"This cadet will not lie, cheat, steal, or tolerate those who do."

AFJROTC
VA-821
CADET GUIDE
2016-2017

ARLINGTON CAREER CENTER

DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR NATION AND COMMUNITY
MEMORANDUM FOR: Cadets of VA-821

FROM: VA 821ST AFJROTC/SASI
Arlington Career Center
816 South Walter Reed Drive
Arlington, Virginia  22204

SUBJECT: Welcome and Introduction

Welcome to VA-821, the Air Force Junior ROTC squadron of Arlington County Schools, where the Best Never Rest! We are a very busy organization where our overall mission is to:

Develop Citizens Of Character Dedicated To Serving Their Nation And Community.

To accomplish this mission, we hold to the following objectives:

To Educate and Train High School Students in Citizenship;
Promote Community Service;
Instill Responsibility, Character, and Self-discipline; and
Provide Instruction in Air and Space Fundamentals.

In holding to those objectives in pursuit of our mission, VA-821 provides an opportunity for all enrolled cadets to develop strong leadership and inter-personal skills while building a foundation in knowledge of the History of the Air Force, the Science of Flight, Cultural Studies, and the Exploration of Space. We also will provide you with all of the tools you need to show proper respect for the uniform of the United States Air Force and for the flag of the United States of America through proper wear of the uniform, exemplary customs and courtesies, and respectful ceremonial procedures.

This handbook will answer many of the questions you may have about the Junior ROTC program, as well as provide much of the background information that you will need to be a successful cadet. We are confident that you will emerge from this program well-prepared for the challenges you will face in life, as long as you apply yourselves.

Good Luck and Welcome to AFJROTC!

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# VA-821 CADET HANDBOOK

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CHAPTER 1 – INTRODUCTION

1. **THE MISSION** of the Air Force Junior ROTC program is to “Develop citizens of character dedicated to serving their nation and community.”

2. **THE GOALS** of the program are to instill values of citizenship, give service to the United States & Arlington, develop personal responsibility, and instill a sense of accomplishment in high school students.

3. **THE OBJECTIVES** of AFJROTC are to educate and train high school cadets in citizenship; promote community service; instill responsibility, character, and self-discipline; and provide instruction in air and space fundamentals.

4. **UNIT DESIGNATION:** VA-821 is the designation of the Air Force JROTC unit which is hosted by Arlington Public Schools at the Arlington Career Center. We were one of the first units established in Virginia in 1982. Our structure mirrors that of an Air Force unit. Because of our size, we are a group comprised of two squadrons and three flights. Group Structure and Manning are described in Appendix A.

5. **CADET RANKS:** VA-821 awards ranks which parallel those in the Air Force. The awarding of ranks is based on demonstrated performance and potential for increased responsibility. The first requirement for promotion is that the cadet be passing the course with at least a “B” average and maintain a 2.0 GPA. Cadet Ranks and Promotion Procedures are described in Appendix C and Uniform Standards are covered in Appendix D.

6. **ENROLLMENT:** Cadets of VA-821 come predominantly from the three Arlington High Schools (Wakefield, Washington-Lee, and Yorktown), an Arlington alternative secondary program (HB Woodlawn), and George Mason high school in Falls Church. Cadets may also come from the adult education programs at Arlington Mill, Langston, Arlington Career Center.

7. **ACADEMIC CREDIT:** The students travel by bus to the Arlington Career Center to accomplish the academic requirements of the course. Because the students complete two periods of study each day, successful completion of the curriculum for a year will result in the award of two Fine/Practical Arts credits. Cadets who complete the entire course of study (that is, AFJROTC I/II and AFJROTC III/IV) will thus receive a total of four credits. Students successfully completing two academic years of the program will be awarded a Certificate of Training (AF Form 1256), and those completing at least three academic years of the program will be awarded a Certificate of Completion (AFOATS Form 310).

8. **CADET LEADERSHIP COURSE:** VA-821 conducts a Cadet Leadership Course during June of each year to transition the students from Aerospace Science I/II (AS I/II - follower) to Aerospace Science III/IV (AS III/IV - leader). The program is normally
conducted at Andrews Air Force Base, MD, and consists of 5 days of intense leadership training and evaluation.

9. **ACADEMICS:** AFJROTC is an academic course conducted by the two aerospace science instructors (ASIs). The curriculum is comprised of five elements: Aerospace Science, Leadership Education, Pride Day (Uniform inspections), Cadet Health and Wellness Program (CHWP) & Management of the Cadets Corps. These are the required elements of the course.

   a. Aerospace Science is comprised of *A Journey Into Aviation History, Exploring Space, The Science of Flight, Global and Cultural Studies* and *Management of the Cadet Corps.* This portion of the curriculum comprises 40% of the cadet’s grade.

   b. Leadership Education is comprised of numerous elements ranging from customs and courtesies of the uniformed services up to and including leadership and management theory and execution. The curriculum also includes numerous “real-world” elements dealing with such items as insurance, personal budgets, and hygiene. This portion of the curriculum provides the basis for the “leadership lab” elements of the course. This portion of the curriculum comprises 40% of the cadet’s grade.

   c. Uniforms are worn by the cadets one day each week, normally on Thursdays. Cadets are shown the proper way to wear the uniform and are expected to show proper respect for the uniform while wearing it, to include proper grooming and care of the uniform. Grading of the proper wear of the uniform is included as part of Leadership Education. Proper procedures for the wear of the uniform are contained in Appendix C. If they do not meet the requirements they will not receive the uniform. (Uniform may be taken away if they do not meet the uniform standards)

   d. Cadet Health & Wellness Program comprises the remaining 20% of the cadet’s grade. CHWP is a program which exposes cadets to physical conditioning and exposure to exercises and live-styles that will lead to increased levels of health and fitness if followed. Cadets are recognized for making improvements in their conditioning or for demonstrated high levels of fitness. Participation in the physical aspects of this portion of the curriculum requires parental consent.

   e. Management of the Cadet Corps. Selected cadets manage the entire corps after completing the first two years of the program. This hands-on experience affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling and decision-making will be done by cadets.

10. **EXTRA-CURRICULAR ACTIVITIES:** All extra-curricular elements of the program are voluntary. Thus, the competitive and performance Color Guards, the competition drill teams, parades, service projects, etc are elective. However, these activities are the “bread and butter” of the course – the academic course is conducted by the ASIs, but the teamwork and leadership development is the purview of the cadets. In other words,
the cadets provide the command structure of the cadet squadron, while the ASIs provide mentorship and guidance.

11. POST-SECONDARY OPPORTUNITIES: Cadets successfully completing the program also qualify for a number of other benefits should they opt to pursue a career in uniform in service to their country.

a. Cadets opting to enlist in the Armed Forces may be entitled to advanced pay-grades and/or higher pay, depending upon the service component in which they enlist depending on performance during Basic Military Training and current SASI’s recommendation.

b. Cadets entering a college or a university with an Air Force ROTC program can compete for an ROTC scholarship. The award of an ROTC scholarship is highly competitive; however, the leadership experience of the JROTC cadet and the strength of the cadet’s commitment to the JROTC program carry a heavy weight in the selection process. Ask for more info from ASI for scholarship information.

c. Cadets attempting to obtain an appointment to any of the service academies may compete for a nomination in a category specifically set aside for JROTC/ROTC cadets in a “Distinguished Unit”. Nomination in this category does not ensure an appointment; however, it does provide the qualified cadet an additional opportunity to obtain this very competitive appointment.

12. THE UNIFORM: By AF Instruction direction, cadets enrolled in the Air Force Junior ROTC program are required to wear the uniform one day a week – all day. Cadets are expected to go to school in uniform in the morning and to wear the uniform properly until school is over for the day. Elements of the uniform, its proper configuration, and proper grooming standards are described in Appendix C – Uniform and Grooming Standards. Uniforms are not issued to cadets until certain minimum requirements have been met. These requirements are:

a. The cadet must pass a quiz covering wear of the uniform
b. The cadet must be able to recite the mission of VA-821 and AFJROTC
c. The cadet must be in grooming standards (Appendix C)

13. AWARDS AND DECORATIONS: Throughout JROTC, cadets may qualify for and earn numerous awards and decorations. The majority of these awards are those which are earned as a result of locally developed criteria. In addition, outstanding year-long performance is recognized each year during May when VA-821 conducts its Annual Awards Night when nationally recognized awards are presented, recognizing cadets who have made significant contributions to VA-821 as citizens of the Arlington community. Involvement in JROTC after school and volunteer activities is key to being competitive for these awards. These awards are shown and described in Appendix D.
CHAPTER 2 – RULES OF ENGAGEMENT

1. GENERAL: Air Force Junior ROTC in Arlington County is first and foremost an elective academic course. Students enrolled in AFJROTC are expected to come to class prepared to learn. All cadets will be given the opportunity to learn; any behavior which prevents the ASI from effectively instructing or interferes with the other cadets' opportunity to learn will not be tolerated.

2. RESPECT: Mutual respect is a key element of this course. Classes will be conducted in a respectful manner, both between the aerospace science instructors (ASIs) and cadets, and between the cadets, both AS I/II and AS III/IV. Cadets will be addressed as Mister or Miss, and the ASIs will be addressed by their ranks or by Sir/ Ma’am. The uniform of the United States Air Force and the flag of the United States of America will be shown proper respect at all times. Cadets receive in-depth instruction in the proper way to show respect for the uniform and to the flag. Respect will also be modeled by the ASI staff. Disrespect of any type, whether to another cadet, to the uniform of the USAF, or to the flag of the USA, will not be tolerated.

PROPER ADDRESSES: Senior service members frequently address juniors by their first names, but this practice does not give juniors the privilege of addressing seniors in any way other than by proper titles. If Airmen are present, senior service members should address junior service members by their titles. Service members of the same grade, when among themselves, may address one another by their given names. Increasingly, service members use first names. Formality, however, is the best policy. Junior service members should always be conservative until they can sense what is appropriate. It is wiser to be too formal, rather than too familiar.

Headquarters AFJROTC and VA-821 demands a Prohibition on Physical Discipline and Hazing. Any form of hazing, whether verbal or physical will not be tolerated within any AFJROTC unit or activity. This includes voluntary punishment (i.e. pushups or running laps) for mistakes at drill team practice or other activity. Additionally, any form of sexual harassment or bullying in any manner is also strictly prohibited.

3. CONDUCT OF CLASS: Each class session will commence with roll call and announcements. (Guide-on for the flight must be brought out if the flight departs the building and put back at the end of the flight, points may be deducted from honor flight points if forgotten). Unless approved by the ASI staff for an unusual situation, cadets will not leave the classroom for the first thirty minutes. Weather permitting, the Colors will be raised in the morning session and lowered for the day in the afternoon session. On academic days the AS I/II and AS III/IV students will then be split or combined for appropriate instruction in the appropriate Aerospace Science or Leadership Education course. The Curriculum Plan and Course Syllabi for the VA-821 academic courses are contained in Appendix F.

THURSDAYS are normally Uniform Inspection (Pride day) days. Cadets are required to wear the uniform to all classes (all day) on that date. Cadets are also required to be
properly groomed when wearing the uniform of the United States Air Force. The specific uniform to be worn will depend upon weather conditions and the election of the ASI. Proper wear of the uniform and grooming will also be modeled by the ASI staff and AS III/IV/V/VI cadets. AFJROTC badges, the proper configuration of the cadet uniform and grooming standards are displayed in Appendix C – Uniform and Grooming Standards. Additionally, cadets that have earned the Airman Battle Uniform (ABU), may wear the ABUs on one Thursday a month, designated by the SASI, and fulfill a blue uniform requirement.

Tuesdays are normally dedicated to Cadet Health & Wellness activities. Emphasis will be placed on voluntary participation in healthy activities leading to a more robust and fit life-style, not in attaining a specific level of fitness. However, students who accomplish high levels of improvement or performance in fitness activities will be appropriately recognized. Cadets may not participate in these activities without parental permission. Cadets will wear unit issued training gear on this day. If the weather is below 50 F, cadets must wear their sweat tops and sweat pants. Additionally, the cadets can wear conservative styled gloves and knit hats in cool weather at the cadet’s discretion.

4. ACADEMIC GRADING: The grade structure for AFJROTC I/II and III/IV is:

<table>
<thead>
<tr>
<th>GRADE</th>
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<tr>
<td>A</td>
<td>90% +</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>80-86</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
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<tr>
<td>C</td>
<td>70-76</td>
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<tr>
<td>D+</td>
<td>67-79</td>
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<tr>
<td>D</td>
<td>60-66</td>
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<tr>
<td>E</td>
<td>59 and below</td>
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The grade in AFJROTC is a weighted grade. Forty-percent (40%) is earned in Aerospace Science, forty-percent (40%) is earned in Leadership Education (to include uniform inspection), and the remaining twenty-percent (20%) is earned in the Cadet Health & Wellness Program. It is absolutely essential that cadets stay vigilant in their pursuit of passing, above-average grades in all three areas. It is virtually impossible to pass AFJROTC if the cadet totally neglects any of these three areas.

5. ASSIGNMENTS: Written assignments will be due no later than dismissal from class on the due date. Assignments which are not turned in at that time, are deemed late, and will not be accepted. The same methodology applies to uniform inspections. Uniform inspections are “laboratory assignments” and must be made up if missed. Students knowing they will be absent on a uniform inspection day due to conflicting field trips, etc, should pre-inspect in the day(s) immediately preceding the absence. Cadets
who do not pre-inspect for days they know they will be absent will be assessed penalty points – this is construed as irresponsible behavior.

6. **DIS-ENROLLMENT:** Unless a cadet becomes an obstacle to the learning opportunities for other cadets, he/she will be permitted to remain enrolled in AFJROTC. However, if the cadet develops a disruptive and/or disrespectful behavior, he/she may be dis-enrolled from AFJROTC. This action will only be accomplished with the concurrence of the Career Center principal and following active attempts at rehabilitation. The ASI staff must ensure documentation of all instances of counseling and other corrective actions taken before action is taken to dis-enroll a student. Areas that could cause a cadet to be considered for disenrollment include: failure to maintain acceptable standards (including uniform wear and grooming), indifference to training, or other reasons deemed appropriate by the principal or SASI.

From the Air Force JROTC Instruction: “The SASI must be allowed to disenroll an AFJROTC cadet at any time during the academic year with proper cause.” Additionally, the instruction adds: “Program requirements include: taking AFJROTC academic courses, participation in the cadet corps activities, properly wearing the prescribed uniform each required uniform day, meeting and maintaining Air Force grooming standards, and maintaining acceptable disciplinary standards. Cadets who are consistently deficient or demonstrate a negative pattern of behavior in one or more of these areas, are disruptive to overall corps operations and must be disenrolled.”

7. **APPLICATION FOR ADVANCED ACTIVITIES:** If cadets are interested in attending advanced leadership development opportunities such as Cadet Leadership Course they must complete a formal application and turn it into the ASI staff by the suspense date. Additionally, if an AS III/IV cadet wishes to remain in the program as an AS V/VI Cadet Training Instructors (CTI) cadet following completion of the program, they must also complete an application to be considered. An illustration of the required form is at Figure B-4. (Cadets must maintain GPA of 3.0 or higher in all classes and no Ds or Es in any class; ASI staff may waive this requirement).

8. **341’s:** If a cadet leader observes a discrepancy or observes an excellent action from a cadet, they can “pull” a 341 from the cadet. Then they complete the bottom of the form, documenting what they observed and returns the form to your squadron for further action (disciplinary action, verbal counseling, pat-on-the-back, or further chain of command actions). 341’s should be kept with cadets at all times.

9. **HEADPHONES:** Headphones will not be utilized in any designated AFJROTC area, whether in an AFJROTC uniform or while wearing civilian clothes.

10. **HEADGEAR:** No headgear will be worn inside the AF JROTC area.

11. **FOOD & DRINK:** Only water will be consumed in the classroom during the school day (0750-1510).
12. **GUM**: Gum will not be chewed in the AF JROTC area.

13. **CONTACT METHOD**: The primary contact method with SASI or ASI is via the APS email system with mark.dierlam@apsva.su or tyrone.williams@apsva.us or via the office phone, 703 228-5791.

14. **TWITTER**: The cadet corps uses Twitter to update cadets on unit events. It is recommended that cadets follow VA-821 for timely updates.

15. **RESERVE CADETS**: Cadets that have completed JRTOC I/II are eligible to participate as Reserve Cadets in JROTC events when their schedules will not allow them to take further JROTC classes. The SASI must approve all Reserve Cadets. Reserve Cadets will wear their uniform once a week with the cadet corps. Reserve Cadets are eligible to participate in all JROTC activities to include community support and competitions such as drill or Cyber Patriot.
CHAPTER 3 – FLIGHT PLAN

1. **GENERAL:** The Air Force JROTC program in the Arlington Career Center is a very busy program. Commencing with the enrollment of new students, the activities of the VA-821 corps of cadets, in pursuit of the objectives of the program, are non-stop, both in- and out-of-class.

2. **CALENDAR:** While the course of academic study is fairly well established, the extra-curricular activities of VA-821 are always evolving. However, the following list of events represents what is a typical year for the unit and includes some forecasted dates, but the dates are subject to change. **Mark your calendars now**—four events all cadets are expected to attend are ACC’s Back to School Breakfast (9/24), Military Ball/Change of Command (12/9), Wreath’s Across America at Arlington National Cemetery (12/17) and the Annual Awards Night (5/16).

**SEPTEMBER:**
- Group staff is appointed and all Cadets assigned “job”
- Cadet Contracts are signed and the Cadet Hand-book is handed out
- Cadets present the Colors at the School Board meeting for the first time (9/8)
  - This activity is a service project performed every other week over the year.
- Cadets are fitted for uniforms and trained in drill skills.
- Cadets help at Honor Flight event (9/16) honoring World War II veterans.
- First year cadet orientation training (9/30)
- Cadets support ACC’s Back to School Breakfast (9/24)

**OCTOBER:**
- Program Status Report submitted to HQ AFJROTC by the SASI
- Weekly Drill Practice schedule is set
- Within the first week Squadron CC will hand out letter to all cadets with his/her expectations clearly listed, by the second week Flight CC will do the same for their flights
- Parents and cadets attend Back-to-School activities at home school and Career Center
- Cadets assist the School and Community Relations Office at High School Information Night
- Cadets conduct fund-raising activity

**NOVEMBER:**
- Cadets have yearly photos taken (11/3)
- Cadets attend Veteran’s Day ceremonies
- CD Hylton Drill Meet (Woodbridge VA) is a possible drill meet option
- Two weeks before the quarter ends the Final Rating Sheet must be filled out and handed to Group CC with memorandum, and then Commander will hand it with his memorandum to the ASI staff. (AS I/IIIs are up for promotion)
- End of first quarter

DECEMBER:
- First week Initial Review must be done
- VA-821 Military Ball & Change of Command Ceremony (12/9)
- Wreaths Across America event at Arlington National Cemetery (12/17)
- Mid-Review is done so cadets may have more time to correct their behavior over the Christmas Break.

JANUARY:
- Cadets conduct fund-raising activity
- Cadets participate in Elective Fair activities at the various high schools
- Freedom HS “Golden Boot:” Drill Meet (Woodbridge VA) (1/23)
- Final Evaluation is done (AS IIs and AS IIIIs are considered for promotion.)
- End of first semester; AS I students becoming AS IIs, AS III students become AS IVs

FEBRUARY:
- Initial Feedback within first week
- Glasgow H.S. drill Comp Delaware

MARCH:
- Mid-Term Feedback accomplished
- Stonewall Jackson Drill Comp (Manassas VA)
- Potential Pentagon visit

APRIL:
- Cadets support Air Force Ball
- Selected cadets attend Youth Leadership Conference at Valley Forge, PA
- Final Rating is done (AS IIs and AS IVs are considered for promotion)
- End of third quarter
- AFA State Drill Comp Richmond VA

MAY:
- Initial Review (Optional for returning cadets)
- VA-821 hosts its annual Awards Night and Change of Command (5/16)
- Cadet Staff will pick a date and must brief ASI Staff on how the IN-HOUSE Drill competition will proceed that year. (Suggest the weeks before SOL week)
- Selections for Cadet Leadership Camp (CLC) are announced
- Mid-Review (Optional for returning cadets)
- Cadets perform Color Guard for Culpepper Gardens & American Legion Memorial Day program and other related activities
JUNE:
- Final Rating (OPTIONAL FOR RETURNING CADETS, since no promotion will come with it)
- The ASI staff briefs parents of CLC selectees
- Cadets perform numerous Color Guards for graduation ceremonies throughout the Arlington community; must have a representative leading the color guard in order for the color guard to take place.
  - These typically include all high schools, the Adult Education program, Gunston Middle School, HILT, and PEP
- Cadet Leadership Course or equivalent normally held at Andrews AFB

Throughout the year, the cadets perform Color Guards whenever possible. In addition, cadets are often called upon to help with activities at the Career Center and at other schools. For example, cadets are often asked to assist by ushering and helping with set-up at the Information Nights conducted at Washington-Lee High School. Altogether, these activities number over 50 instances of community service throughout the school year. Cadets set a goal of community service hours.

3. CO-CURRICULAR ACTIVITIES: Another primary method of providing service to the Arlington community is in any number of co-curricular service projects. These can range from food drives and clean-up projects to fund raisers and participation in Habitat for Humanity construction projects. Cadets are expected to plan and coordinate these activities. The successful conclusion of these activities contributes to both the award of the Co-Curricular Leadership Ribbon.
APPENDIX A – UNIT STRUCTURE

1. **THE VA-821 CORPS OF CADETS** is a group composed of three flights, aligned with the periods during the school day. The morning session is “A” flight, the mid-day session is “B”, and the afternoon session is “C” Flights. Each flight is composed of anywhere from one to three elements. Each element will be composed of at least three cadets.

2. **POSITION DESCRIPTIONS:** The VA-821 AFJROTC Corps of Cadets is patterned after an active duty unit, with similar responsibilities and jobs. Depending upon unit strength, certain positions may or may not be filled. This is at the discretion of the ASI staff. Potential VA-821 positions are (names of required positions are **bold**):

   a. **Group Commander:** Responsible for all aspects of Cadet Group to include appearance, discipline, training, and conduct of the group. Responsible for planning, coordinating, and enforcing cadet goals. Responsible for running applicable portions of unit self-inspection checklist.

   b. **Deputy Commander:** Assists the Group Commander with all duties and responsibilities of the Cadet Group. Oversees all extracurricular activities to include Drill Team, Color Guard Team, Cyber Patriot, Academic Challenge, Kitty Hawk, and Raiders.

   c. **Executive Officer:** Responsible to the FSS Commander for maintaining the organizational chart and unit manning document (UMD) and other administrative duties as assigned. (Includes taking role, filing orders, collecting handouts, helping new cadets with paperwork if needed). Responsible for any area involving accountability of cadets. Responsible to the FSS Commander for maintaining an inventory of on-hand supplies for the group. Making sure to provide ASI staff update of items needed. Jobs also including order and cleanliness in all classrooms and coordinating all transportation for Group

   d. **Operations Support Squadron (OSS) Commander:** Responsible to the Group Commander for the training and conduct of Flight Commanders, to include goal setting and activities. Provides feedback and evaluations for all Flight Commanders and forwards to Group Commander for final signature.

   e. **Force Support Squadron (FSS) Commander:** Responsible to the Group Commander for all NCOIC positions, ensuring goals are established and executed. Provides feedback and evaluations to all NCOIC positions and forwards to Deputy Commander for final signature.

   f. **Group Superintendent:** Responsible for providing recommendations to the Group Commander based on input from Flight Sergeants, serving as a liaison between the corps and group staff on enlisted matters. Responsible for ensuring Flight Sergeants and NCOICs are performing their duties. Provides instructions to all enlisted cadets. Serves as Group Guidon Bearer and will train and meet with flight Guidon bearers.
g. **Flight Commander:** Responsible to the OSS Commander for maintaining the appearance, discipline, efficiency, training, and conduct of the flight. Established goals for the flight which are in line with Group goals and executes accordingly. Provides feedback and evaluations to flight members and forwards to Operations Squadron Commander for final signature.

h. **Flight Sergeant:** Responsible to the Flight Commander in providing recommendations based on input from lower-class cadets and acts as liaison between the flight and flight staff.

i. **Flight Guidon Bearer:** Responsible to the Flight Commander for always having possession of Guidon whenever the Flight is gathered, unless otherwise provided guidance.

j. **Flight Element Leaders:** Maintaining order in the element during all functions/formations. Making sure cadets from your elements are ready for whatever event they might be doing (Pride days, CHWP etc.)

k. **Public Affairs Officer:** Responsible to FSS and reports the activities of VA-821 AFJROTC to the high school newspapers and local news media. Responsible for providing a cadet(s) when needed to operate the video camcorder/camera at activities/events such as school board color guards, games, drill meets, fundraisers, filed trips, etc., maintain a scrapbook for the school year, maintain and update bulletin boards. Publishing a Group newsletter at least four times a year and keep the VA-821 web page up-to-date and serving as a liaison officer between the cadet Group and the AFJROTC Booster Club.

l. **Personnel/Administration/Logistics OIC:** Responsible to the Executive Officer for the maintenance of the logistics room. CHWP CC and NCOIC’s, Drill Team CC, and Color Guard CC are to report to the logistics officer what they remove from the room, and when they return said items to the room.

m. **Cadet Health and Wellness (CHWP) OIC:** Responsible to the FSS Commander to the conduct of all CHWP activities to include administering the Presidential Fitness Test and weekly CHWP activities along with each flight’s CHWP NCOIC’s. CHWP OIC will meet with all Flight CHWP NCOIC’s at least once a month to coordinate weekly/quarterly CHWP activities.

n. **Drill Team Commander:** Responsible to the Deputy Group Commander for commanding the drill team. Working with the ASI staff to ensure the training of cadets, as well as appointing who does what for events.

o. **Color Guard Commander:** Responsible to the Deputy Group Commander for commanding the color guard. Working with the ASI staff to ensure the training of cadets, as well as appointing who does what for events.

p. **Kitty Hawk Society Officer/NCOIC:** Responsible to the Deputy Group Commander to coordinate all activities conducted by the Kitty Hawk Society.

q. **Cyber Patriot Officer/NCOIC:** Responsible to the Deputy Group Commander to coordinate all activities conducted by the Cyber Patriot team.

3. **CHAIN OF COMMAND:** The VA-821 cadet chain of command extends from the Commander in Chief through the individual flight commanders and flight sergeants. The
cadet group structure and basis for the Unit Manning Document is depicted on Figure A-1. The Unit Manning Document is at Figure A-2. Cadet Training Instructors perform in an advisory capacity to the ASI staff and the cadet command staff; they may also serve part of commander in the unit and will be part of the direct chain of command.

4. **GROUP STAFF MEETINGS**: The group commander is responsible for conducting a meeting of the group staff and all cadets in leadership positions on *every school board day* (IF ASI Staff wants more/less meeting then Group CC will conduct it with their discretion). He/she will ensure an agenda is published. The agenda should include a review and assessment of recent cadet activities, and planning for upcoming cadet activities, to include drill competitions, Color Guards, and upcoming group service projects. At the conclusion of the meeting, the commander is responsible for ensuring minutes of the meeting are published and provided to the Aerospace Science Instructors. Cadet Commanders will also report to the ASI staff of any pros/cons in the unit as well as any changes that they need to make to improve the unit’s performance.
FIGURE A-2
VA-821 Unit Manning Document (UMD)
The following UMD is established for enrollment levels up to and including 120 cadets. Ranks and positions listed are **temporary** and starting ranks:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>CADET RANK AUTHORIZED</th>
<th># AUTHORIZED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Commander</td>
<td>Cadet Colonel</td>
<td>1</td>
</tr>
<tr>
<td>Group Deputy Commander</td>
<td>Cadet Lieutenant Colonel</td>
<td>1</td>
</tr>
<tr>
<td>Group Executive Officer</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td>Group Superintendent</td>
<td>Cadet Chief Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td>Executive Officer</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td>OSS Commander</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td>FSS Commander</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td>Flight Commander</td>
<td>Cadet First Lieutenant</td>
<td>3</td>
</tr>
<tr>
<td>Flight Sergeants</td>
<td>Cadet Technical Sergeant</td>
<td>3</td>
</tr>
<tr>
<td>Cadet Health and Wellness NCOIC</td>
<td>Cadet Staff Sergeant</td>
<td>3</td>
</tr>
<tr>
<td>Guidon Bearer</td>
<td>Cadet Senior Airman</td>
<td>3</td>
</tr>
<tr>
<td>Drill Team Commander</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td>Drill Team NCOIC</td>
<td>Cadet Technical Sergeant</td>
<td>1</td>
</tr>
<tr>
<td>Color Guard Commander</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
</tr>
<tr>
<td>Kitty Hawk Commander</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
</tr>
<tr>
<td>Cyber Patriot Commander</td>
<td>Cadet First Lieutenant</td>
<td>1</td>
</tr>
<tr>
<td>Public Affairs Officer</td>
<td>Cadet First Lieutenant</td>
<td>1</td>
</tr>
<tr>
<td>Personnel/Logistics OIC</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Health and Wellness OIC</td>
<td>Cadet First Lieutenant</td>
<td>1</td>
</tr>
</tbody>
</table>
AFJROTC MISSION

DEVELOP CITIZENS OF CHARACTER, DEDICATED TO SERVING THEIR NATION AND COMMUNITY

VA-821 MISSION

• EDUCATE AND TRAIN HIGH SCHOOL STUDENTS IN CITIZENSHIP
• PROMOTE COMMUNITY SERVICE
• INSTILL RESPONSIBILITY, CHARACTER, AND SELF-DISCIPLINE
• PROVIDE INSTRUCTION IN AIR AND SPACE FUNDAMENTALS

VA-821 MOTTO

THE BEST NEVER REST!
DISCIPLINED THOUGHTS,
DISCIPLINED WORDS,
DISCIPLINED ACTIONS
VA-821 2016-2017 Goals

GOAL 1: Cadets will achieve, on average, no less than a 3.0 GPA in AFJROTC and a 2.4 GPA in all classes.

GOAL 2: 80% of cadets improve on at least 2 events by 10% on their Presidential Fitness Test.

GOAL 3: 75% of first year cadets will pass the end of year Basic Knowledge Test with a score of 70% or higher and 85% second and third year cadets will pass with a score of 85% or higher.

GOAL 4: Visit 4 High Schools, 4 Middle Schools, 3 Elementary Schools and perform 1 drill demonstration to promote AFJROTC.

GOAL 5: Complete 1,050 hours of community service.

GOAL 6: 80% of cadets participate in at least 3 community service activities.
Chain of Command:

President of the United States       Honorable Barak H. Obama
Secretary of Defense                 Honorable Ashton B. Carter
Chairman, Joint Chiefs of Staff     Gen Martin E. Dempsey
Secretary of the Air Force           Honorable Deborah Lee James
Air Force Chief of Staff             Gen. Mark A. Welsh III
Chief Master Sergeant of the Air Force CMSAF James A. Cody
Commander, AETC                      Lt Gen. Darryl Roberson
Commander, Air University            Lt Gen Steven L. Kwast
Commander, Holm Center               Brig Gen Paul H. Guemmer
Commander, AFROTC                    Colonel Eric J. Wydra
Director, AFJROTC                    Col Bobby C. Woods, Jr.
Superintendent, Arlington Public Schools Dr. Patrick Murphy
Principal Arlington Career Center    Ms. Margaret Chung

VA-821 Chain of Command

Senior Aerospace Science Instructor (SASI) Col (Ret) Scott Dierlam
Aerospace Science Instructor (ASI)       CMSgt (Ret) Tyrone Williams
Group Commander (Grp CC)                __________________________
Group Deputy CC                         __________________________
Group Executive Officer                 __________________________
Group Inspector General                 __________________________
Group Stan & Eval Officer               __________________________
Group Superintendent (Grp CCU)          __________________________
Operations Squadron CC (SQ CC)          __________________________
Force Support Squadron CC (SQ CC)       __________________________
Additional Positions:
Drill Team CC/NCOIC                    __________________________
Color Guard CC                         __________________________
Kitty Hawk CC                          __________________________
Cyber Patriot CC/NCOIC                  __________________________
Public Affairs OIC                     __________________________
CHWP OIC                               __________________________
A Flight CC/Flt Sgt                     __________________________
B Flight CC/Flt Sgt                     __________________________
C Flight CC/Flt Sgt                     __________________________
D Flight CC/Flt Sgt                     __________________________
E Flight CC/Flt Sgt                     __________________________
F Flight CC/Flt Sgt                     __________________________
### VA-821 30 Step Drill Sequence

**FLIGHT_________________________**

<table>
<thead>
<tr>
<th>POINT DEDUCTION</th>
<th>NOTES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Fall In</strong> &lt;br&gt; Right Face (Size Flight)* &lt;br&gt; Right Face (Size Flight)** &lt;br&gt; Left Face</td>
</tr>
<tr>
<td>2</td>
<td>Open Ranks</td>
</tr>
<tr>
<td>3</td>
<td>Ready Front</td>
</tr>
<tr>
<td>4</td>
<td>Close Ranks</td>
</tr>
<tr>
<td>5</td>
<td>Parade Rest</td>
</tr>
<tr>
<td>6</td>
<td>Flight Attention</td>
</tr>
<tr>
<td>7</td>
<td>Order Arms</td>
</tr>
<tr>
<td>8</td>
<td>Forward March</td>
</tr>
<tr>
<td>9</td>
<td>Right Face</td>
</tr>
<tr>
<td>10</td>
<td>About Face</td>
</tr>
<tr>
<td>11</td>
<td>Column Right</td>
</tr>
<tr>
<td>12</td>
<td>Forward March</td>
</tr>
<tr>
<td>13</td>
<td>To the Rear, March</td>
</tr>
<tr>
<td>14</td>
<td>Column Right</td>
</tr>
<tr>
<td>15</td>
<td>Forward March</td>
</tr>
<tr>
<td>16</td>
<td>Eyes Right</td>
</tr>
<tr>
<td>17</td>
<td>Ready Front</td>
</tr>
<tr>
<td>18</td>
<td>Column Right</td>
</tr>
<tr>
<td>19</td>
<td>Forward March</td>
</tr>
<tr>
<td>20</td>
<td>Flight Half</td>
</tr>
<tr>
<td>21</td>
<td>Cover</td>
</tr>
<tr>
<td>22</td>
<td>Left Face</td>
</tr>
<tr>
<td>23</td>
<td>Right Step, March</td>
</tr>
<tr>
<td>24</td>
<td>Flight Half</td>
</tr>
<tr>
<td>25</td>
<td>Present Arms</td>
</tr>
<tr>
<td>26</td>
<td>Report Out</td>
</tr>
<tr>
<td>27</td>
<td>Order Arms</td>
</tr>
<tr>
<td>28</td>
<td>Fall Out</td>
</tr>
</tbody>
</table>

| SCORE | |

---

Point Deduction: <br> 3 pts – Missed Command <br> 2.5 pts – Wrong Command <br> 2 pts – Wrong Foot <br> 1.5 pts – Incomplete Command <br> 1 pt – Not aligned with flight, improper movement of commander, not moving with flight
### Basic Knowledge

**Ranks/Grades:**

<table>
<thead>
<tr>
<th>Rank:</th>
<th>Abbreviation:</th>
<th>Grades:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enlisted:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airmen:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cadet Airman Basic</td>
<td>C/AB</td>
<td>E-1</td>
</tr>
<tr>
<td>Cadet Airman</td>
<td>C/Amn</td>
<td>E-2</td>
</tr>
<tr>
<td>Cadet Airman 1(^{st}) Class</td>
<td>C/A1C</td>
<td>E-3</td>
</tr>
<tr>
<td>Cadet Senior Airman</td>
<td>C/SrA</td>
<td>E-4</td>
</tr>
<tr>
<td><strong>Junior Non-Commissioned Officer (NCO):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cadet Staff Sergeant</td>
<td>C/SSgt</td>
<td>E-5</td>
</tr>
<tr>
<td>Cadet Technical Sergeant</td>
<td>C/TSgt</td>
<td>E-6</td>
</tr>
<tr>
<td><strong>Senior NCO:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cadet Master Sergeant</td>
<td>C/MSgt</td>
<td>E-7</td>
</tr>
<tr>
<td>Cadet Senior Master Sergeant</td>
<td>C/SMSgt</td>
<td>E-8</td>
</tr>
<tr>
<td>Cadet Chief Master Sergeant</td>
<td>C/CMSgt</td>
<td>E-9</td>
</tr>
<tr>
<td><strong>Officers:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Officers:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cadet Second Lieutenant</td>
<td>C/2(^{nd}) Lt</td>
<td>O-1</td>
</tr>
<tr>
<td>Cadet First Lieutenant</td>
<td>C/1(^{st}) Lt</td>
<td>O-2</td>
</tr>
<tr>
<td>Cadet Captain</td>
<td>C/Capt</td>
<td>O-3</td>
</tr>
<tr>
<td>Senior Officers:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cadet Major</td>
<td>C/Maj</td>
<td>O-4</td>
</tr>
<tr>
<td>Cadet Lieutenant Colonel</td>
<td>C/LtCol</td>
<td>O-5</td>
</tr>
<tr>
<td>Cadet Colonel</td>
<td>C/Col</td>
<td>O-6</td>
</tr>
</tbody>
</table>

**RANK HAS ITS PRIVELDGES (RHIP)**
Air Force Core Values:

Integrity First
Service Before Self
Excellence In All We Do

Phonetic Alphabet:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Phonetic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha</td>
<td>Hotel</td>
</tr>
<tr>
<td>Bravo</td>
<td>India</td>
</tr>
<tr>
<td>Charlie</td>
<td>Juliet</td>
</tr>
<tr>
<td>Delta</td>
<td>Kilo</td>
</tr>
<tr>
<td>Echo</td>
<td>Lima</td>
</tr>
<tr>
<td>Foxtrot</td>
<td>Mike</td>
</tr>
<tr>
<td>Golf</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Oscar</td>
<td>Victor</td>
</tr>
<tr>
<td>Papa</td>
<td>Whiskey</td>
</tr>
<tr>
<td>Quebec</td>
<td>X-Ray</td>
</tr>
<tr>
<td>Romeo</td>
<td>Yankee</td>
</tr>
<tr>
<td>Sierra</td>
<td>Zulu</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 boys, Give 'er the gun! (Give 'er the gun now!)
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!

AFJROTC Cadet Creed

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
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.
APPENDIX B – CADET RANKS AND PROMOTION PROCEDURES

1. **GENERAL:** In VA-821, cadet ranks parallel those of the active Air Force. Ranks are awarded based upon proven performance and on potential for assumption of additional future responsibilities. See Appendix C for an illustration of cadet ranks. When using ranks in the AFJROTC program, the word “cadet” will always be used to ensure it is understood that individuals being referred to are cadets and not members of the armed services.

2. **LIMITATIONS:** Cadet Ranks are also limited based upon the amount of enrollment in the program. At current manning levels, the maximum rank attainable within VA-821 is Cadet Colonel or however high the ASI Staff determines. Additional enrollment would warrant a higher attainable rank. Distribution of ranks within VA-821 will also parallel that of an active Air Force unit. In other words, we will ensure we do not have too many officers for the amount of enlisted within our ranks.

3. **PERMANENT RANKS:** All cadets are assigned a permanent grade commensurate with the number of AFJROTC years satisfactorily completed. Permanent grades are awarded during the second semester of each year. Retention of permanent grades is contingent upon satisfactory performance and behavior as determined by the SASI/ASI. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods. Exceptions are authorized at the discretion of the SASI and in accordance with published unit guidance.
   a. The permanent grade for first-year cadets is Airman. Second-year cadets are Airman First Class. Third-year cadets are Senior Airman. Fourth-year, if offered, cadets are Staff Sergeant.
   b. Cadets serving in a temporary grade may revert to their permanent grade upon completion or removal of these duties. At the discretion of the SASI, cadets in their final term of AFJROTC may retain the highest rank to which they have been promoted, regardless of course level.

4. **COMMAND AND STAFF:** The SASI will select the cadet squadron commander, subordinate commanders and key staff members required by the organizational structure of the unit. The SASI may allow cadet commanders and key staff members to propose remaining cadet staff members or may designate the remaining cadet staff members. However, every cadet in the unit will receive position as we promote responsibility, accountability, and reliability as well as teamwork.

5. **RANK HAS ITS PRIVILEGES (RHIP) & RESPONSIBILITIES:** The military system is a hierarchy. Leaders placed in charge of units in the military structure exercise control. These leaders are officers and NCOs. All must display disciplined obedience combined with loyalty, in accordance with law and policy. From the highest to the lowest, subordinates must extend an unfailing respect to the authority that issues their orders. Personal admiration is a voluntary tribute to another that the military service
does not demand. But the service does demand respect for authority by unfailing courtesy to people who exercise it. The privileges of rank do not include the privilege of abuse of position. The privileges of rank and position are privileges indeed, well worth striving for and attaining. With greater rank comes greater expectations and responsibility.

6. **PROMOTIONS**: Cadets are promoted as a result of proven performance and potential for assumption of additional responsibilities. The promotion cycles in VA-821 occur at the end of each grading quarter or whenever it is deemed appropriate. All AS I/II cadets are eligible for promotion at the end of the first, second and third quarters. AS III/IV cadets will be eligible for promotion at the end of the second and third quarters. This restriction ensures ranks do not grow too rapidly for the size of the unit.

7. **PROMOTION PROCEDURES**: AS III/IV cadet staff will initiate the promotion cycle by performing an assessment of all currently enrolled VA-821 cadets. Flight commanders will be responsible for the assessment of all subordinates within their flight, and will endeavor to remain objective and professional throughout the procedure; ensuring personal bias does not enter into the process. Flight commanders and their first sergeants will fill out *Initial feedback (review)* in the **first week** of every grading period. **Midterm feedback (review)** halfway through the grading period. And **Final rating must be done week prior** to end of the grading period. All feedbacks and grading sheets must be shown to the cadets to ensure no surprise or dispute over promotions. After the assessments have been completed, the flight commander will compose a memorandum containing their promotion recommendations for the squadron commander, who will in turn compose a similar memorandum for the ASI staff. **(THIS IS A MUST)**. The commander’s memorandum will include promotion recommendations on squadron staff members who have not been assessed by the flight commander (operations officer, first sergeant, etc.). See Figures B-2 and B-3. In no case will a cadet be promoted if he/she has not attained a passing grade for the promotion period. Otherwise, promotion recommendations will be based on an overall assessment of the cadet's performance and potential, to include academic performance, proper wear of the uniform, appropriate behavior and demeanor, and participation in cadet activities. The ASI staff is the final determining authority for all promotions. In all cases where the ASI staff is in disagreement with the recommendations of the squadron commander the ASI staff will confer with the squadron commander to arrive at an appropriate solution.

8. **DEMOTIONS**: Cadets will not normally be demoted. However, in instances of egregious behavior or conduct detrimental to the corps of cadets (constant lack of responsibility), a cadet may be demoted at the discretion of the ASI staff. This process may be as the result of behavior noted personally by the ASI staff or as the result of recommendations arriving at the staff through the normal cadet chain of command. Cadets who are demoted will have a Memorandum for the Record (MFR) inserted in their cadet records documenting the demotion and its cause. The MFR will be removed when and if the cadet returns to good standing, normally at the end of the next grading/promotion cycle.
# AIR FORCE JUNIOR ROTC CADET RATING

**NAME OF CADET:**

**CADET'S RANK:**

**CADET'S POSITION:**

<table>
<thead>
<tr>
<th>RATING FACTORS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. APPEARANCE - Uniform, shoes shined, personal grooming, military bearing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. DRILL &amp; CEREMONIES - Knowledge, performance at drill, command voice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. COURTESY - To SASI, ASI, cadet officers, NCOs, fellow cadets, teachers, uses good manners</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. ATTITUDE TOWARD SQUADRON - takes duties seriously, attentive, respects authority, obeys orders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. WORKING WITH OTHERS - has respect and support, leads instead of drives, mixes well in groups</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. COMMUNICATING - makes ideas, clear to others, persuasive, logical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. RESPONSIBILITY - dependable, prompt, accurate and thorough, uses good judgment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. ENTHUSIASM &amp; INITIATIVE - optimistic, thinks independently, resourceful, possesses drive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. SELF-CONFIDENCE - makes decisions correctly and promptly, decisive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. YOUR OVERALL EVALUATION OF THIS CADET - considering ALL of the above factors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:** Required if the overall rating is 1 or 5

**RATING PERIOD**

(CIRCLE) 1 2 3

**ACADEMIC AVERAGE**

**RECOMMENDED FOR PROMOTION?**

(CIRCLE) YES NO

**INSTRUCTION AVERAGE**

<table>
<thead>
<tr>
<th>Name/Grade/Signature of Rating Officer (Squad Leader/Ft CC/Sq CC)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Grade/Signature of Endorsing Officer (Ft CC/Sq CC)</td>
<td></td>
</tr>
<tr>
<td>Name/Grade/Signature of Endorsing Officer (ASI)</td>
<td></td>
</tr>
<tr>
<td>SMSgt (R) KATHLEEN A. GONZALES</td>
<td>Date</td>
</tr>
<tr>
<td>Name/Grade/Signature of Endorsing Officer (ASI)</td>
<td></td>
</tr>
<tr>
<td>Lt Col (R) RANDOLPH W. ROYCE</td>
<td>Date</td>
</tr>
</tbody>
</table>

(Example copy the ASI will print one to be completed)

DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR NATION AND COMMUNITY
MEMORANDUM FOR SQUADRON COMMANDER

FROM: “A/B/C” FLT/CC

SUBJECT: Promotion Recommendations, (1st / 2nd / 3rd / 4th) Quarter, 00-01

1. All cadets in “A/B/C” Flight are recommended for promotion except for the following:

   AS-1/2 Cadets

   a. C/Amn First Name Last name: Reason: Failing grade (or cite whatever reason you feel is justified, such as grade dropped for attendance, excessive grooming write-ups, disrespectful behavior, etc.)

   AS-3/4 Cadets

   a. C/SSgt First Name Last name: Reason: Failure to perform up to standards in position assigned, or any of

   JOHN K. DOE, C/RANK, AFJROTC
   “A/B/C” Flight Commander

The signature block should be four lines below the final line of text. You should sign your name above your printed name.
MEMORANDUM FOR ASI, SASI

FROM: SQ/CC

SUBJECT: Promotion Recommendations, (1st / 2nd / 3rd / 4th) Quarter, 00-01

1. I concur with the attached Flight Commander promotion recommendations (except for the following): (use exception phrase only if you have an exception)

   a. A Flight

      (1) AS-1/2 Cadets

         (a) C/Amn First name Last name: Reason: Failing grade (or cite whatever reason you feel is justified, such as grade dropped for attendance, excessive grooming write-ups, disrespectful behavior, etc.)

      (2) AS-3/4 Cadets

         (a) C/SSgt First name Last name: Reason: Failure to perform up to standards in position assigned, or any of the above other reasons.


JOHN K. DOE, C/RANK, AFJROTC
Squadron Commander

The signature block should be four lines below the final line of text. You should sign your name above your printed name.
Cadet Rank/Name: _______________________________  Flight: _____________

Application/Request for (circle all that applies):

Cadet Leadership Camp (CLC)  Cadet Training Instructor (CTI) at CLC
2nd Year of AFJROTC       3rd Year of AFJROTC

Leadership Position(s) Applying for: ________________________________

Valley Forge Leadership Camp   Other: ________________________________

What makes you the best candidate for what (or all) you are applying for? What all have you done in AFJROTC? (May use the back, if needed)

If chosen, how does it help VA-821 and how will you use it to give back to AFJROTC? (May use the back, if needed)

I fully understand that if I am selected to attend, return or to a leadership position that I agree to abide by all cadet policies and procedure. Additionally, I will give 100%, actively participate and lead AFJROTC events such as: drill team, community service, fundraisers or other opportunities tasked to me. I will be an out-front leader that leads by example and I will be “Proactive not Reactive”! _____ (initials)  

Cadet Signature

B - 6  DEVELOP CITIZENS OF CHARACTER  DEDICATED TO SERVING THEIR NATION AND COMMUNITY
VA-821 AFJROTC Letter Jacket Requirements

To qualify for an AFJROTC letter, a student must meet the following criteria, unless waived by the SASI and ASI.

CADETS MUST:

1. Have successfully completed two full semesters of AFJROTC.
2. Be in good academic standing with at least a B average in AFJROTC.
3. Have completed an AFJROTC Cadet Leadership Camp.
4. Earn at least one distinct ribbons.
5. Have accumulated 20 service hours.
6. Display good citizenship and be a positive role model in all classes as evidenced by
   - no conduct grade below S (Satisfactory);
   - few, if any, disciplinary actions, especially assignment to Detention/In-house suspensions and no suspensions;
   - no removal from any position or temporary rank in JROTC;
   - no JROTC Honor Code violations; and
   - no behavior that reflects negatively on the AFJROTC program.
7. Accumulate 500 points from the activities below.
8. Be recommended by both the SASI and the ASI.

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRILL/COLOR GUARD TEAM/other JROTC teams</td>
<td></td>
</tr>
<tr>
<td>1. Attend a session/practice in preparation for performance or competition or afterschool activities</td>
<td>2</td>
</tr>
<tr>
<td>2. Participate in a performance (school/community)</td>
<td>100</td>
</tr>
<tr>
<td>3. Perform in competition</td>
<td>100</td>
</tr>
<tr>
<td>- First Place</td>
<td>125</td>
</tr>
<tr>
<td>- Second Place</td>
<td>100</td>
</tr>
<tr>
<td>- Third Place</td>
<td>75</td>
</tr>
<tr>
<td>ALL CADETS</td>
<td></td>
</tr>
<tr>
<td>1. Achieve Leadership Positions:</td>
<td></td>
</tr>
<tr>
<td>- Group Commander</td>
<td>300</td>
</tr>
<tr>
<td>- Squadron Commander/Group Staff</td>
<td>250</td>
</tr>
<tr>
<td>- Flight Commander</td>
<td>200</td>
</tr>
<tr>
<td>- Cadet Officer</td>
<td>150</td>
</tr>
<tr>
<td>- Group Superintendent</td>
<td>100</td>
</tr>
<tr>
<td>- NCOIC/Flight Sgt</td>
<td>75</td>
</tr>
<tr>
<td>- NCO/Guidon Bearer</td>
<td>50</td>
</tr>
<tr>
<td>2. Receive National Award Recognition (AFA, VFW etc)</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>---</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Earn Leadership, Superior Performance, Achievement, Distinguished Cadet Award, and/or other performance award</td>
</tr>
<tr>
<td>4</td>
<td><strong>AFJROTC and/or School Sanctioned/Sponsored Contest</strong></td>
</tr>
<tr>
<td></td>
<td>• Winner</td>
</tr>
<tr>
<td></td>
<td>• Honorable Mention or Receive Recognition</td>
</tr>
<tr>
<td></td>
<td>• Submit an Entry</td>
</tr>
<tr>
<td>5</td>
<td><strong>Unit Awards</strong></td>
</tr>
<tr>
<td></td>
<td>• Distinguished Unit W/Merit</td>
</tr>
<tr>
<td></td>
<td>• Distinguish Unit</td>
</tr>
<tr>
<td></td>
<td>• Outstanding Flight of the Semester</td>
</tr>
<tr>
<td>6</td>
<td><strong>Earn AFJROTC Sponsored Badge (Flight, Ground School, etc)</strong></td>
</tr>
<tr>
<td>7</td>
<td>Complete Cadet Leadership Camp</td>
</tr>
<tr>
<td>8</td>
<td>Receive a Cadet Leadership Camp</td>
</tr>
<tr>
<td>9</td>
<td>Be a Leadership School Cadet Training Instructor</td>
</tr>
<tr>
<td>10</td>
<td>Complete Summer Orientation</td>
</tr>
<tr>
<td>11</td>
<td>Receive AFJROTC Sponsored Award Not Indicated Above (Activities, Academic, Service, Recruiting, etc.)</td>
</tr>
<tr>
<td>12</td>
<td>Participate in a performance (school/community) such as parade</td>
</tr>
<tr>
<td>13</td>
<td>Participate in school/community service project (per hour)*</td>
</tr>
<tr>
<td>14</td>
<td>Attend Dining In/Out, Military Ball or Awards Banquet</td>
</tr>
<tr>
<td>15</td>
<td>Attend Field Day</td>
</tr>
<tr>
<td>16</td>
<td>Attend Other Cadet Functions/ Field Trips</td>
</tr>
<tr>
<td>17</td>
<td>Recruit a new cadet</td>
</tr>
<tr>
<td>18</td>
<td>Receive an A in AFJROTC at Nine-Weeks Report Card</td>
</tr>
<tr>
<td>19</td>
<td>Receive a B in AFJROTC at Nine-Weeks Report Card</td>
</tr>
<tr>
<td>20</td>
<td>Be a member of Honor Flight of the Nine-Week period</td>
</tr>
<tr>
<td>21</td>
<td>Be a member of a high school recognized National Honor Society</td>
</tr>
<tr>
<td>22</td>
<td>Meet requirements for Kitty Hawk Air Society</td>
</tr>
<tr>
<td>23</td>
<td>Meet requirements for “A” Honor Roll</td>
</tr>
<tr>
<td>24</td>
<td>Meet requirements for “A/B” Honor Roll</td>
</tr>
<tr>
<td>25</td>
<td>Achieve Recognition in Academics or other Extracurricular Activities</td>
</tr>
<tr>
<td>26</td>
<td>Make Presentation to School or Community Audience (e.g., DARE, Recruiting, etc.)</td>
</tr>
<tr>
<td>27</td>
<td>Earn perfect attendance for Nine-Week Report Card Cycle</td>
</tr>
</tbody>
</table>

*AFJROTC service projects only*
FIGURE C-1

DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR NATION AND COMMUNITY
FIGURE C-2
DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR NATION AND COMMUNITY
Enlisted Ranks will have no hat insignia on the flight cap centered top to bottom and 1 1/2 inches from front of cap

Officers wear hat insignia with stars
FIGURE C-4

C - 4

DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR NATION AND COMMUNITY
1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered.

FIGURE C-5
DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR NATION AND COMMUNITY
1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.

2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1” below shoulder seam.

3. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.

4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.

5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.

6. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.

7. Jacket will be closed to at least the halfway point.

8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

FIGURE C-6

DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR NATION AND COMMUNITY
CADET MALE 1620 SERVICE DRESS

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)*
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

FIGURE C-7

DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR NATION AND COMMUNITY

C - 7
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)*
11. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.

2. Name tag: authorized for wear and is to be grounded and centered over wearer’s right pocket.

3. Unit patch: center ½ to 1 inch below shoulder seam.

4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.


8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.

9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.


13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.


15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 ½ inches higher or lower than the first exposed button.
16. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.
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 four elements: neatness, cleanliness, safety, and military image. The first three are absolute, objective criteria for the efficiency, health, and well-being of the force. The fourth standard, military image is also a very important aspect of military appearance. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

The uniform standards in AFI 36-2903 are influenced to some extent by military tradition, and they reflect the image the Air Force desires to project to the civilian community. The basic concept of the Air Force uniform is that it is plain but distinctive dress, with an absolute minimum number of badges, insignia, and devices authorized for wear on it.

**Special Uniform and Appearance Rules:** Here are some additional guidelines about uniform and appearance. Complete details on uniform and personal grooming requirements for AFJROTC cadets can be found in the AFJROTC *Uniform and Awards Guide*, in AFJROTCI 36-2001, and in AFI 36-2903.

**Jewelry:** While in uniform, you may wear a wristwatch and rings, but no more than three rings at any one time. You may wear one bracelet if it is neat and conservative. However, the bracelet must not detract from military image, must not be wider than one-half inch, and must not subject anyone to potential injury. You may not wear ornaments on your head or around your neck. Thumb rings are not allowed in uniform. Colored bracelets that support a cause are also not allowed.

Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical (diamond, gold, black, 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. Male cadets will not wear earrings any time in class or designated AFJROTC areas, campus, or when in uniform.

**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.

**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.
Excessive tattoos or brands, even though they do not violate the prohibitions in the above paragraph, **will not be exposed or visible** (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter of the exposed body part, and those above the collarbone and readily visible when wearing an open collar 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. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos and brands may preclude him or her from serving in the military.

**Body Piercing:** 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). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes. No cadets may wear any visible facial/body piercings while in uniform or on campus.

**Specific Female Cadet Grooming Guidelines:**

**Hair:** Your hair should be no longer than the bottom of the collar edge at the back of the neck. Your hairstyle must be conservative—no extreme or faddish styles are allowed. It should also look professional and allow you to wear uniform headgear in the proper manner, so your hair must not be too full or too high on the head. In addition, your hairstyle shouldn’t need many grooming aids. If you use pins, combs, barrettes, elastic bands or similar items, they must be plain, similar in color to your hair, and modest in size. Wigs or hairpieces must also conform to these guidelines.

Hair will not contain excessive amount of grooming aids, touch eyebrows. Hair color/Highlights/frosting (must not be faddish). Examples of natural looking for human beings: Blonde/Brunette/Red/Black/Grey. No shaved heads or flat-top hairstyles for women. Micro-braids and cornrows are authorized for women.

**EXCEPTION:** Hair may be visible in front of women’s flight cap. However, long hair will be secured with no loose ends.

**Nails:** While in uniform, colorful/flasy nails are **not permitted.** Cadets must have nice clean nails. Females are permitted to have natural or clear nails. French manicures are also permitted.

**Skirts:** The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt should fit smoothly, should 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.
Specific Male Cadet Grooming Guidelines:

**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. When your hair is groomed, it should not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar.

Your hair should not exceed 1 1/4 inch in bulk regardless of the length. Bulk is *the distance that the hair projects from the scalp when groomed* (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point.

Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring. You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. No extreme of faddish hair styles are allowed. Hair may not protrude below the front band of properly worn headgear.
APPENDIX D – AWARDS AND DECORATIONS

1. GENERAL: Cadets in VA-821 have the opportunity to earn a wide variety of awards and decorations recognizing their accomplishments. These awards are of two types – those with criteria which are generated by AFJROTC and VA-821 ASIs, and those which have criteria generated by national service organizations, such as the Air Force Association or the Sons of the American Revolution. The first type of award is awarded as earned throughout the school year, and the second type award is made on a once-a-year basis at the annual Awards Night. Cadets previously enrolled in JROTC programs from other services may wear any awards earned in those programs, as well as a limited number of Civil Air Patrol awards.

2. AFJROTC AWARDS: The AFJROTC awards and their associated criteria are:

ANNUAL AWARDS:

a. Distinguished AFJROTC Cadet Award: The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The recipient should hold the following awards prior to selection: Leadership Ribbon, Achievement Ribbon, Superior Performance Ribbon, Academic Ribbon, Co-curricular Activities Leadership Ribbon, Service Ribbon

b. Outstanding Cadet Ribbon: Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence. Limit ribbon to 5% of the unit.

c. Leadership Ribbon: Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. It is limited to 5% of the corps annually.

d. Superior Performance Ribbon: Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present
the ribbon for a single or sustained performance of a superior nature. Limit to 10% of corps.

e. **Distinguished Unit Award**: Awarded to cadets during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. Silver star may be worn on the ribbon if unit passes inspection by the HQ and receive DUA with merit.

f. **Aerospace and Technology Honors Camp Ribbon**: Awarded for attendance at Honors Camp. This award consists of a Leadership School Ribbon with an “H” device and will be provided by HQ AFJROTC at the Honors Camp site.

g. **Leadership School Ribbon**: Awarded for completion of an approved leadership program of at least 5 days duration. Add bronze oak leaf cluster for each additional SLS completion. Add a silver star for outstanding leadership of leadership ability at a leadership school. Limit the star to 10% of the class. The ribbon may be earned once.

h. **Drill Team Ribbon**: Awarded for distinguished participation in at least 75 percent of all drill team events per academic year, or 10 drill team events in an academic year, whichever is lower.

i. **Color Guard Ribbon**: Awarded for distinguished participation in at least 75 percent of all color guard events per academic year, or 10 color guard events in an academic year, whichever is lower.

j. **Cadet Health and Wellness Program formerly known as (Extreme Excellence Challenge (E2C)) Ribbon**: All cadets who participate in the Presidential Physical Fitness Program will receive the Physical Fitness Ribbon. The Bronze Star device will be awarded and worn on the ribbon to any cadet scoring in the 75-84 percentiles in the Presidential Physical Fitness Program. If a cadet earns a percentile score of 85-95 they will wear a Silver Star. If they receive a 96-100 percent they will wear the Gold Star on the ribbon. Baseline tests are required.

k.  

DEVELOP CITIZENS OF CHARACTER  
DEDICATED TO SERVING THEIR NATION AND COMMUNITY
Awarded each Semester:

I. **Achievement Ribbon**: Awarded for a significant achievement as deemed appropriate by the SASI. Limit this ribbon to 5 percent of the cadet corps. Individuals may not receive more than one ribbon per year.

m. **Longevity Ribbon**: Awarded for completion of each AS year.

Awarded each Quarter:

n. **Top Performer Award**: The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population. All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance. Nominee must have leadership qualities and be in good academic standing.

o. **Academic Ribbon**: Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC.

p. **Outstanding Flight Ribbon**: Awarded each academic term to members of the outstanding flight under criteria determined by the SASI, to include extracurricular participation.

q. **Drill Competition Ribbon**: Awarded to drill team members for placing first through fifth place in any event at an Air Force or joint service drill meets.

r. **Co-curricular Activities Leadership Ribbon**: Awarded at the SASI’s discretion for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times.
s. **Service Ribbon**: Awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization.

![Service Ribbon Image](image)


t. **Recruiting Ribbon**: Awarded for outstanding effort in support of unit recruiting activities.

![Recruiting Ribbon Image](image)


u. **Activities Ribbon**: Awarded for participation in co-curricular competitive activities (drill meets, color guard competitions, parades, rocket meets, academic meets, fundraisers, etc). The SASI awards this ribbon using locally developed criteria.

![Activities Ribbon Image](image)


v. **Attendance Ribbon**: No more than four excused and no unexcused absences in both AFJROTC and classes at home school.

![Attendance Ribbon Image](image)


w. **Good Conduct Ribbon**: Always prepared for class, always in uniform on uniform day (pre-inspected if on an excused absence on uniform day), no adverse reports from either home school or Career Center, and no missing assignments for the quarter.

![Good Conduct Ribbon Image](image)


x. **Dress and Appearance Ribbon**: Always in uniform on uniform day with no grooming write-ups for the quarter. If absent on uniform day, inspection is made up immediately.

![Dress and Appearance Ribbon Image](image)
3. **NATIONAL AWARDS:** These awards are very prestigious and require a significant amount of effort to be earned. They are awarded in order of precedence at the annual Awards Night presentation by representatives of the various veterans’ organizations which sponsor the awards. Each has its own difficult criteria; generally, however, they require academic and leadership excellence and a dedication to the ideals of the program and of the United States. Specific criteria are briefed to the corps of cadets during the school year – each cadet is well aware of how difficult each award is to attain. The awards, in order of precedence, are:

a. **Celebrate Freedom Foundation/Embry Riddle Aeronautical University JROTC Award.**
   Award consists of a certificate and ribbon and is presented to the outstanding first or second-year (in a 3-year program or 4-year program) cadet.
   **Eligibility:**
   - Positive attitude (toward AFJROTC and school)
   - Outstanding personal appearance (uniform and grooming)
   - Display personal attributes such as initiative, judgment, and self-confidence
   - Courteous demeanor (promptness, obedience, and respect for customs)
   - Growth potential (capacity for responsibility, high productivity, adaptability to change)
   - Possession of the highest personal and ethical standards and strong positive convictions
   - Indicate the potential and desire to pursue a military career
   - Rank in the top 5% in their AS class with a grade average of “A” or numerical equivalent
   - Rank in the top 15% of their academic class
   - Be recommended by the SASI for the Outstanding Cadet Ribbon

b. **The Retired Enlisted Association (TREA) Award**
   Awarded 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. This award consists of a medal set with ribbon and a certificate from TREA.

c. **Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award**
   This award is presented to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:
   - Attain a grade of “B” or better in their AS class.
   - Be in good academic standing.
   - Actively participate in cadet corps activities.
   - Participate in at least 50% of all unit service programs
d. **Sons of Union Veterans of the Civil War (SUVCW) Award.** This award consists of a medal pendant with a ribbon. This award recognizes one deserving cadet an (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.

e. e. **Air Force Sergeants Association (AFSA) Award:** This award consists of a medal pendant with a ribbon. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:
   • Be in the top 25% of the AFJROTC class.
   • Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
   • Not have been a previous recipient of this award.

f. **Military Order of the Purple Heart Award:** This award consists of a medal pendant with a ribbon. This award recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:
   • Have a positive attitude toward AFJROTC and country.
   • Hold a leadership position in the cadet corps.
   • Be active in school and community affairs.
   • Attain a grade of “B” or better in all subjects for the previous semester.
   • Not have been a previous recipient of this award.

g. **Scottish Rite, Southern Jurisdiction Award:** This award consists of a medal, ribbon, and certificate. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:
   • Contribute the most to encourage Americanism by participation in extracurricular 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.
   • Not have been a previous recipient of this award.
h. **Sons of the American Revolution (SAR) Award**: This award consists of a bronze medal with ribbon. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:
   - Be currently enrolled in the AFJROTC program.
   - Be in the top 10% of their AFJROTC class.
   - Be in the top 25% of their overall class.

i. **National Sojourners Award**: This award consists of a ribbon, medal pendant, and certificate. This award is presented recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who 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.
   - Demonstrate potential for outstanding leadership.
   - Not have previously received the award.

j. **Veterans of Foreign Wars (VFW) Award**: This award consists of a medal pendant with ribbon. This award presented to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:
   - Have a positive attitude toward AFJROTC.
   - Have outstanding military bearing and conduct.
   - Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
   - Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
   - Demonstrate leadership potential.
   - Attain a grade of “B” in AFJROTC with an overall average grade of “C” in all subjects for the previous semester.
   - Be active in student activities.
   - Not have been previous recipients of this award.
k. **Military Officers Association of America (MOAA) Award**: This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon. This award is presented to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:
   - Be a member of the junior class.
   - Be in good academic standing.
   - Be of high moral character.
   - Show a high order of loyalty to the unit, school, and country.
   - Show exceptional potential for military leadership.

l. **Military Order of World Wars Award**: This award consists of a bronze medal pendant, certificate, and ribbon. This award is presented to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

m. **Reserve Officers Association (ROA) Award** This award consists of a bronze medal, ribbon, and certificate. This award is presented for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:
   - Positive attitude toward the AS curriculum.
   - Outstanding personal appearance (wear of the uniform, posture, and grooming).
   - Attributes of initiative, judgment, and self-confidence.
   - Courtesy (promptness, obedience, and respect).
   - Growth potential (capacity for responsibility, high productivity, adaptability to change).
   - Demonstrate the highest personal, ethical standards & strong positive convictions.
   - Rank in the top 10% of their AS class.

n. **American Veterans (AMVETS) Award**: This award consists of a medal pendant and ribbon. This award is presented to one qualified cadet that possesses individual characteristics contributing to leadership such as:
   - A positive attitude toward AFJROTC programs and service in the Air Force.
   - Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
• Personal attributes (initiative, dependability, judgment, and self-confidence).
• Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
• Obtained a grade of “A” (or the numerical equivalent) in their AS class.
• Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

o. **Daughters of the American Revolution (DAR) Award:** This award consists of a bronze medal and ribbon. This award is presented to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:
   • Rank in the top 25% of their AS 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.

p. **American Legion General Military Excellence Award:** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. This award is presented to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet’s general military excellence. Each cadet must:
   • Rank in the top 25% of their AFJROTC class.
   • Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

q. **American Legion Scholastic Award:** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. This award is presented to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet’s overall scholastic achievements. Each cadet must:
   • Rank in the top 10% of the high school class.
   • Rank in the top 25% of their AS class.
   • Demonstrate leadership qualities.
   • Actively participate in student activities.
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OFFENDING COMMAND: ~

STACK:
General Military Knowledge

Multiple Choice:

1. THE AWARD WHICH IS THE HIGHEST IN PRECEDENCE OF ALL AWARDS GIVEN TO MILITARY MEMBERS IS KNOWN AS THE
   A. LEGION OF MERIT
   B. CROSS OF GALLANTRY
   C. CONGRESSIONAL MEDAL OF HONOR
   D. SILVER STAR
   C

2. IF A CADET IS WEARING A SERVICE RIBBON WITH THREE SILVER OAK LEAF CLUSTERS, THE CADET HAS EARNED THE SERVICE RIBBON
   A. THREE TIMES
   B. FOUR TIMES
   C. FIFTEEN TIMES
   D. SIXTEEN TIMES
   D

3. THE MASCOT OF THE UNITED STATES AIR FORCE ACADEMY IS A?
   A. HAWK
   B. FALCON
   C. EAGLE
   D. STALLION
   B

4. THE OFFICIAL COLORS OF THE U.S. AIR FORCE ARE:
   A. SILVER AND BLUE
   B. WHITE AND BLUE
   C. YELLOW AND BLUE
   D. GOLD AND BLUE
   C

5. THE OFFICIAL COLORS OF THE U.S. AIR FORCE ACADEMY ARE:
   A. SILVER AND BLUE
   B. WHITE AND BLUE
   C. YELLOW AND BLUE
   D. GOLD AND BLUE
   A

6. THE UNITED STATES AIR FORCE ACADEMY IS LOCATED IN:
   A. NEW YORK
   B. MARYLAND
   C. COLORADO
   D. TEXAS
   C

7. THE UNITED STATES AIR FORCE’S AERIAL DEMONSTRATION TEAM FLIES F-16 FIGHTING FALCON AIRCRAFT AND IS KNOWN AS:
   A. THE BLUE ANGELS
   B. THE THUNDERBIRDS
   C. THE BLUE STREAKS
   D. THE RED ARROWS
   B

8. DURING THE CEREMONY TO START THE DUTY DAY, WHAT TWO PIECES OF MUSIC ARE PLAYED?
   A. TAPS, NATIONAL ANTHEM
   B. GOD BLESS AMERICA, TO THE COLORS
   C. REVEILLE, TO THE COLORS
   D. REVEILLE, NATIONAL ANTHEM
   C

9. THE HAND SALUTE IS USED
   A. AS A GREETING BETWEEN MILITARY PERSONNEL
   B. TO SHOW HONOR TO OUR FLAG AND COUNTRY
   C. AS PART OF THE REPORTING PROCEDURES
   D. ALL OF THE ABOVE
   D
INDIVIDUALS MUST BE IN WHICH POSITION BEFORE GIVING A SALUTE:
A. PARADE, REST
B. ATTENTION
C. RIDING A BICYCLE
D. JOGGING

THE POSITION OF HONOR WHEN STANDING, WALKING, OR SITTING, IS WHEN THE SENIOR PERSON IS LOCATED
A. IN THE CENTER OF THREE PEOPLE
B. ON THE LEFT SIDE
C. IN FRONT OF A GROUP OF PEOPLE
D. ON THE RIGHT SIDE

YOU ARE IN UNIFORM RIDING A BICYCLE WHEN YOU ENCOUNTER AN OFFICER WALKING IN THE OPPOSITE DIRECTION. YOU SHOULD:
A. SALUTE AND GREET THE OFFICER AS YOU PASS
B. DISMOUNT, SALUTE AND GREET THE OFFICER, THEN RESUME RIDING
C. GREET THE OFFICER AS YOU PASS
D. NONE OF THE ABOVE ARE REQUIRED

TO SIGNAL THE END OF THE DUTY DAY ON AN AIR FORCE BASE, WHAT TWO PIECES OF MUSIC ARE PLAYED?
A. RETREAT AND NATIONAL ANTHEM
B. RETREAT AND GOD BLESS AMERICA
C. REVEILLE AND RETREAT
D. REVEILLE AND TO THE COLORS

YOU ARE A CADET OFFICER WALKING OUTDOORS CARRYING A BRIEFCASE IN EACH HAND. A CADET AIRMAN SALUTES YOU WHILE APPROACHING. WHAT ACTION SHOULD YOU TAKE?
A. YOU ARE UNABLE TO TAKE ANY ACTION BECAUSE BOTH HANDS ARE FULL.
B. YOU SHOULD GIVE A VERBAL GREETING
C. YOU SHOULD DROP THE BRIEFCASE IN YOUR RIGHT HAND AND RETURN THE SALUTE.
D. YOU SHOULD STOP THE AIRMAN AND TELL THE AIRMAN YOU ARE UNABLE TO SALUTE.

YOU ARE STANDING OUTDOORS WITH OTHER CADETS, IN UNIFORM, AND AN ACTIVE DUTY OFFICER APPROACHES. AS THE FIRST PERSON TO SEE THE OFFICER YOU WOULD:
A. CALL THE GROUP TO ATTENTION AND ALL MEMBERS FACE THE OFFICER AND SALUTE
B. ONLY YOU COME TO ATTENTION AND SALUTE.
C. TURN YOUR BACK AND CONTINUE TO TALK.
D. CALL THE GROUP TO ATTENTION AND ALL MEMBERS EXTEND A VERBAL GREETING.

YOU ARE IN UNIFORM WALKING DOWN THE SIDEWALK AND ENCOUNTER AN AIR FORCE OFFICER EITHER WALKING TOWARD YOU OR STANDING IN YOUR PATH. YOU WOULD DO WHICH OF THE FOLLOWING:
A. KEEP WALKING BUT BEGIN THE SALUTE WITHIN SIX PACES OF THE OFFICER.
B. WAIT FOR THE OFFICER TO SALUTE.
C. STOP AND SALUTE.
D. DON'T SALUTE BECAUSE HE IS READING A NEWSPAPER AND NOT PAYING ANY ATTENTION TO YOU.

IF YOU ARE ATTENDING A FUNCTION INDOORS IN UNIFORM AS PART OF THE AUDIENCE, THE PROPER ACTION TO BE TAKEN WHEN THE NATIONAL ANTHEM IS PLAYED IS TO
A. SALUTE
B. PLACE YOUR RIGHT HAND OVER YOUR HEART
C. STAND AT ATTENTION
D. DO WHAT THE SENIOR OFFICER PRESENT DOES
General Military Knowledge

18. WHEN WALKING ON A MILITARY BASE IN UNIFORM AND YOU HEAR THE RETREAT MUSIC, YOU SHOULD
   A. KEEP WALKING
   B. RUN INTO THE NEAREST BUILDING
   C. STOP, FACE THE DIRECTION OF THE FLAG OR THE MUSIC, AND RENDER THE SALUTE UNTIL THE MUSIC IS DONE

19. WHEN AT AN OUTDOOR EVENT IN UNIFORM AND AN UNCASED FLAG IS ESCORTED PAST YOU, YOU SHOULD:
   A. SIT AT ATTENTION AND REMAIN SEATED AT ATTENTION UNTIL THE FLAG HAS PASSED YOU
   B. STAND AT ATTENTION, FACE THE FLAG, AND RENDER THE SALUTE
   C. FACE THE FLAG AND STAND AT ATTENTION WITH THE RIGHT HAND OVER THE HEART
   D. FACE THE FLAG AND TAKE THE POSITION OF ATTENTION

20. WHICH OF THE FOLLOWING IS NOT IN YOUR DIRECT CHAIN OF COMMAND?
   A. CHIEF OF STAFF
   B. COMMANDER IN CHIEF
   C. SECRETARY OF THE AIR FORCE
   D. CHAIRMAN, JOINT CHIEFS OF STAFF

21. WHICH OF THE FOLLOWING MEMBERS OF THE CHAIN-OF-COMMAND IS A MEMBER OF THE COMMANDER IN CHIEF’S CABINET?
   A. SECRETARY OF THE AIR FORCE
   B. SECRETARY OF DEFENSE
   C. CHAIRMAN, JOINT CHIEFS OF STAFF
   D. A AND B ABOVE

22. WHICH OF THE FOLLOWING MEMBERS OF THE CHAIN-OF-COMMAND HAS THE HIGHEST NON-COMMISSIONED RANK?
   A. SENIOR AEROSPACE SCIENCE INSTRUCTOR
   B. CHIEF MASTER SERGEANT OF THE AIR FORCE
   C. AEROSPACE SCIENCE INSTRUCTOR
   D. SQUADRON FIRST SERGEANT

23. WHICH OF THE FOLLOWING MEMBERS OF THE CHAIN-OF-COMMAND MUST BE CONFIRMED BY CONGRESS BEFORE PERFORMING DUTIES?
   A. SECRETARY OF THE AIR FORCE
   B. SECRETARY OF DEFENSE
   C. CHAIRMAN, JOINT CHIEFS OF STAFF
   D. ALL OF THE ABOVE

24. THE CHIEF OF STAFF OF THE UNITED STATES AIR FORCE IS APPOINTED BY:
   A. THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF
   B. THE PRESIDENT
   C. THE SECRETARY OF THE AIR FORCE
   D. THE SECRETARY OF DEFENSE

25. THE PRIMARY ADVISOR TO THE AIR FORCE CHIEF OF STAFF ON ALL ENLISTED MATTERS IS THE:
   A. COMMANDER, AIR FORCE NCO CORPS
   B. THE SENIOR ENLISTED ADVISOR
   C. THE CHIEF MASTER SERGEANT OF THE AIR FORCE
   D. THE SENIOR NCO ADVISOR
General Military Knowledge

26 THE PRIMARY ADVISOR TO THE SECRETARY OF DEFENSE ON ALL MILITARY MATTERS IS KNOWN AS:
A. THE COMMANDER IN CHIEF
B. THE CHIEF OF STAFF
C. THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF
D. THE SENIOR MILITARY ADVISOR  

27 "RIGHT FLANK, MARCH" IS GIVEN AS WHICH FOOT HITS THE GROUND?
A. LEFT
B. RIGHT

28 AFTER WHICH OF THE FOLLOWING COMMANDS IS THE COMMAND “FORWARD, MARCH” GIVEN?
A. ATTENTION
B. AFTER “HALF STEP, MARCH”
C. FOLLOWING A COLUMN RIGHT OR COLUMN LEFT
D. ALL OF THE ABOVE

29 WHILE MARCHING AT "MARK TIME," WHICH OF THE FOLLOWING COMMANDS CANNOT BE GIVEN?
A. FORWARD, MARCH
B. FLIGHT, HALT
C. HALF STEP, MARCH
D. CHANGE STEP, MARCH

30 WHICH OF THE FOLLOWING COMMANDS CANNOT BE GIVEN WHILE AT A HALT?
A. RIGHT STEP, MARCH
B. MARK TIME, MARCH
C. TO THE REAR, MARCH
D. HALF STEP, MARCH

31 WHILE MARCHING IN A "RIGHT OBLIQUE," THE "FORWARD, MARCH" COMMAND GIVEN TO REALIGN THE FORMATION IS PROPERLY GIVEN ON WHICH FOOT?
A. RIGHT
B. LEFT
C. EITHER

32 WHEN PERFORMING "BY THE NUMBERS DRILL" THE PROPER COMMAND FOR EXECUTING A SALUTE IS:
A. PRESENT, ARMS
B. HAND, SALUTE
C. EITHER OF THE ABOVE

33 IN EXECUTING DRILL, WHAT ARE THE NAMES OF THE TWO TYPES OF COMMANDS?
A. PREPARATORY, EXECUTION
B. PREPARATORY, PERFORM
C. PRELIMINARY, EXECUTION
D. PREPARATORY, PERFORMANCE

34 AFTER A “COLUMN RIGHT” OR “COLUMN LEFT” MOVEMENT THE FOLLOWING COMMAND IS GIVEN:
A. FULL STEP, MARCH
B. FORWARD, MARCH
C. READY, MARCH
D. NONE – THE FORMATION AUTOMATICALLY STEPS OUT
General Military Knowledge

35  THE COMMAND WHICH IS GIVEN TO FORM THE FLIGHT IS:
   A. ATTENTION
   B. FALL IN
   C. DRESS RIGHT, DRESS
   D. OPEN RANKS, MARCH
   B

36  IF YOU PIVOT TO THE RIGHT ON YOUR LEFT TOE AND RIGHT HEEL, YOUR FEET ARE IN
    POSITION TO EXECUTE WHICH OF THESE MOVEMENTS.
   A. FACE TO THE REAR
   B. RIGHT, FACE
   C. LEFT, FACE
   D. COLUMN RIGHT, MARCH.
   B

37  THE FLIGHT IS IN THE "AT EASE" POSITION. IN ORDER FOR THE FLIGHT SERGEANT TO PUT
    THE FORMATION AT "ATTENTION" WHAT COMMAND(S) MUST BE GIVEN?
   A. ATTENTION
   B. PARADE, REST AND ATTENTION
   C. FALL IN AND READY, FRONT
   D. FLIGHT AND ATTENTION
   D

38  WHILE AT A HALT, A THREE-ELEMENT FORMATION IS GIVEN THE COMMAND: "CLOSE,
    MARCH." THE FIRST ELEMENT:
   A. STANDS FAST
   B. TAKES FOUR RIGHT STEPS
   C. TAKES SIX RIGHT STEPS
   D. TAKES TWO RIGHT STEPS
   B

39  A CADET HAS BEEN GIVEN A COMMAND TO LEAVE RANKS AND PERFORM A REQUESTED
    TASK. WHICH OF THE FOLLOWING COMMANDS WAS GIVEN TO PERMIT THE CADET TO DO
    THIS?                                                          A. AT
   A. AT EASE
   B. FALL OUT
   C. REST
   D. PARADE REST
   B

40  WHILE AT "HALF-STEP", WHICH COMMAND MAY BE EXECUTED?
   A. COLUMN RIGHT, MARCH
   B. FORWARD, MARCH
   C. FLIGHT, HALT
   D. MARK TIME, MARCH
   E. RIGHT FLANK, MARCH
   F. BOTH B AND D
   F

41  YOU ARE THE THIRD ELEMENT LEADER IN A THREE ELEMENT FORMATION. THE COMMAND
    "COLUMN OF FILES, FROM THE RIGHT, FORWARD" IS GIVEN. YOU WOULD THEN GIVE WHAT
    COMMAND?
   A. STAND FAST.
   B. FORWARD
   C. MARCH.
   D. HALT.
   B
General Military Knowledge

42 FROM "PARADE, REST", WHICH OF THE FOLLOWING COMMANDS MAY BE EXECUTED?
A. PRESENT, ARMS.
B. AT EASE.
C. RIGHT, FACE.
D. FALL OUT.
E. MARK TIME, MARCH.
F. ATTENTION

43 WHILE AT ATTENTION, YOU ARE GIVEN A COMMAND WHICH IS EXECUTED AS FOLLOWS:
MOVE LEFT FOOT APPROXIMATELY 12 INCHES TO THE LEFT, WHILE AT THE SAME TIME
MOVING HANDS TO A POSITION BEHIND YOU, THE LEFT HAND AGAINST THE BODY, THE RIGHT
HAND AGAINST THE LEFT HAND, WITH THUMBS OVERLAPPING. WHAT COMMAND HAVE YOU
BEEN GIVEN?
A. PRESENT, ARMS
B. PARADE, REST
C. AT EASE
D. REST

44 WHEN THE COMMAND "OPEN RANKS, MARCH" IS GIVEN TO A THREE ELEMENT FORMATION,
WHICH OF THE FOLLOWING OCCURS:
A. EACH ELEMENT TAKES THREE PACES FORWARD, ALL EXECUTE EYES, RIGHT.
B. THE FIRST ELEMENT TAKES THREE PACES FORWARD, SECOND ELEMENT STANDS FAST,
AND THE REAR ELEMENT TAKES TWO PACES BACKWARD, ALL EXECUTE DRESS RIGHT,
DRESS.
C. REAR ELEMENT STANDS FAST, MIDDLE ELEMENT TAKES ONE STEP FORWARD, THE FRONT
ELEMENT TAKES TWO STEPS FORWARD, ALL EXECUTE EYES, RIGHT.
D. REAR ELEMENT STANDS FAST, MIDDLE ELEMENT TAKES ONE STEP FORWARD, FRONT
ELEMENT TAKES TWO STEPS FORWARD, ALL EXECUTE DRESS RIGHT, DRESS

45 WHEN CALLED OUT OF FORMATION TO RECEIVE AN AWARD OR PROMOTION, YOU WOULD DO
WHICH OF THE FOLLOWING?
A. TAKE ONE STEP FORWARD FROM YOUR POSITION, TURN LEFT/RIGHT AND PROCEED IN
THE MOST DIRECT ROUTE TO THE PRESENTER.
B. TAKE ONE BACKWARD STEP, PROCEED TO THE CLOSEST END OF THE FORMATION AND
PROCEED IN THE MOST DIRECT ROUTE TO THE PRESENTER
C. TAKE TWO BACKWARD STEPS, DO AN "ABOUT, FACE", AND PROCEED IN THE MOST DIRECT
ROUTE TO THE PRESENTER.
D. DO AN "ABOUT, FACE", TAKE ONE STEP, THEN A RIGHT/LEFT FLANK AND PROCEED IN THE
MOST DIRECT ROUTE TO THE PRESENTER.

46 WHEN MARCHING IN A THREE ELEMENT FORMATION, YOU ARE GIVEN THE COMMAND
"COLUMN RIGHT, MARCH". YOU ARE THE FIRST ELEMENT LEADER. AT THE COMMAND OF
EXECUTION YOU WOULD DO WHICH OF THE FOLLOWING:
A. TAKE ONE MORE STEP WITH THE LEFT FOOT, EXECUTE A 90 DEGREE PIVOT TO THE RIGHT,
TAKE A FULL STEP WITH THE RIGHT FOOT AND ASSUME THE HALF STEP.
B. TAKE ONE MORE STEP WITH THE LEFT FOOT, EXECUTE A 45 DEGREE PIVOT TO THE RIGHT,
TAKE TWO FULL STEPS, PIVOT 45 DEGREES TO THE RIGHT ON THE LEFT FOOT, TAKE FULL
STEPS UNTIL ABREAST WITH THE SECOND AND THIRD ELEMENT LEADERS, AND ASSUME THE
HALF STEP.
C. TAKE ONE MORE STEP WITH THE LEFT FOOT, EXECUTE A 45 DEGREE PIVOT TO THE RIGHT,
TAKE FOUR FULL STEPS, PIVOT 45 DEGREES TO THE RIGHT ON THE LEFT FOOT, TAKE FULL
STEPS UNTIL ABREAST WITH THE SECOND AND THIRD ELEMENT LEADERS, AND ASSUME THE
HALF STEP.
General Military Knowledge

47. HOW ARE THE U.S. AND AIR FORCE FLAGS LOCATED ON A STAGE WITH A PODIUM (FROM THE PODIUM'S PERSPECTIVE)?
   A. U.S. ON LEFT OF PODIUM, AIR FORCE ON RIGHT.
   B. BOTH FLAGS TO THE LEFT OF THE PODIUM.
   C. U.S. ON RIGHT OF PODIUM, AIR FORCE ON LEFT.  \(\text{Correct Answer: C}\)

48. WHEN ON A STAGE, THE U.S. FLAG SHOULD BE PLACED ON WHICH SIDE OF THE STAGE AS THE AUDIENCE LOOKS AT IT?
   A. RIGHT SIDE
   B. LEFT SIDE
   C. EITHER SIDE, DEPENDING ON WHAT OTHER FLAGS ARE ON DISPLAY  \(\text{Correct Answer: B}\)

49. THE FLAG CEREMONY USED TO SIGNAL THE START OF THE DUTY DAY IS:
   A. ROLL CALL
   B. PLEDGE OF ALLEGIANCE
   C. REVEILLE
   D. RETREAT  \(\text{Correct Answer: C}\)

50. THE U.S. FLAG IS FLYING UPSIDE DOWN. WHAT DOES THIS MEAN?
   A. SOMEONE SCREWED UP
   B. SOMEONE DIED
   C. IT'S A HOLIDAY
   D. SIGN OF DISTRESS  \(\text{Correct Answer: D}\)

   A. IS ALWAYS SECOND IN PRIORITY
   B. ALWAYS IS THIRD IN PRIORITY AFTER THE VIRGINIA FLAG
   C. ALWAYS PRECEDES THE POW-MIA FLAG
   D. FOLLOWS THE VIRGINIA FLAG IF THE VIRGINIA GOVERNOR IS PRESENT AT THE CEREMONY  \(\text{Correct Answer: A}\)

52. WHEN THE FLAG OF THE UNITED STATES BECOMES SO WORN OR SOILED THAT IT IS NO LONGER SUITABLE FOR DISPLAY, IT SHOULD BE DESTROYED BY:
   A. SHREDDING
   B. BURYING
   C. BURNING
   D. COMPOSTING
   E. A AND/OR C  \(\text{Correct Answer: E}\)

53. THE U.S. FLAG AND VIRGINIA FLAG ARE AT HALF-STAFF. WHEN LOWERING THE VIRGINIA FLAG, THE PROPER PROCEDURE IS TO:
   A. RAISE THE VIRGINIA FLAG TO THE TOP OF THE STAFF AND THEN LOWER IT
   B. LOWER THE VIRGINIA FLAG PRIOR TO LOWERING THE U.S. FLAG
   C. LOWER BOTH FLAGS WITHOUT RAISING THEM TO FULL-STAFF
   D. ANY OF THE ABOVE ARE ACCEPTABLE  \(\text{Correct Answer: B}\)

54. HOW IS THE U.S. FLAG RAISED TO HALF STAFF?
   A. HOISTED TO TOP OF THE POLE BRISKLY, THEN LOWERED BRISKLY TO THE HALF STAFF POSITION.
   B. HOISTED TO HALF STAFF SLOWLY FROM THE BOTTOM.
   C. HOISTED TO HALF STAFF QUICKLY.
   D. HOISTED BRISKLY TO TOP OF POLE, THEN LOWERED SLOWLY TO HALF STAFF  \(\text{Correct Answer: D}\)
55. Upon the death of the President or a former President, the flag shall be flown at half staff:
   A. 10 days from the date of death
   B. 30 days from the date of death
   C. From the date of death until internment
   D. On the day of death and the following day

56. In order to be inducted into the Kitty Hawk Society, Cadets must:
   A. Earn an "A" in AFJROTC
   B. Earn nothing less than a "C" in all other classes
   C. Be on the drill team
   D. Be actively involved in school/community activities
   E. A, B, and C
   F. A, B, and D

57. During the roll call procedure at the beginning of class, and your name is called, you would:
   A. Stand up, respond with "Here, Ma'am/Sir", then sit down.
   B. Stay sitting down and respond with "Yo!"
   C. Come to attention, salute, pop your heels together, return to parade, rest, then sit down.
   D. Come to attention, respond with "here ma'am/sir", return to parade rest

58. The Cadet who has the highest position in the Cadet Corps is:
   A. Flight Commander
   B. Squadron Commander
   C. Deputy Commander for Operations

59. A flight is normally made up of:
   A. 20 Students
   B. Six Elements
   C. Four Elements
   D. Two or more Elements

60. A squadron is normally made up of:
   A. Three classes of students
   B. Two or more flights
   C. Three squads of 20 Cadets
   D. 60 or more people

61. The highest rank attainable in Junior ROTC is:
   A. Cadet Major
   B. Cadet Lieutenant Colonel
   C. Cadet Colonel
   D. Any of the above, depending on the size of the unit

62. Individuals in all of the following rank titles may be addressed as Sergeant, except for:
   A. Staff Sergeant
   B. Chief Master Sergeant
   C. Senior Master Sergeant
   D. Master Sergeant
General Military Knowledge

63 WHICH OF THE FOLLOWING IS NOT A U.S. AIR FORCE RANK?
A. STAFF SERGEANT
B. TECHNICAL SERGEANT
C. FIRST SERGEANT
D. MASTER SERGEANT

64 A CHIEF MASTER SERGEANT IS NORMALLY ADDRESSED BY WHAT TITLE?
A. SIR
B. CHIEF SERGEANT
C. CHIEF
D. SERGEANT

65 THE "TOP THREE" AIR FORCE ENLISTED RANKS ARE:
A. TECHNICAL SERGEANT, MASTER SERGEANT, CHIEF MASTER SERGEANT
B. MASTER SERGEANT, SENIOR MASTER SERGEANT, CHIEF MASTER SERGEANT
C. MASTER SERGEANT, SERGEANT MAJOR, CHIEF MASTER SERGEANT
D. MASTER SERGEANT, GUNNERY SERGEANT, SENIOR MASTER SERGEANT

66 THE AIR FORCE ENLISTED RANK WHICH HAS SIX CHEVRONS IS:
A. MASTER SERGEANT
B. SENIOR MASTER SERGEANT
C. STAFF SERGEANT
D. TECHNICAL SERGEANT

67 THE AIR FORCE OFFICER RANK WHICH USES A SINGLE GOLD BAR IS:
A. CAPTAIN
B. MAJOR
C. SECOND LIEUTENANT
D. FIRST LIEUTENANT

68 THE AIR FORCE ENLISTED RANK WHICH HAS ONE CHEVRON IS:
A. AIRMAN FIRST CLASS
B. SENIOR AIRMAN
C. AIRMAN
D. BASIC AIRMAN

69 THE AIR FORCE OFFICER RANK WHICH USES TWO SILVER BARS IS:
A. CAPTAIN
B. MAJOR
C. LIEUTENANT COLONEL
D. FIRST LIEUTENANT

70 THE AIR FORCE ENLISTED RANK WHICH HAS THREE CHEVRONS IS:
A. AIRMAN FIRST CLASS
B. SENIOR AIRMAN
C. STAFF SERGEANT
D. TECHNICAL SERGEANT

71 THE AIR FORCE ENLISTED RANK WHICH HAS FIVE CHEVRONS IS:
A. AIRMAN FIRST CLASS
B. SENIOR AIRMAN
C. STAFF SERGEANT
D. TECHNICAL SERGEANT
General Military Knowledge

72. The Air Force officer rank which uses a silver oak leaf is:
   A. Captain
   B. Major
   C. Lieutenant Colonel
   D. Colonel
   C

73. The Air Force enlisted rank which has four chevrons is:
   A. Airman First Class
   B. Senior Airman
   C. Staff Sergeant
   D. Technical Sergeant
   C

74. The Air Force enlisted rank which has two chevrons is:
   A. Airman First Class
   B. Senior Airman
   C. Staff Sergeant
   D. Technical Sergeant
   A

75. The Air Force officer rank which uses a gold oak leaf is:
   A. Captain
   B. Major
   C. Lieutenant Colonel
   D. Colonel
   B

76. The Air Force officer rank which uses an eagle is:
   A. Captain
   B. Major
   C. Lieutenant Colonel
   D. Colonel
   D

77. The Air Force enlisted rank which has seven chevrons is:
   A. Technical Sergeant
   B. Master Sergeant
   C. Senior Master Sergeant
   D. Chief Master Sergeant
   C

78. A "Two Star" general is:
   A. Brigadier General
   B. Major General
   C. Lieutenant General
   D. General
   B

79. A "One Star" general is:
   A. Brigadier General
   B. Major General
   C. Lieutenant General
   D. General
   A

80. The Air Force enlisted rank which has eight chevrons is:
   A. Technical Sergeant
   B. Master Sergeant
   C. Senior Master Sergeant
   D. Chief Master Sergeant
   D
General Military Knowledge

81 A "THREE STAR" GENERAL IS A:
A. BRIGADIER GENERAL
B. MAJOR GENERAL
C. LIEUTENANT GENERAL
D. GENERAL  B

82 THE GIG LINE INVOLVES WHICH PARTS OF THE UNIFORM:
A. SHIRT, BELT BUCKLE, TROUSERS
B. HAT, SHIRT, COAT.
C. SKIRT, SHOES, BELT.
D. SHIRT, BELT, COAT.  A

83 WHICH OF THE FOLLOWING ARE WAYS TO RECOGNIZE AN AIR FORCE OFFICER?
A. RANK ON FLIGHT CAP, U.S. ON COAT LAPEL, STRIPE DOWN PANTS
B. RANK ON FLIGHT CAP, RANK ON COAT EPAULET, BRAID ON FLIGHT CAP
C. CHEVRON ON SHIRT SLEEVE, U.S. ON COAT LAPEL, RANK ON EPAULET
D. PIPING ON COAT SLEEVE, RIBBONS, U.S. ON LAPEL  B

84 THE WHITE "DANGLE" SEEN IN NUMEROUS VA821ST FLIGHT CORDS SIGNIFIES:
A. CADET OFFICER
B. STAFF OFFICER/NCO
C. KITTY HAWK MEMBER
D. COMMANDER  B

85 THE GOLD COLORED CORD SEEN IN NUMEROUS VA821ST FLIGHT CORDS SIGNIFIES:
A. CADET OFFICER
B. STAFF OFFICER
C. SUMMER LEADERSHIP PROGRAM COMPLETION
D. COMMANDER  D

86 THE AFJROTC PATCH LOGO INCLUDES AN OIL LAMP. THE LAMP REPRESENTS
A. LOYALTY
B. PURITY
C. KNOWLEDGE
D. RESPECT  C

87 AS A U.S. AIR FORCE REPRESENTATIVE, IF YOU ARE OUTSIDE IN UNIFORM IN INCLEMENT WEATHER, WHAT COLOR UMBRELLA MAY BE USED?
A. DARK BLUE
B. ANY SUBDUED COLOR
C. BLACK
D. AN UMBRELLA IS NOT AUTHORIZED
E. A OR C  C

TRUE OR FALSE:

1 THE U.S. FLAG IS SUSPENDED ON A WALL BEHIND A STAGE. THE PROPER POSITION FOR THE "FIELD OF STARS" WOULD BE TO THE AUDIENCE'S RIGHT  F

2 THE COMMAND "FALL OUT" MAY BE GIVEN WHILE THE FORMATION IS IN OPEN RANKS  F

3 ON UNIFORM DAY, AFJROTC CADETS ARE ONLY REQUIRED TO WEAR THEIR UNIFORM DURING AFJROTC CLASS  F

4 "BY THE NUMBERS" DRILL COMMANDS ARE USED FOR TRAINING PURPOSES.  T
General Military Knowledge

5. The command "to the rear march" is given on the left foot.  
   
6. A custom is a written law.  
   
7. In peacetime, the highest rank attainable by a member of the U.S. Air Force is "general of the Air Force" (five-star general).  
   
8. The chairman of the Joint Chiefs of Staff position is shared equally by all of the Armed Forces.  
   
9. The U.S. flag may be flown at night on special patriotic occasions.  
   
10. The officer selected to be the chairman of the Joint Chiefs of Staff is always the most senior ranking officer in the United States Armed Forces.  
   
11. The Chief Master Sergeant of the Air Force is changed every two years.  
   
12. A color guard must consist of at least four persons.  
   
13. Two customs practiced by Junior ROTC cadets are the hand salute and the position of honor.  
   
14. When wearing the long-sleeved uniform shirt, wearing a tie or tab is optional.  
   
15. When used in a ceremony where a new statue or monument is unveiled, the U.S. flag may be used as a veil or covering for the statue.  
   
16. When uniform of the day is "cadet option," it is up to the cadet to decide whether or not to wear the hat with the uniform.  
   
17. The secretary of defense has the authority to declare war.  
   
18. Active duty Air Force enlisted personnel must salute ROTC officers.  
   
19. The man (or woman) appointed to be secretary of defense must be a veteran of military service.  
   
20. The highest ranking naval officer is known as the chief of staff, U.S. Navy.  
   
21. It is not permissible to salute the director of the Arlington Career Center or superintendent of schools.  
   
22. The command "fall out" can be executed while at "parade, rest."  
   
23. During peacetime, the U.S. Coast Guard is considered to be part of the U.S. Navy.  
   
24. The U.S. flag has always had thirteen stars and a number of stripes equal to the number of states.
<table>
<thead>
<tr>
<th></th>
<th>General Military Knowledge</th>
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<tbody>
<tr>
<td>25</td>
<td>THE LEFT SIDE IS DESIGNATED AS THE POSITION OF HONOR.</td>
</tr>
<tr>
<td>26</td>
<td>WHILE GOING THROUGH BASIC TRAINING, BASIC AIRMEN ARE REQUIRED TO SALUTE ALL SENIOR RANKING ENLISTED PERSONNEL.</td>
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<tr>
<td>27</td>
<td>UNIFORM DAY IS ALWAYS ON WEDNESDAY</td>
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<tr>
<td>28</td>
<td>IF A UNITED STATES FLAG IS VERY DIRTY, IT IS NOT PERMISSIBLE TO WASH IT BEFORE FLYING IT AGAIN - IT SHOULD BE DESTROYED.</td>
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<tr>
<td>29</td>
<td>THE COMMAND &quot;OPEN RANKS, MARCH&quot; IS GIVEN WHILE MARCHING.</td>
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<tr>
<td>30</td>
<td>WHILE IN UNIFORM YOU ARE PERMITTED TO WEAR A NECKLACE, AS LONG AS IT IS NOT VISIBLE.</td>
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<tr>
<td>31</td>
<td>FROM &quot;PARADE, REST&quot; A CADET MAY EXECUTE &quot;PRESENT, ARMS&quot;.</td>
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<tr>
<td>32</td>
<td>THE PRESIDENT OF THE UNITED STATES IS THE ONLY OFFICIAL WHO CAN DIRECT THAT THE FLAG BE FLOWN AT HALF STAFF.</td>
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<tr>
<td>33</td>
<td>THE SENIOR RANKING MEMBER OF A COLOR GUARD ALWAYS CARRIES THE U.S. FLAG</td>
</tr>
<tr>
<td>34</td>
<td>WHILE IN FORMATION IN DOORS, THE HAT MUST BE WORN.</td>
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<tr>
<td>35</td>
<td>FOR MEMBERS OF THE AIR FORCE, WEARING OF RIBBONS ON THE SHORT-SLEEVED UNIFORM SHIRT IS OPTIONAL</td>
</tr>
<tr>
<td>36</td>
<td>THE ONLY MARCHING COMMAND THAT STARTS WITH THE RIGHT FOOT IS &quot;RIGHT STEP, MARCH&quot;.</td>
</tr>
<tr>
<td>37</td>
<td>UPON SUCCESSFUL COMPLETION OF JUNIOR ROTC, IF A HIGH SCHOOL GRADUATE ENLISTS IN THE ARMY, NAVY, OR AIR FORCE, THEY MAY QUALIFY FOR HIGHER RANK AFTER COMPLETING BASIC TRAINING.</td>
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<td>38</td>
<td>TO QUALIFY FOR THE KITTY HAWK SOCIETY, A CADET MUST BE AN ACTIVE MEMBER OF EITHER THE DRILL TEAM OR THE COLOR GUARD</td>
</tr>
<tr>
<td>39</td>
<td>THE COMMAND OF EXECUTION (&quot;MARCH !&quot;) FOR ALL MARCHING COMMANDS TO CHANGE DIRECTION TO THE RIGHT (COLUMN, FLANK, OBLIQUE) IS GIVEN ON THE RIGHT FOOT.</td>
</tr>
<tr>
<td>40</td>
<td>HIGHEST RANKING OFFICER IN THE DIRECT CHAIN OF COMMAND IS THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF.</td>
</tr>
<tr>
<td>41</td>
<td>THE PRESIDENT OF THE U.S. IS THE COMMANDER-IN-CHIEF OF THE ARMED FORCES.</td>
</tr>
<tr>
<td>42</td>
<td>IT IS OK TO SALUTE ANOTHER INDIVIDUAL OF EQUAL RANK, WHETHER OR NOT THEY ARE AN OFFICER.</td>
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<td>43</td>
<td>IT IS PERMISSABLE TO WEAR GREY GLOVES WITH THE AIR FORCE SERVICE DRESS</td>
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<td>44</td>
<td>TO BE SELECTED AS AIR FORCE CHIEF OF STAFF, YOU MUST BE THE HIGHEST RANKING AIR FORCE OFFICER.</td>
</tr>
</tbody>
</table>
General Military Knowledge

45  SMALL FLAGS, FLAGS AT HALF STAFF, CASED, AND FOLDED FLAGS ARE NOT SALUTED  

46  FLAGS AND NATIONAL ANTHEMS OF FRIENDLY FOREIGN NATIONS ARE SHOWN THE SAME RESPECT AS OUR OWN FLAG.
### AIR FORCE ACTIVE DUTY OFFICER RANKS

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<thead>
<tr>
<th>Rank</th>
<th>Code</th>
<th>Description</th>
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<tr>
<td>2nd Lt.</td>
<td>O-1</td>
<td>2nd Lieutenant</td>
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<tr>
<td>1st Lt.</td>
<td>O-2</td>
<td>1st Lieutenant</td>
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<tr>
<td>Captain</td>
<td>O-3</td>
<td>Captain</td>
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<tr>
<td>Maj.</td>
<td>O-4</td>
<td>Major</td>
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<tr>
<td>Lt. Col.</td>
<td>O-5</td>
<td>Lieutenant Colonel</td>
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<tr>
<td>Colonel</td>
<td>O-6</td>
<td>Colonel</td>
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<tr>
<td>Brig. Gen.</td>
<td>O-7</td>
<td>Brigadier General</td>
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<td>Major Gen.</td>
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<td>Major General</td>
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<td>Lt. Gen.</td>
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<td>Lieutenant General</td>
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<td>General</td>
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<td>General</td>
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### AIR FORCE ACTIVE DUTY ENLISTED RANKS

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<tr>
<td>Airman Basic</td>
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<td>Airman</td>
<td>E-2</td>
<td>Master Sergeant</td>
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<tr>
<td>First Class</td>
<td>E-3</td>
<td>First Sergeant (E7-E9)</td>
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<tr>
<td>Senior Airman</td>
<td>E-4</td>
<td>Senior Master Sergeant</td>
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<tr>
<td>Staff Sergeant</td>
<td>E-5</td>
<td>Chief Master Sergeant</td>
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<tr>
<td>Technical Sergeant</td>
<td>E-6</td>
<td>Command Chief Master Sergeant</td>
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</table>
## APPENDIX G – CURRICULUM PLAN TEMPLATE

1. **General:** With our program the normal AFJROTC program can be completed in two school years because cadets attend class for 80-90 minutes each day throughout the week. This schedule is a modified block schedule. However, VA-821 offers an additional year of AFJROTC instruction. The classroom academic portions of the course involve instruction in aerospace science and leadership education. The overall curriculum plan for school years 2016/17 through 2019/20 is shown below.

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DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR NATION AND COMMUNITY
Additionally, the matrix for the three previous academic years is shown below.

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Class of 2014 | Class of 2015 | Class of 2016

DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR NATION AND COMMUNITY
2. **Course Descriptions:**

**Air Force Junior ROTC I & II** (Full year, two periods, two credits): The focus of AFJROTC is to develop citizens of character dedicated to serving their nation and community. This is accomplished through the development of self-discipline, respect, customs & courtesies, character, integrity, service and leadership. Enrollment in AFJROTC does not obligate a student to military service. Cadets successfully completing this class will have the opportunity to compete for a slot in a five day Leadership Laboratory Activity held in June each summer at Andrews Air Force Base.

AFJROTC classes include two Aerospace Science classes: A Journey Into Aviation History (a course focusing on the development of flight) and Cultural Studies: An Introduction into Global Awareness (a course examining the global awareness concept and global trends) for classes starting in even numbered academic years. For classes starting in odd numbered academic years the two Aerospace Science classes include: The Science of Flight (a course examining the basics of flight) and Exploration of Space (a course focusing on space science and space flight). The Leadership Education consists of two of the six Leadership classes that are rotated in pairs in a three-year cycle and includes basic drill training. Consult with AFJROTC instructors to confirm specific class offerings each year. The six rotated classes include: Leadership Education I: Citizenship, Character & Air Force Tradition and Leadership (a course providing the foundation of JROTC and introducing good citizenship skills), Leadership Education II: Communication, Awareness and Leadership (a course examining communication at both the individual and organizational levels), Leadership Education III: Life Skills and Career Opportunities (a course preparing students for life after high school) and Leadership Education IV: Principles of Management (a course focusing on the basics of management and activity based learning), Cadet Guide Elective (the course focuses on analyzing and developing a Cadet Guide) and National Endowment for Financial Education Elective (the course focuses on financial literacy). Additionally, every year the course includes a fitness program known as the Cadet Health and Wellness Program (the objective of this fitness program is to motivate cadets to maintain an active lifestyle into their adult lives). Only cadets enrolled in AFJROTC can take these classes. As a level I & II cadet, students will learn about dynamic followership, teamwork, professionalism and they will be assigned to positions in the corps.

**Air Force Junior ROTC III & IV** (Full year, two periods, two credits): The focus of AFJROTC is to develop citizens of character dedicated to serving their nation and community. This is accomplished through the development of self-discipline, respect, customs & courtesies, character, integrity, service and leadership. Enrollment in AFJROTC does not obligate a student to military service. Cadets successfully completing this class will have the opportunity to compete for a slot in a five day Leadership Laboratory Activity held in June each summer at Andrews Air Force Base.
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Air Force Junior ROTC V & VI (Full year, two periods, two credits): The focus of AFJROTC is to develop citizens of character dedicated to serving their nation and community. This is accomplished through the development of self-discipline, respect, customs & courtesies, character, integrity, service and leadership. Enrollment in AFJROTC does not obligate a student to military service. The prerequisites for this class include the completion of AFJROTC III & IV and compliance with US Air Force grooming standards.

For Aerospace Science the focus is on managing the entire corps in the Air Force Junior ROTC program. This hands-on experience affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by cadets. For Leadership Education, the cadets will examine additional lessons from the Leadership curriculum not reviewed in the four previous Leadership Education courses. Additionally, the course includes a fitness program known as the Cadet Health and Wellness Program, along with a drill component. Only cadets enrolled in
AFJROTC can take these classes. As a level V & VI cadet, students will work closely with the instructors to build upon their leadership and management skills. They can compete for positions in the corps with increased leadership opportunity.

3. **Syllabi**: The syllabi for the VA-821 academic courses are shown on the following pages. Point values and totals are for planning purposes only. The ASI staff reserves the right to adjust course content depending upon class requirements and ongoing conditions.
AIR FORCE JUNIOR ROTC (VA-821)  
COURSE SYLLABUS  
AY 2016-2017  
AFJROTC I/II

COURSE NAME: AFJROTC I/II

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 2 Elective Credits for the entire year (must complete both semesters)

INSTRUCTOR’S NAMES: Col Scott Dierlam (Retired) and CMSgt Ty Williams (Retired)

REQUIRED TEXT AND MATERIALS:

Aerospace Science 100: Journey into Aerospace History, 2007
  Unit 1: Imagining Flight
  Unit 2: Exploring Flight
  Unit 3: Developing Flight
  Unit 4: Extending Flight

Aerospace Science 220: Cultural Studies: An Introduction to Global Awareness, 2010
  Chapter 1: The Middle East
  Chapter 2: Asia
  Chapter 3: Africa
  Chapter 5 Latin America

Leadership Education 300: Life Skills and Career Opportunities, 2013
  Chapter 1: Charting Your Financial Course
  Chapter 2: Managing Your Resources
  Chapter 3: Career Opportunities
  Chapter 4: Aiming Towards a College Degree
  Chapter 5: Charting Your Course
  Chapter 6: Applying for Jobs

Leadership Elective: Cadet Guide/Handbook  
AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627

COURSE DESCRIPTION: The focus of AFJROTC is to develop citizens of character dedicated to serving their nation and community. This is accomplished through the development of self-discipline, respect, customs & courtesies, character, integrity, service and leadership. Enrollment in AFJROTC does not obligate a student to military service. Cadets successfully completing this class will have the opportunity to compete for a slot in a five-day Leadership Laboratory Activity held in June each summer at Andrews Air Force Base.

AFJROTC classes include two Aerospace Science classes: A Journey Into Aviation History (a course focusing on the development of flight) and Cultural Studies: An Introduction into Global Awareness (a course examining the global awareness concept and global trends) for classes starting in even numbered academic years. For classes starting in odd numbered academic years the two Aerospace Science classes include: The Science of Flight (a course examining the basics of flight) and Exploration of Space (a course focusing on space science and space flight). The Leadership Education consists of two of the six Leadership classes that are rotated in pairs in a three-year cycle and includes basic drill training. Consult with AFJROTC instructors to confirm specific class offerings.
each year. The six rotated classes include: Leadership Education I: Citizenship, Character & Air Force Tradition and Leadership (a course providing the foundation of JROTC and introducing good citizenship skills), Leadership Education II: Communication, Awareness and Leadership (a course examining communication at both the individual and organizational levels), Leadership Education III: Life Skills and Career Opportunities (a course preparing students for life after high school) and Leadership Education IV: Principles of Management (a course focusing on the basics of management and activity based learning), Cadet Guide Elective (the course focuses on analyzing and developing a Cadet Guide) and National Endowment for Financial Education Elective (the course focuses on financial literacy). Additionally, every year the course includes a fitness program known as the Cadet Health and Wellness Program (the objective of this fitness program is to motivate cadets to maintain an active lifestyle into their adult lives). Only cadets enrolled in AFJROTC can take these classes. As a level I & II cadet, students will learn about dynamic followership, teamwork, professionalism and they will be assigned to positions in the corps. Students WILL wear the Air Force JROTC uniform weekly (Thursday) and the issued PT uniform on Tuesdays.

COURSE OBJECTIVES AND GOALS:
Journey into Aerospace History:
1. Know the historical facts and impacts of the early attempts to fly.
2. Know the major historical contributions to the development of flight.
3. Know the contributions of the US Air Force to modern aviation.
4. Know the key events of space exploration history.

Cultural Studies: An Introduction to Global Awareness:
1. Comprehend how global cultures and interactions impact relationships between different cultural groups.
2. Know the significance of global economics, trade, and markets.
3. Know how the effects of global growth raises environmental concerns over natural resources.
5. Know how changes in technology and education influence the competition for jobs.

Leadership Education/Drill and Ceremonies:
1. Analyze the elements of successful financial management skills.
2. Create a plan to safeguard personal resources.
3. Analyze the different ways of pursuing a career path.
4. Analyze the requirements for applying to a college or university.
5. Analyze positive and negative impact of college life in meeting career goals.
6. Evaluate the essential process for successfully pursuing desired career or job.
7. Evaluate the benefits of working for the Federal Government.
8. Create a plan for successful career development.
10. Know the importance of drill and ceremonies.
11. Know basic commands and characteristics of command voice.
12. Apply and execute the concepts and principles of basic drill positions and movements.
13. Know when and how to salute.

Wellness and Physical Fitness
1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Create an individualized training program based on national standards by age and gender.
3. Identify areas of improvements for each cadet.
4. Incorporate a physical training program to reach goals.

UNIFORM DAY: THURSDAY and Special Events. Cadets are required to wear their Physical Training uniform on TUESDAYS.

GRADING PROCEDURES: Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade and will be graded normally by the SASI. The Leadership Education portion of the grade
counts 40% of the final grade and will be graded normally by the ASI. The wellness portion of the program counts for the remaining 20% of the final grade and will be graded by the SASI and/or ASI. Drill will be evaluated by the ASI. HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM. Grades will be computed in accordance with standard district grading policy.

Grading Scale: Letter grade awarded is based on the following standards:

<table>
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<tr>
<th>Grade</th>
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<td>4.0</td>
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<td>87-89</td>
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<td>E</td>
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Also included per PIP 20-5.150
- “Students grades reflect student achievement and not student behavior”
- “Quarterly grades will round up when percentage is .5 or higher”
- “In addition to achievement, work habits as noted in the report card comments will be evaluated for each course using the following symbols:
  - X – Surpasses Expectations
  - Y – Meets Expectations
  - Z – Approaches Expectations
  - N – Needs Improvement
- “The final grade is required to be calculated using the quality points and not percentages, letter grades, number or points systems”
- See PIP 20-5.150 for other guidance on syllabus items

- **Incomplete Grades (I)** – A grade of an “I” is issued when a student fails to complete his/her assignments. Incomplete assignments must be made up in a timely manner as determined by the teacher. If they are not made up, the “I” becomes an “E”. **Incompletes on report cards must be made up within two weeks of the report card being issued.** If this is not completed, “I” becomes an “E”.

UNIFORM WEAR (Major Grade): Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate uniform each Thursday, from the start of the school day until released. Make-up day for excused absences on uniform day is the next school day. Multiple failures to wear your uniform can lead to disenrollment from the course. Cadets are required to wear their issued Physical Fitness uniforms on Tuesdays unless otherwise directed.

CLASS ATTENDANCE, PREPARATION AND PARTICIPATION: Today’s workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades commensurate with their effort. This is especially key to drill and physical fitness. Class preparation includes cadet adherence to proper grooming standards daily as outlined in Air Force Instruction and school dress code.

COMMUNITY SERVICE: Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester. Each quarter a cadet needs to lead or participate in a community service event. Cadets unable to meet this quarterly requirement must proactively work with class instructors on an alternative written assignment.

CLASS BEHAVIOR: The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires it members to adhere to high standards. Inappropriate behavior, in or out of uniform, is prohibited while in participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol,
drug abuse, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks.

CELL PHONES: Cell phone policy is in accordance with APS district instructions.

EXPECTATIONS FOR CADETS
1. Follow the chain of command DO NOT GO DIRECTLY TO THE CADET GROUP/CC OR INSTRUCTORS UNLESS A SAFETY ISSUE OR MAJOR CHALLENGE IS PRESENT.
2. Always use the titles sir/ma’am when addressing AFJROTC staff and senior ranking cadets.
3. Be on time. Don’t be late to class, scheduled events, practices, etc.
4. Always bring your required items to class (notebook, pen/pencil, textbook, etc).
5. Wear the correct uniform on the appropriate day.
6. Place personal belongings under your desk – nothing in the aisle.
7. Raise your hand and wait to be acknowledged; do not talk without permission.
8. Listen respectively and attentively to the speaker/presenter or fellow cadets when they are speaking.
9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.
10. Remain in your seat unless given permission to move about the room
11. Remain professional; do not sit on desks, tables, trash cans, etc.
12. Unauthorized personnel are not allowed in the staff offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
14. No eating, drinking and ABSOLUTELY no CHEWING GUM in the classroom during school day.
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Corps, school, and your values.
17. No horseplay in the AFJROTC areas.
18. Maintain self-control and your self-respect at all times.
19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

CLASSROOM PROCEDURES: See Cadet Guide
COURSE NAME: AFJROTC III/IV

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 2 Elective Credits for the entire year (must complete both semesters)

INSTRUCTOR’S NAMES: Col Scott Dierlam (Retired) and CMSgt Ty Williams (Retired)

REQUIRED TEXT AND MATERIALS:

Aerospace Science 100: Journey into Aerospace History, 2007
   Unit 1: Imagining Flight
   Unit 2: Exploring Flight
   Unit 3: Developing Flight
   Unit 4: Extending Flight

Aerospace Science 220: Cultural Studies: An Introduction to Global Awareness, 2010
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COURSE OBJECTIVES AND GOALS:
Journey into Aerospace History:
1. Know the historical facts and impacts of the early attempts to fly.
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6. Comprehend how global cultures and interactions impact relationships between different cultural groups.
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CLASS ATTENDANCE, PREPARATION AND PARTICIPATION: Today’s workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades commensurate with their effort. This is especially key to drill and physical fitness. Class preparation includes cadet adherence to proper grooming standards daily as outlined in Air Force Instruction and school dress code.

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CLASS BEHAVIOR: The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to high standards. Inappropriate behavior, in or out of uniform, is prohibited while in participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks.

CELL PHONES: Cell phone policy is in accordance with APS district instructions.

EXPECTATIONS FOR CADETS
1. Follow the chain of command DO NOT GO DIRECTLY TO THE CADET GROUP/CC OR INSTRUCTORS UNLESS A SAFETY ISSUE OR MAJOR CHALLENGE IS PRESENT.
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3. Be on time. Don’t be late to class, scheduled events, practices, etc.
4. Always bring your required items to class (notebook, pen/pencil, textbook, etc).
5. Wear the correct uniform on the appropriate day.
6. Place personal belongings under your desk – nothing in the aisle.
7. Raise your hand and wait to be acknowledged; do not talk without permission.
8. Listen respectively and attentively to the speaker/presenter or fellow cadets when they are speaking.
9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.
10. Remain in your seat unless given permission to move about the room
11. Remain professional; do not sit on desks, tables, trash cans, etc.
12. Unauthorized personnel are not allowed in the staff offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
14. No eating, drinking and ABSOLUTELY no CHEWING GUM in the classroom during school day.
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Corps, school, and your values.
17. No horseplay in the AFJROTC areas.
18. Maintain self-control and your self-respect at all times.
19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

CLASSROOM PROCEDURES: See Cadet Guide
COURSE NAME: AFJROTC V/VI

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 2 Elective Credits for the entire year (must complete both semesters)

INSTRUCTOR’S NAMES: Col Scott Dierlam (Retired) and CMSgt Ty Williams (Retired)

REQUIRED TEXT AND MATERIALS:

Leadership Education 100-400 Texts as required. This course focuses leadership lessons not covered in Leadership Education I, II, III & IV. This class includes an Elective on the Cadet Guide. The focus will be on the following units:

- LE 200 Unit 4
- LE 300 Units 6, 7, 8
- LE 400 Unit 4

Leadership Elective: Cadet Guide/Handbook
AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627

COURSE DESCRIPTION: The focus of AFJROTC is to develop citizens of character dedicated to serving their nation and community. This is accomplished through the development of self-discipline, respect, customs & courtesies, character, integrity, service and leadership. Enrollment in AFJROTC does not obligate a student to military service. The prerequisites for this class include the completion of AFJROTC III & IV and compliance with US Air Force grooming standards.

For Aerospace Science the focus is on managing the entire corps in the Air Force Junior ROTC program. This hands-on experience affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by cadets. For Leadership Education, the cadets will examine additional lessons from the Leadership curriculum not reviewed in the four previous Leadership Education courses plus take an elective on the Cadet Guide. Additionally, the course includes a fitness program known as the Cadet Health and Wellness Program, along with a drill component. Only cadets enrolled in AFJROTC can take these classes. As a level V & VI cadet, students will work closely with the instructors to build upon their leadership and management skills. They can compete for positions in the corps with increased leadership opportunity. Cadets will focus on communication skills and cadet corps activities. Additionally, cadets will look at citizenship, character and Air Force tradition.

COURSE OBJECTIVES AND GOALS:

Aerospace Science:
1. Planning, organizing, coordinating, directing, controlling, and decision-making for the cadet corps will be done by cadets.

Leadership Education/Drill and Ceremonies:
1. Analyze the requirements for applying to a college or university.
2. Analyze positive and negative impact of college life in meeting career goals.
3. Evaluate the essential process for successfully pursuing desired career or job.
4. Evaluate the benefits of working for the Federal Government.
5. Create a plan for successful career development.
6. Analyze and create an updated Cadet Guide.
7. Know the importance of drill and ceremonies.
8. Know basic commands and characteristics of command voice.
9. Apply and execute the concepts and principles of basic drill positions and movements.
10. Know when and how to salute.

Wellness and Physical Fitness
1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Create an individualized training program based on national standards by age and gender.
3. Identify areas of improvements for each cadet.
4. Incorporate a physical training program to reach goals.

UNIFORM DAY: THURSDAY and Special Events. Cadets are required to wear their Physical Training uniform on TUESDAYS.

GRADING PROCEDURES: Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade and will be graded normally by the SASI. The Leadership Education portion of the grade counts 40% of the final grade and will be graded normally by the ASI. The wellness portion of the program counts for the remaining 20% of the final grade and will be graded by the SASI and/or ASI. Drill will be evaluated by the ASI. HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM. Grades will be computed in accordance with standard district grading policy.

Grading Scale: Letter grade awarded is based on the following standards:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Required</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80-86</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>67-79</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>60-66</td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td>59 and below</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Also included per PIP 20-5.150
- “Students grades reflect student achievement and not student behavior”
- “Quarterly grades will round up when percentage is .5 or higher”
- “In addition to achievement, work habits as noted in the report card comments will be evaluated for each course using the following symbols:
  X – Surpasses Expectations
  Y – Meets Expectations
  Z – Approaches Expectations
  N – Needs Improvement
- “The final grade is required to be calculated using the quality points and not percentages, letter grades, number or points systems”
- See PIP 20-5.150 for other guidance on syllabus items
Incomplete Grades (I) – A grade of an “I” is issued when a student fails to complete his/her assignments. Incomplete assignments must be made up in a timely manner as determined by the teacher. If they are not made up, the “I” becomes an “E”. Incompletes on report cards must be made up within two weeks of the report card being issued. If this is not completed, “I” becomes an "E".

UNIFORM WEAR (Major Grade): Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate uniform each Thursday, from the start of the school day until released. Make-up day for excused absences on uniform day is the next school day. Multiple failures to wear your uniform can lead to disenrollment from the course. Cadets are required to wear their issued Physical Fitness uniforms on Tuesdays unless otherwise directed.

CLASS ATTENDANCE, PREPARATION AND PARTICIPATION: Today’s workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades commensurate with their effort. This is especially key to drill and physical fitness. Class preparation includes cadet adherence to proper grooming standards daily as outlined in Air Force Instruction and school dress code.

COMMUNITY SERVICE: Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester. Each quarter a cadet needs to lead or participate in a community service event. Cadets unable to meet this quarterly requirement must proactively work with class instructors on an alternative written assignment.

CLASS BEHAVIOR: The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires it members to adhere to high standards. Inappropriate behavior, in or out of uniform, is prohibited while in participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks.

CELL PHONES: Cell phone policy is in accordance with APS district instructions.

EXPECTATIONS FOR CADETS
1. Follow the chain of command DO NOT GO DIRECTLY TO THE CADET GROUP/CC OR INSTRUCTORS UNLESS A SAFETY ISSUE OR MAJOR CHALLENGE IS PRESENT.
2. Always use the titles sir/ma’am when addressing AFJROTC staff and senior ranking cadets.
3. Be on time. Don’t be late to class, scheduled events, practices, etc.
4. Always bring your required items to class (notebook, pen/pencil, textbook, etc).
5. Wear the correct uniform on the appropriate day.
6. Place personal belongings under your desk – nothing in the aisle.
7. Raise your hand and wait to be acknowledged; do not talk without permission.
8. Listen respectively and attentively to the speaker/presenter or fellow cadets when they are speaking.
9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.
10. Remain in your seat unless given permission to move about the room.
11. Remain professional; do not sit on desks, tables, trash cans, etc.
12. Unauthorized personnel are not allowed in the staff offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
14. No eating, drinking and ABSOLUTELY no CHEWING GUM in the classroom during school day.
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Corps, school, and your values.
17. No horseplay in the AFJROTC areas.
18. Maintain self-control and your self-respect at all times.
19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

CLASSROOM PROCEDURES: See Cadet Guide
4. CLASSROOM MANAGEMENT PLAN:

- COMMUNICATIONS PLAN
  -- GENERAL PROCEDURES
  --- EXPANDED USE OF PRINTED/ELECTRONIC MATERIALS
  --- EXPECTATION OF STUDENT ACCOUNTABILITY
  --- INCLUSION OF PARENTS/GUARDIANS WHEN APPROPRIATE
  -- STUDENTS
  --- SIGNED CONTRACT WHICH INCLUDES CLASSROOM RULES
  --- RULES POSTED IN THE CLASSROOMS
  --- SYLLABUS DISSEMINATED
  --- DUE DATES POSTED/DISSEMINATED WITH EACH ASSIGNMENT
  --- WEB SITE INTEGRATION
  -- PARENTS
  --- SIGNED CONTRACT
  --- USE OF E-MAIL/WEBSITE/TELEPHONE/MAIL
  --- COMMUNICATION OF BOTH POSITIVE AND NEGATIVE RULES

- RESPECT
  -- SOMEONE IS ALWAYS IN CHARGE
  -- BE ON TIME OR EARLY
  -- MOVE QUIETLY THROUGH THE HALLS WHEN CLASS IS IN SESSION
  -- FOOD OR BEVERAGES TO BE CONSUMED IN THE COMMONS/CAFETERIA

- GRADES
  -- IN LINE WITH ARLINGTON STANDARDS
  --- 90-100% -“A”; 87-89% -“B+”; 80-86% -“B”; 77-79% -“C+”; 70-76% -“C”;
  67-69% -“D+”; 60-66% -“D”; LESS THAN 60% -“E”
  -- GRADES ARE WEIGHTED
  --- 40% -AEROSPACE SCIENCE; 40% -LEADERSHIP EDUCATION;
  20% - CADET HEALTH AND WELLNESS

- POSITIVE RECOGNITION
  -- INDIVIDUAL
  --- LEADERSHIP POSITIONS FOR EXCEPTIONAL PERFORMANCE
  --- PARTICIPATION IN COMPETITIONS (DRILL, ACADEMIC, ETC)
  --- AWARDS AND DECORATIONS
  --- FIELD TRIPS (VALLEY FORGE LEADERSHIP)
  -- CLASS-WIDE
  --- QUARTERLY HONOR FLIGHT COMPETITION
  --- AWARDS NIGHT
  --- MILITARY BALL
  --- FIELD TRIPS

- CONSEQUENCES
  -- BASED ON PREMISE STUDENTS ARE PERSONALLY ACCOUNTABLE
  --- 1ST: VERBAL COUNSELING
  --- 2ND: WRITTEN COUNSELING
  --- 3RD: CONTACT PARENTS
  --- NEXT EVENT/LAST RESORT: ESCORTED TO MAIN OFFICE

DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR NATION AND COMMUNITY
INTEGRITY FIRST * SERVICE BEFORE SELF * EXCELLENCE IN ALL WE DO

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