CC marches sharply to within five paces in front of inspector (back to inspector)

STEP 2: Flt CC commands "**Flight, Attention,**" and "**Present, Arms,**" (Perform an about face and salute) and **Reports in to Evaluator/Inspector; "Sir/Ma'am, _ Flight is prepared for regulation 30-Step Drill Evaluation; and request permission to utilize your drill pad".**

STEP 3: Evaluator/Inspector return with a salute/ and will normally say; "Permission granted."

STEP 4: Flt CC performs an "**About Face**" and starts regulation drill commands as follows:

NOTE: Unless the Evaluator/Inspector directs you—there are no 'UP' commands.

'UP' commands require commander to hold position until directed to give the next command.

- | | |
|--------------------------------------|------------------------|
| 1. FALL IN | 16. TO THE REAR MARCH |
| 2. OPEN RANKS MARCH | 17. TO THE REAR MARCH |
| 3. READY FRONT | 18. COLUMN RIGHT MARCH |
| 4. CLOSE RANK MARCH | 19. FORWARD MARCH |
| 5. PRESENT ARMS (<i>Report In</i>) | 20. EYES RIGHT |
| 6. ORDER ARMS | 21. READY FRONT |
| 7. PARADE REST | 22. COLUMN RIGHT MARCH |
| 8. ATTENTION | 23. FORWARD MARCH |
| 9. LEFT FACE | 24. CHANGE STEP MARCH |
| 10. ABOUT FACE | 25. COLUMN RIGHT MARCH |
| 11. FORWARD MARCH | 26. FORWARD MARCH |
| 12. RIGHT FLANK MARCH | 27. FLIGHT HALT |
| 13. LEFT FLANK MARCH | 28. LEFT FACE |
| 14. COLUMN RIGHT MARCH | 29. RIGHT STEP MARCH |
| 15. FORWARD MARCH | 30. FLIGHT HALT |

STEP 1: Flt CC performs an "**About Face,**" salutes the inspector and says "**Sir, _Flight has completed regulation 30-Step Drill Examination; and request permission to exit your drill pad."**

STEP 2: Inspector replies "permission granted."

STEP 3: Drill CC then gives commands to move flight off drill pad.

All of the movements above must be done with exacting precision. Additionally, the flight leader is reserved to a 50' x 50' drill area in which to carry out all of the commands. Precision and promptness are two critical keys to successful execution of the drill moves. Upon completion of the commands, the flight leader and the flight should be positioned exactly where they started, three paces from the inspector.

The key to successful completion of the regulation drill is PRACTICE, PRACTICE and more PRACTICE.

**Attachment 31.—NC-075th Cadet Corps
YOURSELF, PEER, AND SUPERVISOR Evaluation Assessment**

Cadet Name: _____ **Flight:** _____ **DATE:** _____

Current Grade Level: 9th 10th 11th 12th **Jobs Position(s):** _____

Cadet SELF evaluation use “X” Cadet PEER use “P” Cadet SUPERVISOR use “S”.

| Performance Factors | Below Standards | Needs Improvement | Meets Standards | Above Standards | Exceptional |
|-----------------------------------|-----------------|-------------------|-----------------|-----------------|-------------|
| Cadet Corps Knowledge | | | | | |
| Chain-of-Command Knowledge | | | | | |
| Performance of Jobs/Duties | | | | | |
| Quantity of Work | | | | | |
| Quality of Work | | | | | |
| Timeliness of Work | | | | | |
| Academic Integrity (Not Cheating) | | | | | |
| Accountable to Self | | | | | |
| Accountable to Others | | | | | |
| Adaptability Stress | | | | | |
| Citizenship (devotion) | | | | | |
| Communication Skills | | | | | |
| Conflict Management | | | | | |
| Custom & Courtesies | | | | | |
| Decision Making | | | | | |
| Discipline | | | | | |
| Dress & Appearance | | | | | |
| Ethical (Wrong or Right) | | | | | |
| Fitness (In Shape) | | | | | |
| Good Character | | | | | |
| Initiative (take charge) | | | | | |
| Integrity (Honesty) | | | | | |
| Judgment | | | | | |
| Leadership | | | | | |
| Personal Responsibility | | | | | |
| Planning | | | | | |
| Positive Attitude | | | | | |
| Problem Solving | | | | | |
| Punctual | | | | | |
| Respectful to Others | | | | | |
| Respectful 2 rules/laws | | | | | |
| Self-Control | | | | | |
| Self-Discipline | | | | | |
| Service to Community | | | | | |
| Teamwork | | | | | |
| Trustworthy | | | | | |

NOTES/COMMENTS:

NC-075 Cadet Guide
A31.—NC-075 **YOURSELF** Evaluation, Cadet **SUPERVISOR**, & **INSTRUCTOR** Evaluation Performance Assessment
NOTE: Complete Questions on Back of Evaluation Form – May use the back of form if necessary.

A31.1. Job Knowledge. (*Knowledge of duties and responsibilities*)

List four of the most important things you are supposed to do in your job as a leader or cadet:

- 1).
- 2).
- 3).
- 4).

List your three greatest strengths exhibited in the performance of your duties as a leader or cadet:

- 1).
- 2).
- 3).

A31.2. Performance of Duties. (*Quantity, quality, and timeliness*)

List the five most important things you ACTUALLY did in your job or as a cadet during the Fall or Spring semester to help improve cadet corps functions:

- 1).
- 2).
- 3).
- 4).
- 5).

List three things you need to do to improve your job performance and leadership abilities as a leader or cadet:

- 1).
- 2).
- 3).

A31.3 Initiative. (*Takes action without direction*)

List three initiatives you have taken in your leadership position or as a cadet:

- 1).
- 2).
- 3).

PEEREVALUATOR: _____

STRENGTHS: _____

IMPROVEMENT RECOMMENDATIONS: _____

FLIGHTSUPERVISOREVALUATOR: _____

STRENGTHS: _____

IMPROVEMENT RECOMMENDATIONS: _____

NC-075 Cadet Guide

A31.—NC-075 YOURSELF Evaluation, Cadet SUPERVISOR, & INSTRUCTOR Evaluation Performance Assessment

NOTE: Complete Questions on Back of Evaluation Form – May use the back of form if necessary.

Attachment 32. — NC-075 Cadet Commissioned Officer and Cadet Noncommissioned Officer Declaration

NC-075 CADET DECLARATIONS

(Reference NC-075th Cadet GUIDE)

Cadet Commissioned Officer Declaration

I, <PRINT YOUR NAME>

having been selected a Commissioned Officer in the Air Force Junior Reserve Officers Training Cadet Corps do willingly and freely, accept this responsible position of faith and trust. Further, I declare that:

“I will wear the uniform of the United States Air Force with pride and at such times and places as authorized or directed by the Senior Aerospace Science Instructor. I will be ever mindful that it represents the finest tradition having been established by dedicated men and women in a free society. I will assure that those under my supervision do the same.”

“I will conduct myself in a proper manner at all times to set an example for others to follow. I will respect the rights of others.”

“I will support the Cadet Corps in its efforts to develop habits of good citizenship that will be responsive to the needs of my community and country.”

“I will strive to become a better-informed citizen and to develop habits of orderliness, precision, self-reliance, self-discipline and all above, honor. I will recognize all of these as vital to the role of leadership which I am about to assume.”

“I will accept the responsibilities and agree to be held accountable to higher standards as required by accepting the privilege of serving as a commissioned officer.”

Cadet Non-Commissioned Officer Declaration

I, <PRINT YOUR NAME>

having been selected a Non-Commissioned Officer in the Air Force Junior Reserve Officers Training Cadet Corps do, willingly and freely; accept this responsible position of faith and trust. Further, I declare that:

“I will wear the uniform of the United States Air Force with pride and at such times and places as authorized or directed by the Senior Aerospace Science Instructor. I will be ever mindful that it represents the finest tradition having been established by dedicated men and women in a free society. I will assure that those under my supervision do the same.”

“I will conduct myself in a proper manner at all times to set an example for others to follow. I will respect the rights of others.”

“I will support the Cadet Corps in its efforts to develop habits of good citizenship that will be responsive to the needs of my community and country.”

“I will strive to become a better-informed citizen and to develop habits of orderliness, precision, self-reliance, self-discipline and all above, honor. I will recognize all of these as vital to the role of leadership which I am about to assume.”

“I will accept the responsibilities and agree to be held accountable to higher standards as required by accepting the privilege of serving as a non-commissioned officer.”

Attachment 42.—Tuscola High School AFJROTC Unit NC-075 Minimum Requirements for Promotion

- I. ALL FINAL PROMOTIONS REST IN THE HANDS OF THE SASI AND/OR THE ASIs.
- II. Cadet rank should NOT be confused with or used interchangeably with USAF rank or grade designations. The term "Cadet" will be an integral part of any written or spoken reference to a specific rank.
- III. Promotions are an honor and a privilege. Those cadets receiving promotions must possess the prerequisite abilities and skills. Cadets returning from the previous school year will normally retain the permanent rank held at the end of the last school year, provided their last quarter conduct and grades meet the criteria for said rank.
- IV. For any cadet to be promoted to the next rank, he/she must show that they can still meet all requirements for all previous ranks held.
- V. Transfer Cadets: With SASI approval, cadets transferring to NC-075 may retain the same permanent rank held when departing the previous JROTC unit, regardless of branch of service. Cadets transferring from other than an AFJROTC unit will convert their rank to AFJROTC cadet rank of equal value. Rank must be verified in writing by the previous JROTC unit. All cadets transferring from other JROTC units must complete all NC-075 promotion requirements for the rank held before becoming eligible for promotion.
- VI. **Test Days.** Written and skills tests will be administered during a two- day testing period that takes place on the second to last week of each semester. Written tests will be administered in class by the ASI or SASI.
- VII. **Make-Up Test Days.** Make-up tests will be given only for cadets with an excused absence on the day of official testing. A cadet may request time to take the make-up test either upon their return to class, or during personal time scheduled with the SASI or ASI. A cadet must have a parent or doctor note to validate their reason for absence.
- VIII. **Promotions.** Cadets will be promoted by the SASI or C/GP/CC in front of their peers in recognition of their accomplishment.
- IX. **Impact Promotions.** Cadets who demonstrate exceptional performance or leadership in AFJROTC have the chance to earn a special privilege known as an Impact Promotion. With an impact promotion, a cadet is able to test for one rank higher than what they would have originally been testing for at the end of the semester. **NOTE:** Impact promotions are only applicable to Cadet TSgts and below. Impact Promotions are awarded to cadets based on, but not limited to, the following: Showing outstanding leadership and character in the Corps; Competing on a team that places 1st, 2nd or 3rd in Competition o Recommendation and Approval by a Cadet Personnel Board; Receiving Cadet of the Month recognition.
- X. **Academic Standards.** Cadets on staff must have a cumulative grade point average (CGPA) of at least 2.0 with no "F" in any class. **NOTE:** It is the responsibility of each group staff member to report his or her grades to the Group Commander, SASI, and ASI. Failure to maintain academic standards could result in removal from a group staff position.

Cadets who accept leadership positions and promotions automatically accept the statement of understanding that follows:

"I understand that I have been selected to serve in a position of responsibility. I promise to support and execute the policies, procedures, and directives of Headquarters Air Force JROTC, Tuscola High School, and the AFJROTC NC-075th Cadet Corps. I promise to put forth my best effort, and set the best example possible, in all endeavors. I will support the Air Force Core Values of Integrity First, Service before Self, and Excellence in All We Do. I will always be honest, loyal, self-disciplined, and responsible. I will promote service to school, community, and country. I take this obligation freely, without any mental reservation or purpose of evasion. I vow that I will well and faithfully discharge the duties of the office upon which I am about to enter."

As a rule, the best-qualified cadets will be selected for promotions.

Additional criteria for selection also include:

1. Attitude
2. Citizenship traits (integrity, service, effort)
3. Compliance with appearance and behavior standards
4. Dependability
5. Experience
6. Grades (AFJROTC and overall, and classes passed)
7. Involvement in AFJROTC activities
8. Initiative
9. Maturity
10. Loyalty
11. Proven leadership abilities and potential for leadership growth.
12. Demerits
13. Promotion board interview
14. Feedback from teachers, counselors, and/or assistant principals
15. Cadets must also be available to participate, able to perform, and sincerely want the position and the responsibility it entails.

DEMOTIONS OR RELIEF OF DUTIES:

- a. The SASI and ASI will make all cadet officer demotions.
- b. All enlisted cadets recommended for demotion will appear before a cadet evaluation board. Cadets failing to appear before the board will be considered guilty of the charged offense, and will automatically be reduced in grade and/or removed from position.
- c. Some serious offenses will not be appropriate for consideration by the board. The SASI and ASI will immediately handle serious offenses.
- d. Cadets **may** be relieved of leadership positions, “for cause,” which includes, but is not limited to:
 - *Failure to perform duty satisfactorily.
 - *Failure to show and/or failure to complete assigned duty more than once.
 - *Failure to maintain passing JROTC grades.
 - *Failure to present the SASI a copy of each progress/report card.
 - *Failure to maintain passing grades in at least five subjects.
 - *Receiving an out-of-school suspension or expulsion from school.
(*Those receiving in-school suspensions must meet a cadet evaluation board for determination.*)
 - *Portraying conduct that is unbecoming a leader.
 - *Displaying unacceptable attitude.
 - *Insubordination to cadet leaders (*particularly to a JROTC instructor, faculty member, or administrator*)
 - *Becoming a disciplinary problem in JROTC class/activities or any school class/activity.
 - *Failing to attend more than two scheduled staff meetings.
 - *Failing to wear the JROTC uniform more than twice during the semester.

*Failing to participate in such key corps activities as the military ball, at least one parade, and at least one-Color Guard performance.

*Other issues as deemed appropriate by the instructor staff and/or as recommended by the cadet group commander.

e. The Cadet may respond in writing within five (5) school days to request a hearing with the SASI/ASI and/or to present a rebuttal.

f. Staff Selection. All juniors who plan to return for their 4th year in AFJROTC, along with any others hoping to compete for a group staff position must complete a staff application and meet a commander's selection board during the spring semester of each academic year. The selection board will be chaired by the outgoing GP/CC and consist of the rest of the NC-075 Group Staff, with the SASI and ASI in attendance. The SASI and ASI, with recommendations from the selection board, will select the Cadet GP/CC and Cadet GP/CD. The GP/CC, in turn, will fill the remaining group positions with the concurrence of the SASI and ASI. Cadet Group Staff (to include Commander and Deputy Commander) will normally serve for one school year. Cadet staff positions may be rotated more frequently to provide leadership opportunities or as otherwise determined appropriate.

g. Cadet Profiles. All information reviewed for any reason about a cadet can be found in the individual's Cadet Profile in WINGS. This information will be secured and only accessible to Instructors, cadet command staff, or other cadets granted special permission to access the information. A cadet's profile may contain, but is not limited to:

- Promotion tracking sheet
- Permission slips for events
- Signed contracts and agreements
- Uniform inventory
- Emergency contact information
- Cadet information sheet (List of names, rank, positions, etc...)

h. Cadet Personnel Boards. Cadet personnel boards may be formed to make recommendations concerning cadet promotions, awards, cadet of the month, disciplinary boards, and other personnel actions of the group.

- The cadet Personnel Board will consist of the Group Staff, Senior Wingmen and others selected by the GP/CD.
- The board will be announced via public or personal notification, noting the date, time, purpose and names of board members and cadets to appear before the board.
- Cadets appearing before the Personnel Board will report to the president of the board in a military manner at the date, time and location announced in the special order.
- Findings and recommendations will be submitted in writing to the SASI and ASI within two (2) school days of the meeting. After reviewing the report, the SASI and ASI will approve or disapprove the recommendations and return the report to the Group Commander for necessary action.
- The SASI and ASI will act as advisors to the board, but will not sit on the board, nor enter into deliberations with the board.
- Findings and recommendations of the Personnel Board, after approval of the SASI and ASI, will be published as a Special Order and become part of the group personnel records.

**Attachment 44.—Tuscola High AFJROTC Unit
NC- 075 Requirements for Officer Rank Promotion**

**Air Force JROTC
Officer Insignias**



**Second
Lieutenant**



**First
Lieutenant**



Captain



Major



**Lieutenant
Colonel**



Colonel

Officer promotions are based on the need of the Cadet Corps. For selection, a cadet must demonstrate a high level of experience and proven leadership abilities within the Cadet Corps. Cadet is expected to be competent in all promotion subject areas as subordinate personnel.

Promotion to Cadet Second Lieutenant (all requirements of previous ranks to SSgt plus the following):



INSIGNIA:

GRADE: 0-1 RANK: C/2nd Lt

- (OPTIONAL) Complete Summer Leadership or Drill Leadership School
- Nine weeks as a Cadet/Staff Sergeant; Citizenship traits (integrity, service); Compliance with appearance and behavior standards (*TIME MAY BE REDUCED*)
- Minimum grade of “80” in AFJROTC course
- Zero ISS or OSS suspensions in semester. Behavior and adherence to standards must be above reproach as cadet officers are role models for all cadets.
- 6-hours of AFJROTC community service / 6 AFJROTC extra-curricular activities on record
- Lead flight and perform 30-Drill Sequence
- Maintain a minimum grade of “75” in all courses.
- Pass Promotion Test with 85% on each; (Cadet Guide, Leadership, Drill)
- Attend and complete NC-075 Junior Officer Cadet Training (JOCTs) (usually given in the summer).
- Sign Oath of Leadership and office when appointed to leadership position
- Completed 10-hours of community service during previous term.
- Lead at least three service activities.
- Miss no blue uniform or PT gear wear days.
- Meet School District Attendance Requirements.
- On the Cadet Corps ‘Good-Standing-List.’
- Pass the PT-Test.
- Recite the Cadet Honor Code.
- Have a position in the Cadet Corps commensurate with rank.
- Cadet must demonstrate a high level of experience and proven leadership abilities within the Cadet Corps.
- Cadet is expected to be competent in all promotion subject areas as subordinate personnel.

Promotion to Cadet First Lieutenant (all requirements of previous ranks plus the following):



INSIGNIA:

GRADE: 0-2 RANK: C/1st Lt

- Nine weeks as a Cadet/Second Lieutenant; Citizenship traits (integrity, service); Compliance with appearance and behavior standards (***TIME MAY BE REDUCED***)
- Minimum grade of “80” in AFJROTC course
- Zero ISS or OSS suspensions in semester
- 10-hours of AFJROTC community service/8 AFJROTC extra-curricular activities on record
- Lead flight and perform 30-Drill Sequence
- Maintain a graded of “75” in all courses.
- Pass Promotion Test with 85% on each; (Cadet Guide, Leadership, and Drill)
- Attend and complete NC-075 Junior Officer Cadet Training (JOCTs) (usually given in the summer).
- Sign Oath of Leadership and office when appointed to leadership position
- Completed 6-hours of community service during previous term. Lead at least three service activities.
- Miss no blue uniform or physical fitness wear days.
- Meet School District Attendance Requirements.
- On the Cadet Corps ‘Good-Standing-List.’
- PT-Test. President’s Challenge 60th Percentile. “Run plus 2 out of 3 PT events.”
- Recite the Cadet Honor Code.
- Have a position in the Cadet Corps commensurate with rank.
- Cadet must demonstrate a high level of experience and proven leadership abilities within the Cadet Corps.
- Cadet is expected to be competent in all promotion subject areas as subordinate personnel.
- In addition, behavior and adherence to standards must be above reproach as cadet officers are role models for all cadets.

Promotion to Cadet Captain (all requirements of previous ranks plus the following):



**INSIGNIA:
GRADE: 0-3 RANK: C/Captain**

- Final selection for position will be based on SASI/ASI review of cadet records
- Nine weeks as a Cadet/First Lieutenant; Citizenship traits (integrity, service); Compliance with appearance and behavior standards (***TIME MAY BE REDUCED***)
- Minimum grade of “80” in AFJROTC course
- Zero ISS or OSS suspensions in semester
- 12-hours of AFJROTC community service/10 AFJROTC extra-curricular activities on record
- Inspect Flight and perform Open Ranks Inspection, Know Change-of-Command procedures
- Maintain a minimum grade of “75” in all courses
- Pass Promotion Test with 90% (Cadet Guide, Leadership, and Drill)
- Attend and complete NC-075 Junior Officer Cadet Training (JOCTs) (usually given in the summer).
- Sign Oath of Leadership and office when appointed to leadership position
- Completed 8-hours of community service during previous term.
- Lead at least three service activities.
- Miss no blue uniform or physical fitness wear days.
- Meet School District Attendance Requirements.
- On the Cadet Corps ‘Good-Standing-List.’
- PT-Test. President’s Challenge 60th Percentile. “Run plus 2 out of 3 PT events.”
- Recite the Cadet Honor Code.
- March a flight using 30-Step Drill routine.
- Have a position in the Cadet Corps commensurate with rank.
- Cadet must demonstrate a high level of experience and proven leadership abilities within the Cadet Corps.
- Cadet is expected to be competent in all promotion subject areas as subordinate personnel.
- In addition, behavior and adherence to standards must be above reproach as cadet officers are role models for all cadets.

Promotion to Cadet Major (all requirements of previous ranks plus the following):



INSIGNIA:

GRADE: 0-4 RANK: C/Major

- Final selection for position will be based on SASI/ASI review of cadet records
- Nine weeks as a Cadet/Captain; Citizenship traits (integrity, service); Compliance with appearance and behavior standards (*TIME MAY BE REDUCED*)
- Minimum grade of “85” in AFJROTC course
- Zero ISS or OSS suspensions in semester
- 14-hours of AFJROTC community service/ 12 AFJROTC extra-curricular activities on record
- Pass Promotion Test with 90% on each; (Cadet Guide, Leadership, Drill)
- Lead flight and perform 30-Drill Sequence and Open Ranks Inspections, Know Change-of-Command procedures.
- Maintain a minimum grade of “75” in all classes
- Attend and complete NC-075 Junior Officer Cadet Training (JOCTs) (usually given in the summer).
- Sign Oath of Leadership and office when appointed to leadership position
- Completed 12-hours of community service during previous term.
- Lead at least three service activities.
- Miss no blue uniform or physical fitness wear days.
- Meet School District Attendance Requirements.
- On the Cadet Corps ‘Good-Standing-List.’
- PT-Test. President’s Challenge 60th Percentile. “Run plus 2 out of 3 PT events.”
- Recite the Cadet Honor Code.
- Have a position in the Cadet Corps commensurate with rank.
- Cadet must demonstrate a high level of experience and proven leadership abilities within the Cadet Corps.
- Cadet is expected to be competent in all promotion subject areas as subordinate personnel.
- In addition, behavior and adherence to standards must be above reproach as cadet officers are role models for all cadets.

Promotion to Cadet Lieutenant Colonel (all requirements of previous ranks plus the following):



INSIGNIA:

GRADE: 0-5 RANK: C/Lt Col

- Final selection for position will be based on SASI/ASI review of cadet records
- Nine weeks as a Cadet/Major or Promoted by the SASI; Citizenship traits (integrity, service); Compliance with appearance and behavior standards (***TIME MAY BE REDUCED***)
- Minimum grade of “85” GPA in AFJROTC course
- Zero ISS or OSS suspensions in semester
- 16-hours of AFJROTC community service/14 AFJROTC extra-curricular activities on record
- Pass Promotion Test with 95% (Cadet Guide, Leadership, Drill)
- Lead flight and perform 30-Drill Sequence and Open Ranks Inspections, Know Change-of-Command procedures
- Maintain a minimum grade of “75” in all classes
- Attend and complete NC-075 Junior Officer Cadet Training (JOCTs) (usually given in the summer).
- Sign Oath of Leadership and office when appointed to leadership position
- Completed 12-hours of community service during previous term. Lead at least three service activities.
- Miss no uniform or physical fitness wear days.
- Meet School District Attendance Requirements.
- On the Cadet Corps ‘Good-Standing-List.’
- PT-Test. President’s Challenge 70th Percentile. “Run plus 2 out of 3 PT events.”
- Recite the Cadet Honor Code.
- Have a position in the Cadet Corps commensurate with rank.
- Cadet must demonstrate a high level of experience and proven leadership abilities within the Cadet Corps.
- Cadet is expected to be competent in all promotion subject areas as subordinate personnel.
- In addition, behavior and adherence to standards must be above reproach as cadet officers are role models for all cadets.

Promotion to Cadet Colonel (all requirements of previous ranks plus the following):



INSIGNIA:

GRADE: 0-6 RANK: C/Col

- Final selection for position will be based on SASI/ASI review of cadet records
- Nine weeks as a Cadet/Lieutenant Colonel or Promoted by SASI; Citizenship traits (integrity, service); Compliance with appearance and behavior standards (*TIME MAY BE REDUCED*)
- Minimum grade of “85” in AFJROTC course
- Zero ISS or OSS suspensions in semester
- 20-hours of AFJROTC community service/20 AFJROTC extra-curricular activities on record
- Pass Promotion Test with 95% on each; (Cadet Guide, Leadership, Drill)
- Lead flight and perform 30-Command Drill Sequence and Open Ranks Inspections, Know Change-of-Command procedures
- Maintain at least a GPA of “75” in all classes
- Attend and complete NC-075 Junior Officer Cadet Training (JOCTs) (usually given in the summer).
- Sign Oath of Leadership and office when appointed to leadership position
- Completed 14-hours of community service during previous term.
- Lead at least three service activities.
- Miss no uniform or physical fitness wear days.
- Meet School District Attendance Requirements.
- On the Cadet Corps ‘Good-Standing-List.’
- PT-Test. President’s Challenge 75th Percentile. “Run plus 2 out of 3 PT events.”
- Recite the Cadet Honor Code.
- Have a position in the Cadet Corps commensurate with rank.
- Cadet must demonstrate a high level of experience and proven leadership abilities within the Cadet Corps.
- Cadet is expected to be competent in all promotion subject areas as subordinate personnel.
- In addition, behavior and adherence to standards must be above reproach as cadet officers are role models for all cadets.

Cadets who accept leadership positions and promotions automatically accept the statement of understanding that follows and complete Attachment #32: *Cadet Commissioned Officer and Cadet Noncommissioned Officer Declaration*; Form #17.

"I understand that I have been selected to serve in a position of responsibility. I promise to support and execute the policies, procedures, and directives of Headquarters Air Force JROTC, Tuscola High School, and the AFJROTC NC-075 unit. I promise to put forth my best effort, and set the best example possible, in all endeavors. I will support the Air Force Core Values of Integrity, Service before Self, and Excellence in All We Do. I will always be honest, loyal, self-disciplined, and responsible. I will promote service to school, community, and country. I take this obligation freely, without any mental reservation or purpose of evasion. I vow that I will well and faithfully discharge the duties of the office upon which I am about to enter."

As a rule, the best-qualified cadets will be selected for promotions. *Criteria for selection include:*

16. Attitude
17. Citizenship traits (integrity, service, effort)
18. Compliance with appearance and behavior standards
19. Dependability
20. Experience
21. Grades (AFJROTC and overall classes passed)
22. Involvement in AFJROTC activities
23. Initiative
24. Maturity
25. Loyalty
26. Proven leadership abilities and potential for leadership growth.
27. Demerits
28. Promotion board interview
29. Feedback from teachers, counselors, and/or assistant principals.
30. Cadets must also be available to participate, able to perform, and sincerely want the position and the responsibility it entails.

DEMOTIONS OR RELIEF OF DUTIES:

- a. The SASI and ASI will make all cadet officer demotions.
- b. All other officer cadets recommended for demotion will appear before a cadet evaluation board. Cadets failing to appear before the board will be considered guilty of the charged offense, and will automatically be reduced in grade and/or removed from position.
- c. Some serious offenses will not be appropriate for consideration by the board. The SASI and ASI will immediately handle serious offenses.
- d. Cadets **may** be relieved of leadership positions, for cause," which includes, but is not limited to:
 - * Failure to perform duty satisfactorily.
 - * Failure to show and/or failure to complete assigned duty more than once.
 - * Failure to maintain passing JROTC grades.
 - * Failure to present the SASI a copy of each progress/report card.
 - * Failure to maintain passing grades in any subject.
 - * Receiving an out-of-school suspension or expulsion from school. (Those receiving in-school suspensions must meet a cadet evaluation board for determination.)
 - * Portraying conduct that is unbecoming a leader.
 - * Displaying unacceptable attitude.
 - * Insubordination to cadet leaders (particularly to a JROTC instructor, faculty member, or administrator)

*Becoming a disciplinary problem in JROTC class/activities or any school class/activity.

*Failing to attend more than two scheduled staff meetings.

*Failing to wear the JROTC uniform more than twice during the semester.

*Failing to participate in such key corps activities as the military ball, at least one parade, and at least one Color Guard performance.

*Other issues as deemed appropriate by the instructor staff and/or as recommended by the cadet group commander.

e. The cadet may respond in writing within five (5) school days to request a hearing with the SASI/ASI and/or to present a rebuttal.

f. Staff Selection. All juniors who plan to return for their 4th year in AFJROTC, along with any others hoping to compete for a group staff position must complete a staff application and meet a commander's selection board during the spring semester of each academic year. The selection board will be chaired by the outgoing GP/CC and consist of the rest of the NC-075 Group Staff, with the SASI and ASI in attendance. The SASI and ASI, with recommendations from the selection board, will select the Cadet GP/CC and Cadet GP/CD. The GP/CC, in turn, will fill the remaining group positions with the concurrence of the SASI and ASI. Cadet Group Staff (to include Commander and Deputy Commander) will normally serve for one school year. Cadet staff positions may be rotated more frequently to provide leadership opportunities or as otherwise determined appropriate.

g. Cadet Profiles. All information reviewed for any reason about a cadet can be found in the individual's Cadet Profile in WINGS. This information will be secured and only accessible to Instructors, cadet command staff, or other cadets granted special permission to access the information. A cadet's profile may contain, but is not limited to:

- Promotion tracking sheet
- Permission slips for events
- Signed contracts and agreements
- Uniform inventory
- Emergency contact information
- Cadet information sheet (List of name, rank, positions, etc...)

h. Cadet Personnel Boards. Cadet personnel boards may be formed to make recommendations concerning cadet promotions, awards, cadet of the month, disciplinary boards, and other personnel actions of the group.

- The cadet Personnel Board will consist of the Group Staff, Senior Wingmen and others selected by the GP/CD.
- The board will be announced via public or personal notification, noting the date, time, purpose and names of board members and cadets to appear before the board.
- Cadets appearing before the Personnel Board will report to the president of the board in a military manner at the date, time and location announced in the special order.
- Findings and recommendations will be submitted in writing to the SASI and ASI within two (2) school days of the meeting. After reviewing the report, the SASI and ASI will approve or disapprove the recommendations and return the report to the Group Commander for necessary action.
- The SASI and ASI will act as advisors to the board, but will not sit on the board, nor enter into deliberations with the board.
- Findings and recommendations of the Personnel Board, after approval of the SASI and ASI, will be published as a Special Order and become part of the group personnel records.

**A65.—NC-075 INDIVIDUAL
 Non-Accountable
 UNIFORM ISSUE RECORD & RECEIPT**

DATE: _____

LAST NAME: _____ **First:** _____ **(MI)** _____ **Phone:** _____

FLIGHT: 1st Semester _____ 2nd Semester _____ **email:** _____

| ITEM ISSUED | U/I | QTY | Condition G - Y - R | SIZE | | Cadet Initials |
|---|------|-----|------------------------|------|--|-------------------|
| BELT (blue) & BUCKLE (Silver Metallic) | EA | | | | | |
| GARRISON CAP (Male or Female) | EA | | | | | |
| NECKTIE (Male) TIE TAB (Female) | EA | | | | | |
| GARRISON CAP INSIGNIA (Officer) | EA | | | | | |
| Wheel Cap (Officer) | EA | | | | | |
| WHEEL CAP INSIGNIA (Officer) | EA | | | | | |
| Aiguillette (Cords) Group Staff; Color Guard; Flight/Senior Staff; Special Teams. | EA | | | | | |
| RIBBONS and HOLDER | set | | | | | |
| Officer Rank (2 pin-on & 1 pair cloth) Enlisted Rank (2 pin-on) Nametags: (2 each Blue 1 each Silver) | pair | | | | | |
| SOCKS (service shoe style/Black) | pair | | | | | |
| SOCKS (Boot style / Sage Green) | pair | | | | | |
| ABU Patrol Cap | EA | | | | | |
| ABU Belt | EA | | | | | |
| T-SHIRT (Desert Tan) | EA | | | | | |
| PT Shirt | EA | | | | | |
| PT Shorts | EA | | | | | |
| T-SHIRT (White (V-Neck) | EA | | | | | |
| BERET | EA | | | | | agree to exercise |

NAME & SIGNATURE of Cadet Receiving Items: _____ Date: _____
 Initial items issued by Name & Signature: _____ Date: _____
 WINGS Initial Entry by Name & Signature: _____ Date: _____
 Uniform Turn-In Date: _____ WINGS Removal Date: _____ Cadet Name/Signature: _____
 Logistics Initial Review by Name: _____ Date: _____ Final Review by Name: _____ Date: _____
 SASI/ASI Initial Review By/Date: _____ SASI/ASI Final Review By/Date: _____

I acknowledge receipt and responsibility for items issued above. I further acknowledge by signing receipt and agree to exercise all reasonable caution and care of Air Force property. I will care for and not damage due to carelessness, neglect, improper cleaning and/or laundering methods. Lost or stolen items will be paid for at the price indicated on the receipt. I understand prices are subject to change. I understand All items except: PT Gear (shorts/shirt), white t-shirt, ribbons, black dress shoes, and socks must be returned upon demand. Finally, I also agree that I will return all items to Tuscola Air Force Junior ROTC upon demand; the end of the semester or school year; and/or otherwise instructed by NC-075 Cadet Corps Staff, SASI, or the ASI.

**A65A.—NC-075 INDIVIDUAL UNIFORM ISSUE
RECORD & RECEIPT**

DATE: _____

LAST NAME: _____ **First:** _____ **(MI)** _____ **Phone:** _____

FLIGHT: 1st Semester 2nd Semester **email:** _____

| ITEM ISSUED | U/I | QTY | Condition G - Y - R | SIZE | Approximate Cost | Cadet Initials |
|---|------|-----|------------------------|------|---|-------------------|
| COAT SERVICE (Male) COAT SERVICE (Female) | EA | | | | (M) \$111.32 (F) \$101.17 | |
| JACKET LIGHTWEIGHT BLUE Liner: Yes_ NO_ Coat # | EA | | | | \$79.46 | |
| SHORT-SLEEVE SHIRT (M=Male)(F=Female) LONG- SLEEVE SHIRT | EA | | | | (M)=\$13.77 (F)=12.55 (M)=\$18.77 (F)=17.55 | |
| TROUSERS (Male) SLACKS (Female) | EA | | | | (M) \$43.22 (F) \$41.92 | |
| DBL Breast All-Weather Coat Liner: Yes_ No Coat # | EA | | | | \$82.00 | |
| BELT & BUCKLE (Blue & Silver) | EA | | | | \$2.00 belt \$3.00 buckle | |
| SKIRT (Female) | EA | | | | \$35.79 | |
| GARRISON CAP (Male or Female) BERET (Special Teams) Wheel Cap (Officer) | EA | | | | \$10.00 (M) 7.00 (F) Beret: \$20.00 Wheel cap \$65.00 | |
| NECKTIE (Male) TIE TAB (Female) | EA | | | | \$5.00 Necktie \$4.00 Tab | |
| GARRISON CAP INSIGNIA (Officer) WHEEL CAP INSIGNIA (Officer) | EA | | | | (GP) \$8.00 (WC) \$15.00 | |
| Aiguillette (Cords) Group Staff; Color Guard; Flight/Senior Staff; Special Teams. | EA | | | | Prices Vary | |
| RIBBONS and HOLDER | EA | | | | Prices Vary | |
| Officer Rank (2 pin-on sets & 1 pair cloth) Enlisted Rank (2 pin-on sets) Nametags: (2 each Blue and 1 each Silver) | EA | | | | Rank Prices Vary Blue nametag: \$2 Slvr nametag: \$8 | |
| ABU (TOP) COAT (Male or Female) ABU PANTS | EA | | | | Coat & Pants \$52.00 each | |
| BOOTS (Sage Green) (Male or Female) SOCKS (Boot style) (Sage Green) | pair | | | | Boots \$80 & up \$6.00 pair | |
| ABU Patrol Cap ABU Belt and Desert Tan T-shirt | EA | | | | Cap-\$14 belt-\$12 shirt-\$7 | |
| PT Shirt Size _____ PT Shorts Size _____ White (V-Neck) T-Shirt Size _____ | EA | | | | PT shirt \$4 shorts \$6 White T-shirt \$3 | |

Cadet Statement: I acknowledge receipt and responsibility for the items issued and initialed above. I further acknowledge (by signing this receipt) and agree to exercise all reasonable caution and care of Air Force property. I will care for and not damage due to carelessness, neglect, improper cleaning and/or laundering methods. Lost or stolen items will be paid for at the price indicated on the receipt. I understand prices are subject to change. I understand All items except: PT Gear (shorts/shirt), white t-shirt, ribbons, black dress shoes, and socks must be returned upon demand. Finally, I also agree that I will return all items to Tuscola Air Force Junior ROTC upon demand; the end of the semester or school year; and/or otherwise instructed by NC-075 Cadet Corps Staff, SASI, or the ASI.

NAME & SIGNATURE of Cadet Receiving Items: _____ Date: _____

Initial items issued by Name & Signature: _____ Date: _____

WINGS Initial Entry by Name & Signature: _____ Date: _____

Uniform Turn-In Date: _____ WINGS Removal Date: _____ Cadet Name/Signature: _____

Logistics Initial Review by Name: _____ Date: _____ Final Review by Name: _____ Date: _____

SASI/ASI Initial Review By/Date: _____ SASI/ASI Final Review By/Date: _____

NC-075 Cadet Guide ATTACHMENT 65A—Individual Cadet Uniform Issue Record

Attachment 57.—NC-075 Wellness Exercises

The Physical Exercises Available to Units to Use during Wellness portion of JROTC:

Push Ups



Place your hands slightly wider than shoulders; keep torso straight and head aligned with spine throughout the exercise. Lower yourself until your chest comes within 3-5 inches from the floor; (your upper arm should be parallel with the ground) Press back to starting position. You must rest in the up position. Note: A score over the max standard for age and gender will be scored as 100%

AF Push Ups



1. Start with your hands on the floor, shoulder-width apart. 2. Your feet are on the floor (no knees) and your legs are shoulder width or wider, depending on your flexibility. 3. Starting position is butt in the air, head looking back to your heels. 4. Bend your elbows and lower your body in a circular arc, until your arms are straight. Your chest is up and your hips are almost touching the ground. 5. Look to the ceiling. Inhale. 6. Push back toward your heels once again. Straightening your arms and stretching your legs, as in step #3. Exhale. 7. Back to the same position as described in step #4. 8. Do as many repetitions as you need to rest you can pause in the starting position Step 3. Note 1: Some people lack the strength to do a single AF pushup when they begin. If you fall into this category; not to worry. Start with an isometric AF pushup. Get into the start position and press your hands into the ground as hard as you can. Hold for six seconds while you make the "sssss" sound. After this move into the arched position. While looking skyward, flex and contract your body and push your hands into the ground. Hold for six seconds while making the "sssss" sound. Repeat this entire sequence three times. These isometric presses will give you strength very quickly and soon you'll be doing a full AF pushup. Note 2: A score over the max standard for age and gender will be scored as 100%

AF Squats



1. Begin with your feet shoulder-width apart and your toes pointing straight ahead. Your hands are pulled in tightly to your chest. Inhale. 2. Keep your back fairly straight and lower your buttocks until your thighs are parallel to the floor. 3. As you lower your buttocks your hands are BEHIND your back, and they follow you toward the ground. 4. As you move toward the parallel-to-the-ground position, you should simultaneously raise your heels from the floor. 5. Now swing your arms upward and push off your toes, raising your body to a standing position. 6. Once you have reached the up-position, you pull your arms in toward your chest again, as if you are rowing a boat. Make tight fists with your hands and pull. Your elbows will be close to your body as you pull. 7. Inhale as you pull your arms in, exhale as you lower yourself. Note: A score over the max standard for age and gender will be scored as 100%



LUNGES



Start by standing in a normal upright position with your hands on your hips. While keeping your hands on your hip, step out far enough with your left leg so that your right knee has to drop within an inch of the floor. Now step back to the upright position and then step out with your right leg until your left knee is an inch off the floor. Going from left to right one time equals one three count? Lunge. However, for testing one may count each lunge individually, so the process described above would equal two lunges. Note: A score over the max standard for age and gender will be scored as 100%

1 Mile Run

The 1-mile run should take place on a regulation track. If a track is not available, make sure the course is well marked and that all runners start at the same mark. Runners should not switch lanes until the 200-meter mark if the run is being conducted on a standard 400-meter track. Runners should be stretched well and hydrated before the run.

Planks Both Arms



Position yourself on the floor by resting on your toes and elbows. Keep your back straight. You should look like you're in a push-up position, but you are leaning on your elbows instead of your hands. You can clasp your hands together in front of you, or keep them apart. Hold this position as long as you can. No movement, just hold that plank positions ... keep holding. Note: A score over the max standard for age and gender will be scored as 100%

V-Sit Reach



Place your feet eight to 12 inches apart on a line marked on the floor. This is the baseline, which will be crossed by 2 rulers that will be used to measure your flexibility. With palms facing down, place them on the measuring line. Keep your toes facing upward. As you reach forward, exhale, and reach as far as you can while staying in good position. Try this three times for practice and the fourth will be recorded. If you do not cross the base line it will be a negative number reached, and if you cross the baseline it will be positive numbers reached. Note: A score over the max standard for age and gender will be scored as 100%

Bent Knee Push Ups



Kneel on floor and bend knees so that you pivot on your knees rather than on your toes when doing a standard pushup. When you go to the down position, your knees will act as leverage point. It is recommended that these be done on grass or with a towel, etc, to protect ones knees. Note: A score over the max standard for age and gender will be scored as 100%

Feet Elevated Push Ups



Place feet on sturdy chair or box with a height of about 2 ft. tall. Perform standard push-up. Make sure body stays straight! Note: A score over the max standard for age and gender will be scored as 100%

Left Side Planks



Lay straight on your side with your legs and feet together. Now elevate yourself onto one elbow. You should be supporting your weight with a single forearm running perpendicular to the front of your body. You may place your opposite hand on your hip so that the non-weight supporting arm has its elbow pointing up into the air or lay it on your side as shown in the photo. Now hold this position as long as you can. You can spread your feet a bit to help with balance. For added training purposes, not to be scored on the diagnostic, a student can rotate while in the one arm plank position – meaning that you roll your body while leaning on the one elbow. In this one, you will need to have your non supporting elbow pointing up into the air. Try to turn enough so that the elbow of the arm not supporting your weight goes parallel with the floor while keeping your hand on your hip. Repeat as often as desired. Please note that the national charts are based on one arm plank times and not on rotations. Note: A score over the max standard for age and gender will be scored as 100%



Right Side Planks

Lay straight on your side with your legs and feet together. Now elevate yourself onto one elbow. You should be supporting your weight with a single forearm running perpendicular to the front of your body. You may place your opposite hand on your hip so that the non-weight supporting arm has its elbow pointing up into the air or lay it on your side as shown in the photo. Now hold this position as long as you can. You can spread your feet a bit to help with balance. For added training purposes, not to be scored on the diagnostic, a student can rotate while in the one arm plank position meaning that you roll your body while leaning on the one elbow. In this one, you will need to have your non supporting elbow pointing up into the air. Try to turn enough so that the elbow of the arm not supporting your weight goes parallel with the floor while keeping your hand on your hip. Repeat as often as desired. Please note that the national charts are based on one arm plank times and not on rotations. Note: A score over the max standard for age and gender will be scored as 100%

Sit-Ups



Lie on your back with legs bent 90 degrees at the knee - the standard "sit-up" position. Cross your arms and place your hands so that your fingertips touch your shoulders. Have a spotter hold your feet as shown in photo. Curl your torso so your chest moves toward your knees. Keep your hands on your chest at all times. The sit-up does not count if your hands come off your chest. You must rest in the up position while resting. To complete the sit up your shoulder blades must touch the ground. One's hips or buttock should not come off the ground to produce momentum. Note: A score over the max standard for age and gender will be scored as 100%

Extended Sit-Ups



Lie down on your back and extend your arms straight by your head while on the floor. Keep legs straight and your feet together. Keeping your arms straight, gently bring your arms over your head and toward your legs as you do a sit-up maneuver. Don't fling or yank your arms. This could cause an injury. As your torso goes upright, keeping your legs straight, elevate your legs as you do the sit up maneuver. Reach your hands as far toward your ankles /feet as possible. Your feet should be at least 12 to 24 inches off the floor. Returning to the start position counts as one repetition. Note: A score over the max standard for age and gender will be scored as 100%

Flutter Kicks



Flutter Kicks are a great way to strengthen your hip flexors. Flutter Kicks are a traditional and staple PT exercise. Start kicking. Keep your range of motion between 6 inches to 36 inches max. Keep legs straight with knees locked as shown in the photo. This exercise is scored on time held not on reps per minute, so speed in doing the reps is not important, it is how long they can perform the exercise. Note: A score over the max standard for age and gender will be scored as 100%

Arm Extended Lunges



Follow the same process as described in the Lunges, but with this exercise you do not stand in place. Rather as you take a lunge, you also take a step from your start location. In addition, put your arms out straight in front of you. As you take the lunges, move both arms, while keeping them straight at the elbow, to the side of the leg that is taking the step. So if I step out with my left leg, my arms are swinging to my left side, etc. This works the torso in conjunction with the lunges. Note: A score over the max standard for age and gender will be scored as 100%

Reverse Extended Lunges



Do what is described in the Lunges exercise, but in this exercise you will be walking backwards. On this exercise the leg you step back with will be the leg whose knee will drop to an inch off the floor. Note: A score over the max standard for age and gender will be scored as 100%

Mountain Climbers



Go into a regular push-up position, but extend your left leg forward so that your left knee is tucked up close to your chest. This will be the official start position. You will then move your left leg back to a straight position while you bring your right leg up to where its knee is tucked up under your chest. You will repeat this process and count each leg forward as one full mountain climber. The JROTC standard chart for "mountain climbers" is based on individual knee forward counts and not the three-count method. Note: A score over the max standard for age and gender will be scored as 100%

Body Builders



(1) Start in a standing position with your arms to your side and your feet together. (2) Squat down and bend over so that you are in a squat position with your arms extended out before you and resting on the floor. (Count to "one" on this move.) (3) Kick your legs out from under you so that you go to a standard push-up position. (Count to "two" on this move.) (4) While in the push-up position, kick your legs apart so that your legs form a wide "V". (Count to "three" on this move.) (5) Bring your legs back together and return to the standard push-up position. (Count to "four" on this move.) (6) Once back in a push-up position, perform one standard push-up. (Count to "five" on the downward move and count to "six" on the upward move in the push-up.) (7) While keeping your arms on the floor in front of you, tuck your legs up underneath you so that you return to the squat position described in line "2" above. (Count to "seven" on this move.) (8) Return to the standing start position. (This is move "eight" and completes one full "Body Builder.") Note: A score over the max standard for age and gender will be scored as 100%

Squat Leaps

Standing in place, jump up in the air and bring both knees up toward your chest; touch both shins with your hands when knees are at their highest point; extend legs to land on both feet and immediately jump up again. (Land, and then push off for the next leap. No double pump on landing) Do the jumps as quickly and as high as you can. Note: A score over the max standard for age and gender will be scored as 100%

Side Lateral Jump



Draw a line on the ground, 3 feet long. Stand on the far side of the line. Jump with both feet sideways and land on the other side of the line, then immediately jump back to the starting position. This equals one rep. Go back and forth as fast as you can. You can push more with the outside leg, but make sure both feet stay together and land on the outside of the line. If you do not "clear" the 3 foot length the exercise does not count. Note: A score over the max standard for age and gender will be scored as 100%

NC-075 Cadet Guide
ATTACHMENT 57—NC-075 Wellness Exercise Descriptions

“Building Better Citizens for America”
*BELIEVE * BELONG * BECOME*

A75.—NC-075 ‘BEST PRACTICES’ Recruiting & Retention

A75. NC-075th Instructor leadership and relationships with the principal, counselors at high school and the feeder middle schools, district leadership, teachers, cadets, students outside of AFJROTC, parents, community, and lots of intentional and deliberate effort are all critical keys in maintaining our unit viability.

A75.1. First, our Instructors set, expect, and enforce high standards in the NC-075th Cadet Corps. They provide daily practical examples of “what right looks like” for the NC-075th Cadet Corps, other students, other teachers, and to our community.

A75.2. Second, our instructors continually solicit the principal’s support with: facilities, transportation, promoting the program within the high school, with middle school principals, district officials, parents, community leaders/organizations, and with school counselors. ***NOTE:*** *We always select the sharpest cadets in providing the NC-075th Cadet Unit Mission Briefing especially to the Haywood Co. School Board and the Town of Waynesville City Council.*

A75.3. Third, our instructors recruit Tuscola High School counselors support in: understanding/advocating for the AFJROTC program (we invite them to our activities, CIA field trips, promotion boards, etc.), helping to coordinate invites for middle school visits, 8th grade forecasting, assistance with brain storming ways to get the word out about the AFJROTC program and ways for them to fit our program into students’ schedules.

A75.4. Finally, our instructors work hard in “connecting” with the cadets/students to develop a trusting relationship. Our instructors genuinely care about the cadet’s well-being. All the while, our instructors are building a motivated and professional cadet corps; one where we all are AFJROTC ambassadors. Moreover, all cadets are stake holders in the NC-075th especially students (high school and middle school), teachers, administrators, district, parents, and to the community.

A75.5. FACTS.

- Most students join AFJROTC for the sense of belonging to a team. Opportunities for leadership, teamwork, mentorship, CIA field trips, co-curricular activities, competitions, and community service. Although the AFJROTC curriculum is truly “world-class,” the courseware is not the main reason they join the program.
- NC-075 Cadets are the best ambassadors for the program and their interactions with fellow high school students and their display of high standards to other high school and middle school students are what motivate others to join. NC-075 Cadets are active at Tuscola High school and Waynesville Middle school with more than just Color Guards and briefings (although they are great starts). The NC-075th Cadet Corps is involved in running Veterans Day assemblies, organizing team building activities with Waynesville Middle school, community service in the middle schools (drug awareness, anti-bullying briefings, tutoring, etc.), and we are working towards establishing a middle school AFJROTC club where Cadets mentor students after school.
- Our instructors understand the importance of being professional role models at all times since all stake holders are watching their every move to ensure their actions, attitudes, how they dress, and the words and “tone” of those words all consistently emulate the highest AFJROTC standards of excellence.
- We believe the NC-075th Cadet Corps is healthy and vibrant; moreover, our cadets mirror the school population with athletes, honor roll students, student government, cheerleaders; plus we have a good male/female mix.
- Our Instructors are pursuing P.E., Science, or Social Studies Credit with the school/district and obtain more than just elective credit are more successful in retaining Junior and Senior cadets.

A75.6. NC-075TH CADET CORPS RECRUITING IDEAS.

- Our Instructors do more than simply “ask the cadets” ‘**What they would like to do?**’ and, ‘**What activities they want?**’ and would support. They know drill and raider teams are not always the answer to keeping our Cadet Corps healthy.
- Our Instructors and cadets are very active in creating In-School Community Service projects: the NC-075th Cadet Corps continuously establishes and runs the following: Campus-wide clean ups, recycling programs, blood drives, U.S. Postal ‘Stamp-out-Hunger’ Food drives, Christmas Card mail outs to Deployed Troops, etc.) NC-075th Cadets are involved and lead the entire school.
- Our Instructors fully utilize all AF funds given to the unit every year (CIA trips, competitions, etc.).
- Our Instructors take Guidance Counselors on CIA trips as chaperones.
- The NC-075 Cadet Corps annually schedules visits to our local Waynesville and Maggie Valley VFW/American Legion posts. We provide numerous Color Guards for local community events; American Legion Ramp Festival, U.S. Flag Retirements, and more.
- Our Color Guard performs at ALL middle and elementary school events especially on Veterans Day.
- Annually, we coordinate with the administration of the high school and middle school for at least one recruiting visit in the spring (20-30 mins); and WE ‘the cadets’ do the talking.
- Our Instructors encourage each of our classes adopt a feeder middle/elementary school and work with that school’s principal to develop a plan to partner with their students on community service projects.
- We are working on establishing an Awareness Presentation Team (APT) this year. We should have our first visit with the Waynesville Middle School soon. We want to speak on Anti-Drug, Anti-Bullying, etc.
- We have submitted for funding to start a four-person rifle/exhibition team that can perform at the high school and middle schools – We believe it will provide opportunities for those students to learn how to spin rifles (only takes a few minutes to learn a butt spin), the students love the hands-on interaction and approach.
- We are working with the Waynesville Middle to start a sports days/team; We believe it will provide hands on activities and personal interaction with cadets.
- We continue to work on developing additional Co-curricular teams; including Multi-Copter teams, Remote Control Aircraft team, Rocket Clubs/teams, Flight Simulator Club/team, and PT Club.

- ABUs issued to upper Cadets and special teams. We know it is well-worth the effort and moreover, it serves as a great cadet retention tool.
- Tuscola NC-75th AFJROTC Letter Jackets – requirements are similar to school Athletics .
- We have begun efforts to purchase PT Gear in school colors and with cadet designed graphics on front.
- NC-075 Cadets regularly recruit their friends in high school to earn recruiting ribbons. Our recruiting campaign mirrors the active duty Air Force; “**WEAR—We are ALL recruiters.**”
- Our Cadets plan fun activities within the school—volleyball/basketball tournaments, club competitions, etc.
- We have a great relationship with our local paper (*The Mountaineer*) and /local TV (*ABC News13 in Asheville*); their efforts are great as they promptly run submissions about our program.
- Our cadets work with the school year book to get articles in those publications.
- Cadet Recognition Programs are critical; Cadet of the Month/Quarter/Year, Top Gun (Uniform Award), Diamond Sharp, Mountaineer Grit, Academic Ace, etc. We offer ALL of these with great incentives.
- During our school assemblies, we recognize AFJROTC program “top performers.”
- We continually make short videos from pictures of cadets throughout the year. We are even pursuing and creating a first-ever Unit Yearbook.
- We are considering having a monthly movie/video game night at the school to build a “family” or “team” comradery.
- We have benchmarked our sister JROTC programs (Enka High NC-043); and are working hard with our cadets to develop different recruiting ideas.
- We know recruiting is important, but perhaps even more so is “retaining” our cadets in our Cadet Corps. We work hard to make it “our program” with activities we enjoy, we regularly take surveys to determine what our like/dislike about the program and adjust accordingly.
- Most of all...We know our “Standards” are non-negotiable—as high standards are an excellent recruiting tool in themselves.
- Our Instructors and cadet leadership always work hard to ensure our recruiting and retention plan is strong and vibrant since every year is a new group of students and the program’s enrollment can go down quickly.
- Bottom line: We know Cadet’s/student’s vote with their feet and if OUR program is meeting their needs and is fun, then they will come in large numbers and stay. If OUR program is not meeting their needs then they will leave just as quickly. We believe our students have a very good communication network and the word gets out quickly—both good and bad.

A75.7. SUMMARY. These are just a few ideas but they are among the best ones Headquarters; moreover, the NC-075th Cadet Corps has seen. There are a million different ways to build a strong program with each school being a little unique in what works best specifically for them. We elected to post these in our Cadet Guide. We know they are detailed; but each key provides some solid ground upon which to build our practices. Ultimately, we believe one or a combination of several keys will result in more cadets joining the NC-075th Cadet Corps...and better yet...more sticking with our program. Our Cadets are encouraged (*and do*) to bring their ideas forward for discussion. And most of all, we know AFJROTC HQ, and our Regional Director are always available to discuss these or other related issues.

Good Luck—and Happy Hunting!



A76.—Cadet Corps Awards (MERIT) and Discipline (DEMERIT) Program

A76.1. OVERVIEW. The Cadet Corps awards (Merit) and Discipline (Demerit) Program applies to all cadets in the NC-075th Corps of Cadets.

A76.2. PURPOSE. To maintain good order, discipline, respect, and standards within the NC-075th Cadet Corps. To recognize a cadet's outstanding performances or shortcomings (in / out) of the classroom. At the conclusion of the semester, this program will be one of the determining factors for a cadet receiving the AFJROTC Good Conduct Award.

A76.3. Award (Merit) recommendations may be submitted for noted activities that demonstrate good examples of integrity, excellence, or service that significantly affects others.

A76.4. Discipline (Demerits) recommendations may be submitted for poor behavior, misconduct, customs and courtesies violations, dress and appearance violations, or failure to fulfill cadet group responsibilities. In addition, Demerits may be assessed for cadets violating Tuscola High School rules, NC-075 Cadet Corps rules, and procedures or military customs and courtesies.

A76.5. Merit and demerit systems are not required by AFJROTC/HQ; moreover, they generally don't work well in every unit. However, the SASI has approved the use of Awards (Merit) and Discipline (Demerit) Program in the NC-075th Cadet Corps.

A76.5.1. Instructors will monitor the Merit/Demerit system closely to prevent the abuse and/or misuse of the program. Instructors will conduct a final review of all merits and demerits before any final action. Daily discipline in the classroom is administered by both instructors and cadet leadership through the use of our merit/demerit system.

A76.5.2. The cadet receiving an Award (Merits) or Discipline (Demerits) must be fully aware of the pending action on the merit/demerit form.

A76.5.3. All action will be documented on the Form 341, computer generated form provided in this attachment, or by other means when necessary.

A76.6. Instructors and cadets alike ensure the system is not just a punitive system which fails to recognize good cadet actions. Therefore, the Cadet Corps Command Chief will publish and post a weekly tracking tabulation in both classrooms. In addition, the Command Chief along with other cadet leaders will regularly brief the concept and operation of the program, especially how the number of merits or demerits depending on the gravity of the action affects a cadet's success in the AFJROTC program.

A76.7. Staff Members, Flight commanders and First Sergeant can ONLY request Merits and Demerits in the binder, it will then be reviewed by the Command Chief, Raptor and Corps Commander. The final approval will then be made by SASI/ASI

A76.8. Merits/Demerits both directly affect class grades and ability to be considered for field trips in a negative manner. Merits will affect grades in a positive manner whereas Demerits affect grades in a negative manner. Merits and Demerits will be tallied at the end of each nine-week grading period, and will be charged for/against the Leadership grade.

A76.8.1. Receiving too many demerits is an indication of behavioral problems and a distinct sign that a cadet refuses to follow the cadet code and the core values. Such severe infractions can result in a cadet being refused entry back



into the program the next semester, the following school year, or never again.

A76.8.2. Once a cadet is issued 10 demerits; he/she will be confronted by the Command Chief, Raptor/Raven and First Sergeant to discuss the cause(s) and possible options to correct performance. If the cadet is unwilling, the cadet will be referred to the instructors.

A76.9. Cadets on the Cadet Corps Group Command staff are not usually issued Form 341's. Nonetheless, these cadets will be held accountable by each other; and if necessary, the SASI/ASI.

A76.10. OPERATIONS (HOW IT WORKS...):

A76.10.1. Every 9 weeks cadet starts with a set amount of Merits. (200)

Minimum number points = 0

Max number of points = 400

A76.10.2. Although merit/demerits “restart” each 9 weeks, at the end of the year all points will be calculated for submission for awards & decorations. The Cadet leading the Top Merits Category will receive the “*Top Wings*.” A group of two cadets from each AS year (8 total) that have the highest number of merits in the corps.

Minimum number of yearly points = 0

Maximum number of yearly points = 1,600

A76.10.2.1. Each month the Chief and First Sergeant will review all merits and demerits and contact any cadets who may be struggling or have potential demerits in the future. After 9 weeks any cadets who have 200 points or lower will be contacted by the Chief and First Sergeant for counselling unless already contacted. Those who fail to comply or who continue to receive demerits will then be passed over to the Instructors.

A76.10.2.2. The Command Chief should immediately inform the SASI/ASI of any unique situations; both good and bad. The Command Chief and First Sergeant will finalize all data and post in each classroom.

A76.10.3.

Some possible consequences includes:

- Probation period
- Demotion in rank
- Suspension from participating in events/teams
- Impact on JROTC grade
- Requirement to help out with the AFJROTC program (cleaning , sorting, organizing, busy work, etc.)

A76.10.4. All merits/demerits will be recorded and *requested* by flight commanders, flight sgts, commanders and other NCOs.

A76.10.5. The Cadet Corps Command Chief is overall responsible for maintaining the merit/demerit listings.

A76.10.6.

In most cases, the Cadet in JROTC will be directed to report to the JROTC Department for EMI – Extra Military Instruction (EMI) which can consist of helping to inventory uniforms, organizing uniforms, beautification/policing up the outside area around the entrance to school, etc. It takes 15 minutes of work to eliminate one (10) demerits. Demerits may be worked off in the mornings before school or in the afternoon after school. Cadets who must work in the mornings or afternoons will be provided a 24 hour notice so that arrangements for transportation, if necessary, can be made.



A76.2. FORM 341.

A76.2.1. Purpose. Used to record displays of excellence/discrepancies.

A76.2.3. Form 341s may only be “pulled” by Command Chief, Corps Commander, and Raptor CC. All 341s will be confirmed by Command Chief, Corps Commander and Instructors.

A76.3. Form 341 Procedures.

A76.3.1. Form 341s will be filled out displaying the cadet’s last name, first name, and middle initial, JROTC class year, unit organization and flight name.

A76.3.2. The excellence/exhibited discrepancy description will be filled out by the signing Officers/Flight commanders and sergeants using the infraction/action.

A76.3.3. The Form 341 form will include the time, date, and place of the infraction/action. All authorized cadet personnel “pulling” Form 341s must print and sign their name.

A76.3.4. The form must be detailed enough, outlining place, persons involved, statements made and any form of previous corrective actions that were taken to correct a behavior.

A76.3.5. The cadet writing the Form 341 completes the form, gets the cadet to initial/acknowledge it and then gives it to the Command Chief for processing.

A76.3.6. After the Form 341 has been processed the Form 341 will be filed in the cadet’s personnel record. **A15.3.7.** If there is a discrepancy with the Form 341; The Command Chief, and Group First sergeant will resolve the discrepancy.

A76.3.8. The final adjudication is always with the SASI/ASI.

A76.3.9. Level 1 Merits (10)

Grade of 100 four weeks in a row

EMI (15 min)

“A” in ROTC and “B” in all other classes

Place third in any competition

GPA of 3.0

Volunteer to say the pledge

Sixth through tenth place in Diamond Sharp, Top Ace, Top Gun and Mountaineer Grit.

A76.3.10. Level 2 Merits (20)

Grade of 100 every week (9 week period)

“A” in all classes

Place second in any competition

Replace (upon request) 1 shift at a community service event.

GPA of 3.5

Volunteer to command the honor guard.

Third, Forth or Fifth place in Diamond Sharp, Top Ace, Top Gun and Mountaineer Grit.

A76.3.11. Level 3 Merits (30)

Place first in any competition.

“Special promotion Zone” Promotion

GPA of 4.0 or higher.

Volunteer to command a drill sequence.

Top 2 in Diamond Sharp, Top Ace, Top Gun and Mountaineer Grit.



A76.3.12. LEVEL 1 DEMERITS # OF DEMERIT POINTS

The following performances are examples that warrant 10 demerit points:

- Improper Wear of the Uniform
- Collar Insignia missing/crooked
- Grade insignia missing/crooked
- Name tag missing/crooked
- Belt missing/missing loops/buckle
- Tie improperly worn/missing
- Head gear improperly worn/missing
- Other

Appearance of the Uniform

- Wrinkled
- Dirty/stained
- Shoes not shined
- Cables (Loose threads)
- Buttons Loose/Missing
- Improper Undershirt
- Belt Buckle not shined/scratched
- Excessive lint on uniform
- Hair on uniform

Grooming

- Need Haircut
- Need Shave
- Mustache not in compliance
- Side Burns not in compliance
- Jewelry not in compliance
- Unnatural hair color
- Improper color of hair tie

Classroom Infractions

- Sleeping in class
- Eating/Drinking in class
- Chewing gum in class/formation
- Improper Gestures
- Saying "yeah"/"nope"
- Talking without permission
- Sitting on the tables
- Wearing a hat in class



A76.3.13. LEVEL 2 DEMERITS # OF DEMERIT POINTS. (20 points)

Leadership

- Failure to perform duties
- Failure to wear uniform on Uniform Day
- Lack of Military courtesy
- Abuse of Authority
- Missing scheduled Meeting
- Failure to turn in staff work
- Failure to salute
- Unprepared for class
- Haircut Out Of Regulation (2nd Offense)
- Uniform Dirty (2nd Offense)

Misconduct

- Conduct unbecoming a Cadet
- Cadet Honor Code (i.e., Cheating, Lying, Theft, Fighting)
- Insubordination/Disobedience
- Unexcused absence from formation
- Unexcused absence (Cut Class)
- Disrespect to a Commander
- Arguing with SASI/ASIs
- Disrespect (Defiance) of An Upperclassman and/or to others
- Misuse of property
- Profanity
- Inappropriate Jokes

A76.3.14. LEVEL 3 DEMERITS # OF DEMERIT POINTS. (30)

- Leaving Class Without Permission
- Suspension from school
- Drug/Alcohol related
- Fighting
- Disrespect to a teacher/Faculty
- Violation of Honor Code
- Destruction of corps property
- Other official reasons not listed

Notice: Cadets issued a level 3 or recurring level 1-3 demerits will face a Cadet Evaluation Board.



A76.3.15. CELL PHONES ARE NOT ALLOWED TO BE OUT DURING CLASS.

- 1st Offense-5 demerits issued to individual Cadet(s) who violated the rule.
- 2nd Offense-5 demerits issued to entire Flight for failure to control classroom discipline. 10 demerits are issued to individual Cadet(s) who violated the rule. Finally, all CELL phones will be taken until the end of class.
- 3rd Offense-All Cadet Cell Phones Taken until Class Ends. 10 demerits will be issued to the entire flight. 20 demerits will be issued to the individual Cadet who violated the rule. In addition, the Cadet (who violated the rule) will also be taken to the Administrative Staff for Classroom Disruption for possible In-School Suspension.

A76.3.16. Staff Member Demerits

| | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|
| <i>Disrespect of a higher ranking cadet</i> | 10 | 20 | 30 | 40 | 50 |
| <i>Disrespect of any cadet</i> | 10 | 20 | 30 | 40 | 50 |
| <i>Not taking responsibility for your actions</i> | 5 | 10 | 15 | 20 | 25 |
| <i>Failure to turn in weekly report</i> | 5 | 10 | 15 | 20 | 25 |
| <i>Failure to communicate</i> | 5 | 10 | 15 | 20 | 25 |
| <i>Failure to meet deadlines</i> | 5 | 10 | 15 | 20 | 25 |
| <i>Failure to attend assigned meetings</i> | 5 | 10 | 15 | 20 | 25 |
| <i>Failure to delegate</i> | 5 | 10 | 15 | 20 | 25 |

A76.3.17. APPEALS/CONSEQUENCES. APPEALS are submitted to the FIRST SGT. Afterwards, the FIRST SGT will convene a Cadet Evaluation Board (CEB) with the respective Flt CC/Sgt. Members will include: RAPTOR & RAVEN CC, Assigned Flt CC/Sgt, and one cadet peer of similar rank. In the event one of these members are involved with the event they are excused and replaced by another Flt CC/Sgt. CEB recommendations are reviewed and approved by instructors. Appeals for CEB decisions are submitted to the instructors for final disposition. CONSEQUENCES include but are not limited to; demotion, probation, evaluation board, removal from position, and permanent removal from staff.

A76.3.18. The above list is not all-inclusive.

Any substandard behavior or appearance that could discredit NC-075, Tuscola High School, or the US Air Force will result in demerits and punishment as determined by the instructors. Other factors such as excellent attendance, leadership, or completing extra work could positively affect your leadership grade. Remember, merits and demerits are meant to point out to the cadet exceptionally good or bad behavior.

BELIEVE-BELONG-BECOME...NC-075!

MOUNTAINEERS



AFJROTC

