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

# AFJROTC
# VA-821
# CADET GUIDE
# 2017-2018

## ARLINGTON CAREER CENTER

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

**VIRGINIA**
**821ST AIR FORCE**
**JUNIOR RESERVE OFFICER**
**TRAINING CORPS**

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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**DEVELOP CITIZENS OF CHARACTER**
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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 squadron comprised of four flights. Squadron 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 B and Uniform Standards are covered in Appendix C.

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 and New Direction as well as numerous other local programs, such as Dominion school.

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 consists of a week 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. 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. In most cases, an AFJROTC cadet will be selected to receive an ROTC scholarship over another student with similar academic performance if that student is not involved in JROTC of other equivalent leadership activities. 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. 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 Sir or Ma'am, 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). 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:

| GRADE | % ATTAINED |
|---|---|
| A | 90% + |
| B+ | 87-89 |
| B | 80-86 |
| C+ | 77-79 |
| C | 70-76 |
| D+ | 67-79 |
| D | 60-66 |
| E | 59 and below |

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 a 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 AFJROTC area.

13. **CONTACT METHOD**: The primary contact method with SASI or ASI is via the APS email system with mark.dierlam@apsva.us or kimberly.turner@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 @VA821 for timely updates.

15. **RESERVE CADETS**: Cadets that have completed JROTC 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

**14. 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.

15. **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 (9/23), Military Ball/Change of Command (12/1), Wreaths Across America (12/16) and the Annual Awards Night (5/15). Wreaths Across America is a volunteer opportunity held at Arlington National Cemetery – the other three events are at the ACC.

SEPTEMBER:

- Group staff is appointed and all Cadets assigned a role within the squadron
- Cadet Staff is prepared and trained for their individual responsibilities
- Flight commanders are responsible for collecting cadet contracts/paperwork
- Cadets present the Colors at the School Board meeting for the first time (9/7)
  - ♦ This activity is a service project/opportunity performed every other week through the school year
- Cadets visit Joint Base Andrews for airshow (9/15)
- Squadron logistics staff prepares for uniform issue, maintains inventory
- 2nd and 3rd years are sized for letter jackets (9/21)
- New cadets are fitted for uniforms and introduced to drill
- Cadets support ACC's Back to School Breakfast (9/23)
- Cadets support Honor Flight event (9/29)
- Academic Bowl and Cyber Patriot teams recruit members
- Squadron prepares for unit inspection & preps for first fundraiser

OCTOBER:

- Cadets assist the School and Community Relations Office at School Info Night
- Academic Bowl and Cyber Patriot teams train and compete
- Cadets conduct fund-raising activity
- VA-821 Unit Inspection (10/27) (Self-Inspection 10/6)

NOVEMBER:

- Cadets have yearly photos taken (11/2)
- Cadets attend Veteran's Day ceremonies and provide color guard support
- Academic Bowl and Cyber Patriot teams train and compete
- Flight Commanders submit recommendations for promotions
- End of first quarter – AS I/II are up for promotion

DECEMBER:

- Cadets conduct fund-raising activity
- VA-821 Military Ball & Change of Command Ceremony (12/1)
- Wreaths Across America event at Arlington National Cemetery (12/16)
- Drill Team CC submits plan for drill practice schedule to ASI
- Logistics staff has supply room, paperwork, and WINGS data in order

JANUARY:

- Cadets conduct fund-raising activity
- Cadets participate in Elective Fair activities at the various high schools
- Freedom HS "Golden Boot:" Drill Meet Opportunity (Woodbridge VA) (1/23)
- Flight Commanders submit recommendations for promotions
- End of first semester – AS I/II and AS III/IV up for promotion

FEBRUARY:

- APS volunteer events
- Glasgow H.S. drill Comp (overnight in Delaware)
- Logistics staff has supply room, paperwork, and WINGS data in order

MARCH:

- APS volunteer events
- PT team preparations begin
- Application for returning cadets and CLC cadets
- Stonewall Jackson Drill Comp opportunity (Manassas VA)

APRIL:

- Cadets support Air Force Ball
- Flight Commanders submit recommendations for promotions
- End of third quarter – AS I/II are up for promotion
- AFA State Drill Comp Richmond VA

MAY:

- VA-821 hosts its annual Awards Night and Change of Command (5/15)
- PT team competes at Stafford PT competition
- Cadets are selected to attend CLC

JUNE:

- Instructors give a briefing to parents of CLC selectees
- Cadets perform numerous Color Guards for graduation ceremonies throughout the Arlington community
  - These typically include all high schools, the Adult Education program, Gunston Middle School, HILT, and PEP
- Selected cadets attend Cadet Leadership Course

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 the award of the Co-Curricular Leadership Ribbon.

4. **HONOR FLIGHT:** Throughout the year, the flights will compete for the title of honor flight. The individual flights will work as a team to complete objectives and challenges from the instructors and cadet staff with the goal of earning the honor flight trophy at the end of year awards ceremony.

# APPENDIX A – UNIT STRUCTURE

16. **THE VA-821 CORPS OF CADETS** is a squadron composed of four flights, aligned with the periods during the school day. The morning session is "A" flight, and the following class period is "B" flight. The mid-day session is "C" flight, and the afternoon session is "D" flight. Each flight is composed of anywhere from one to three elements. Each element will be composed of at least three cadets.

17. **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:

a. **Squadron Commander:** Responsible for all aspects of Cadet Squadron to include appearance, discipline, training, and conduct of the group. Responsible for planning, coordinating, and enforcing cadet goals. Responsible for updating Unit Mission Brief.

b. **Director of Operations/Personnel:** Assists the Squadron Commander will all duties and responsibilities of the Cadet Squadron. Responsible to the Squadron Commander for the training and conduct of Flight Commanders, to include goal setting and activities. Responsible for documenting community service, awards, rank, jobs, and unit participation for all cadets in WINGS.

c. **Executive Officer:** Responsible to the Squadron Commander for goal completion and discipline of the cadets. Responsible for training and supervision of cadet staff. Works with staff to update mission brief. Responsible for managing color guard activities.

**d. Logistics OIC:** Reports to the Executive Officer. Proficient in entering data in WINGS (Receiving items, issuing items to cadets). Maintains an inventory of on-hand supplies for the group. Manages the issuing of uniforms and accounts for every uniform item in WINGS. Responsible for keeping the supply room clean and organized.

**e. Drill Team Commander:** Reports to the Executive Officer. Leads the drill team. Works with the ASI to organize the training of cadets, as well as creating team rosters. Responsible for collecting paperwork for drill events.

f. **Cadet Health and Wellness (CHWP) OIC:** Reports to the Executive Officer. Manages all CHWP activities to include administering the Presidential Fitness Test and weekly CHWP activities. CHWP OIC will meet with all Flight Sergeants at least once a quarter to coordinate classroom CHWP activities. Responsible for collecting PT data and inputting scores into WINGS.

g. **Academics OIC:** Reports to the Executive Officer. Coordinates all activities conducted by the Kitty Hawk Society. Manages Academic Team. Responsible for goals pertaining to academics.

h. **Cyber Patriot OIC:** Reports to the Executive Officer. Coordinates all activities conducted by the Cyber Patriot team.

i. **Flight Commander:** Reports to the Director of Operations. Maintains the appearance, discipline, efficiency, training, and conduct of the flight. Established goals for the flight which are in line with unit goals and executes accordingly. Provides feedback and recommendations before quarter promotions. Responsible for collecting necessary paperwork/permission slips from flight members.

j. **Flight Sergeant:** Assists the Flight Commander. Provides recommendations based on input from lower-class cadets and acts as liaison between the flight and flight staff. Responsible for classroom CHWP activities.

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

l. **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.)

18. **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 squadron 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.

19. **GROUP STAFF MEETINGS**: The squadron commander is responsible for conducting a meeting of the cadet staff and all cadets in leadership positions on **every school board day** (IF ASI Staff wants more/less meeting then Squadron 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-1

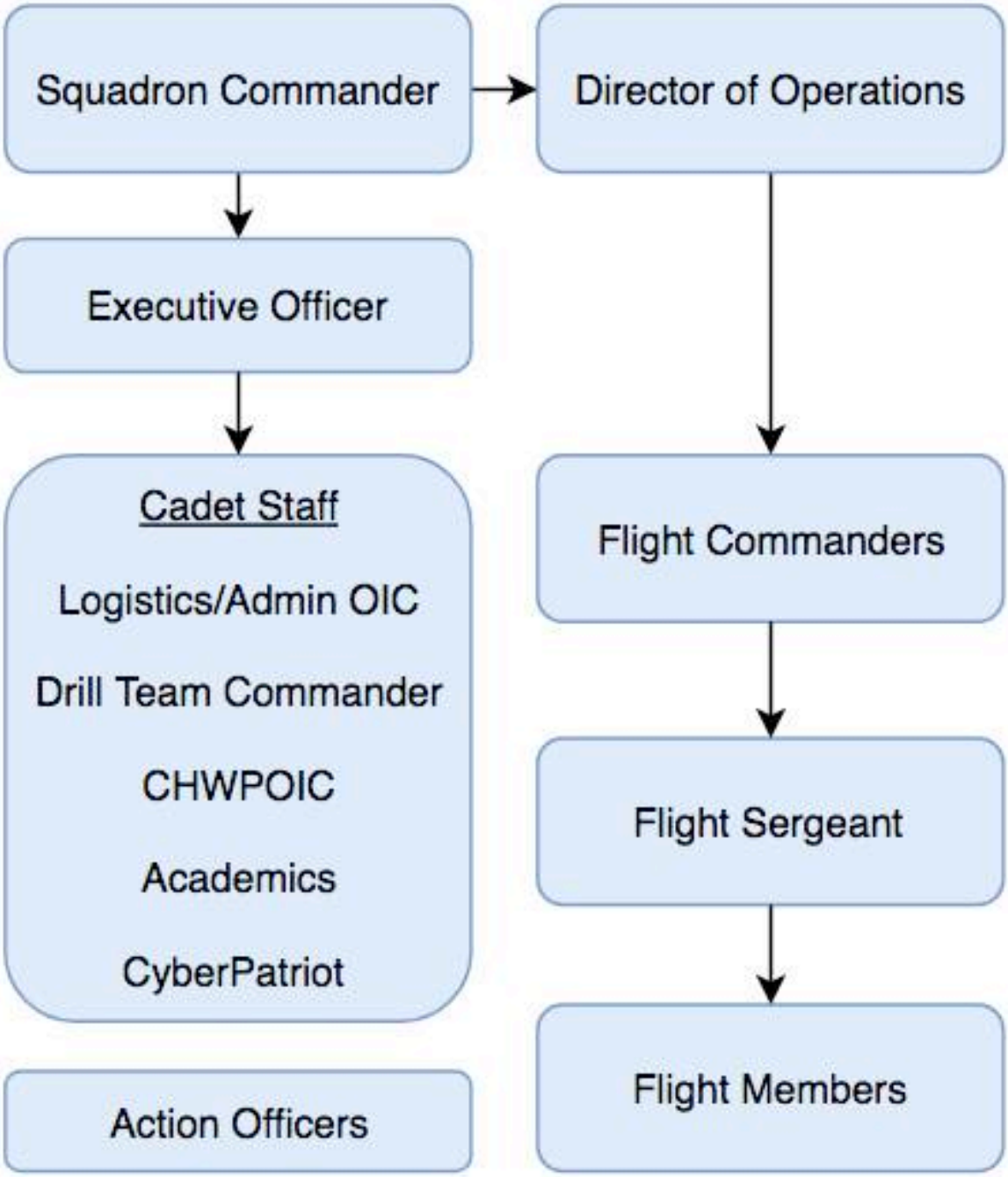
Squadron Commander
Director of Operations
Executive Officer
Cadet Staff
Logistics/Admin OIC
Drill Team Commander
CHWPOIC
Academics
CyberPatriot
Flight Commanders
Flight Sergeant
Flight Members
Action Officers

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:

| POSITION TITLE | CADET RANK AUTHORIZED | # AUTHORIZED |
|---|---|---|
| Squadron Commander | Cadet Lieutenant Colonel | 1 |
| Director of Operations | Cadet Major | 1 |
| Squadron Executive Officer | Cadet Captain | 1 |
| Logistics/Admin OIC | Cadet Captain | 1 |
| Logistics NCOIC | Cadet Technical Sergeant | 4 |
| Drill Team Commander | Cadet First Lieutenant | 1 |
| Academics OIC | Cadet Second Lieutenant | 1 |
| Cyber Patriot OIC | Cadet Second Lieutenant | 1 |
| CHWP OIC | Cadet Second Lieutenant | 1 |
| Flight Commander | Cadet Second Lieutenant | 4 |
| Flight Sergeants | Cadet Technical Sergeant | 4 |

# APPENDIX B – CADET RANKS AND PROMOTION PROCEDURES

20. **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.

21. **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 Lieutenant 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.

22. **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 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.

**23. 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 and accountability as well as teamwork.

24. **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.

**25. 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. Exceptional performance may merit up to one early promotion as decided by instructors. 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 first and third quarters. This restriction ensures ranks do not grow too rapidly for the size of the unit.

**26. 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 flight sergeants will provide recommendations quarterly for the cadets in their flights to the squadron commander via the Director of Operations. 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.

27. **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.

**VIRGINIA 821ST AFJROTC CADET CORPS**
**ARLINGTON CAREER CENTER**
**816 SOUTH WALTER REED DRIVE**
**ARLINGTON, VIRGINIA 22204**

**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: _____**

**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**

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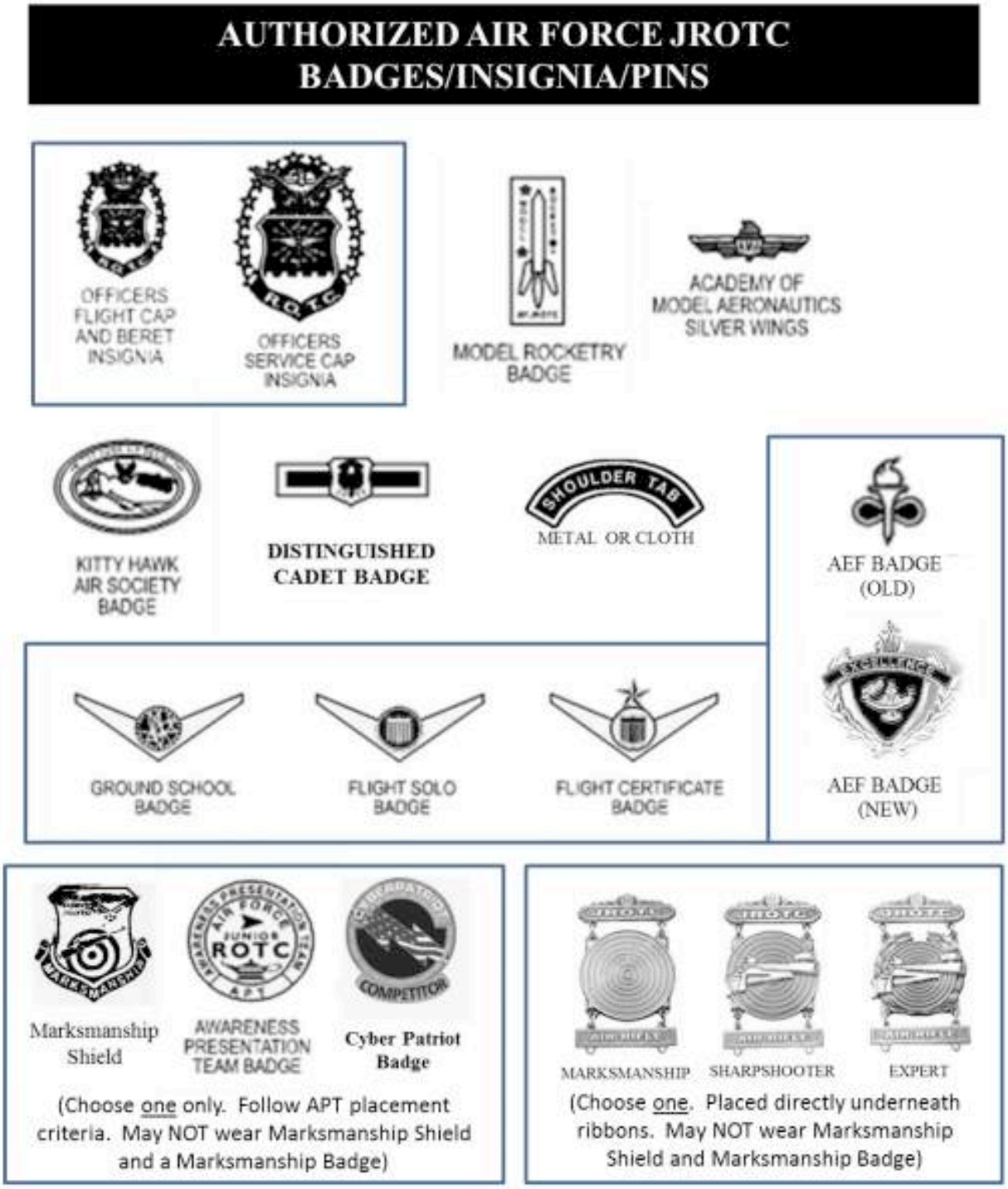
**DEDICATED TO SERVING THEIR NATION AND COMMUNITY**

# APPENDIX C – UNIFORM AND GROOMING STANDARDS

FIGURE C-1




Badges/Insignia/Pins not listed here are unauthorized
(Exception: Section 7.2.10)

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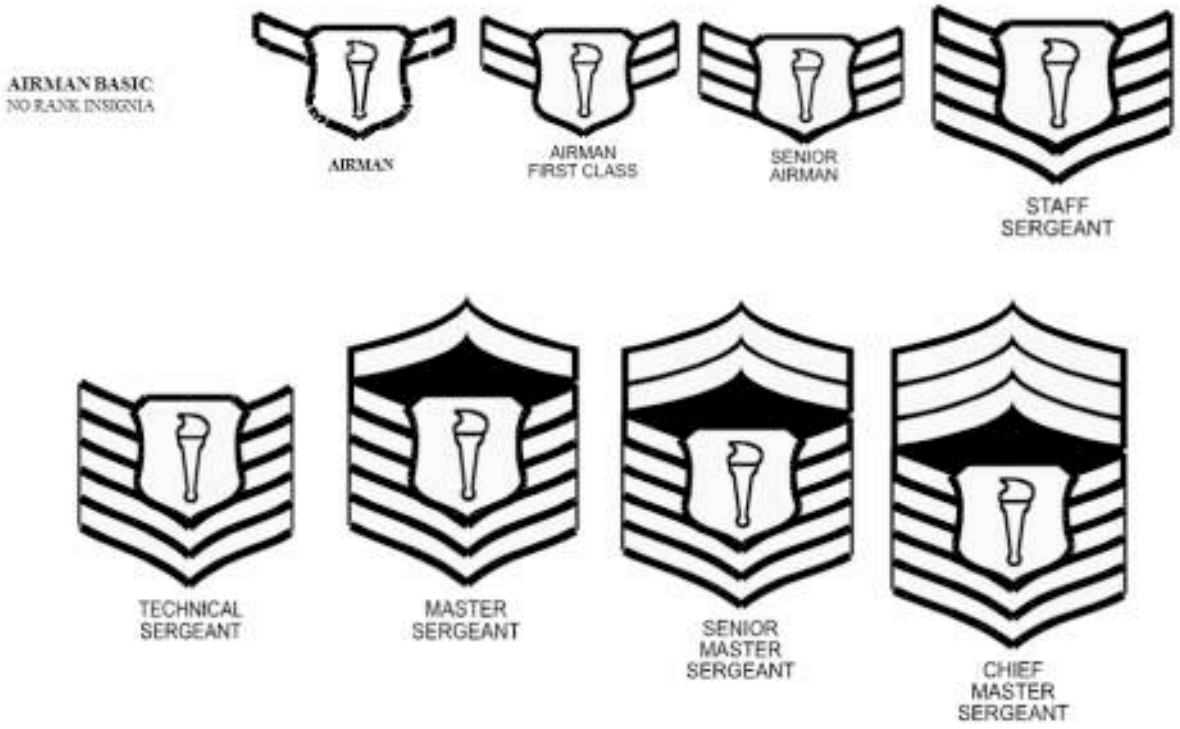
FIGURE C-2

# AIR FORCE JROTC RANK INSIGNIA

## CADET OFFICER RANK

NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

## CADET ENLISTED RANK




NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

Rank insignia not listed here is unauthorized. The First Sergeant device is not authorized.

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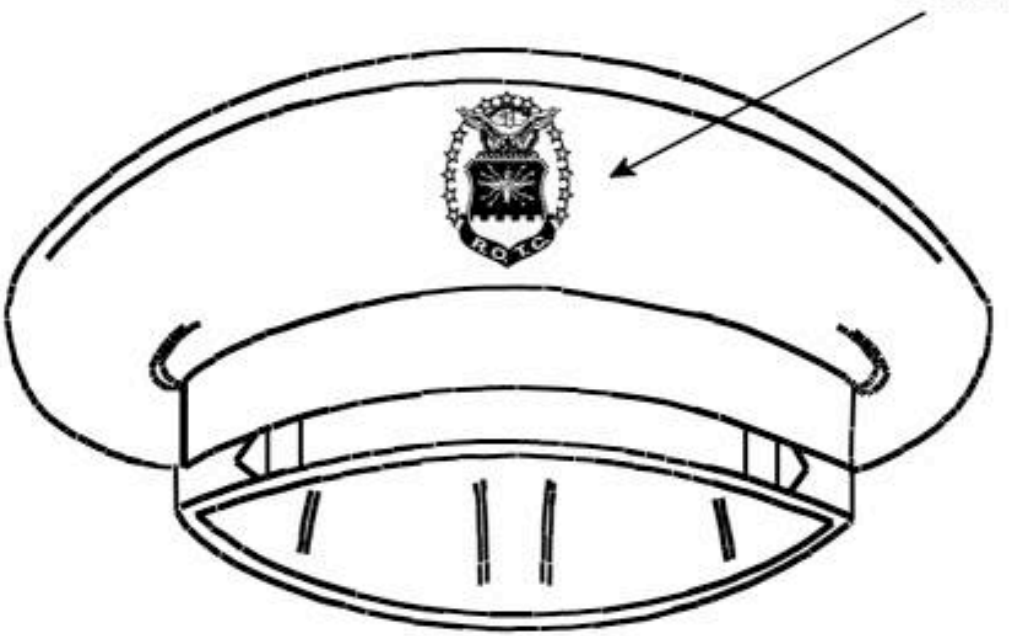
FIGURE C-3

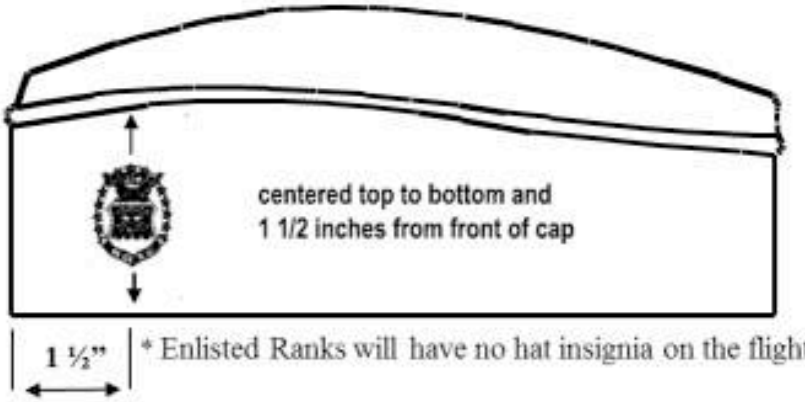
# CADET MALE HEADGEAR

## SERVICE CAP (Officer Only)




Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

## FLIGHT CAP* (Officer and Enlisted)




* Enlisted Ranks will have no hat insignia on the flight cap.

* ABU Cap will be worn with the ABU uniform. There will be no rank on the ABU Cap.

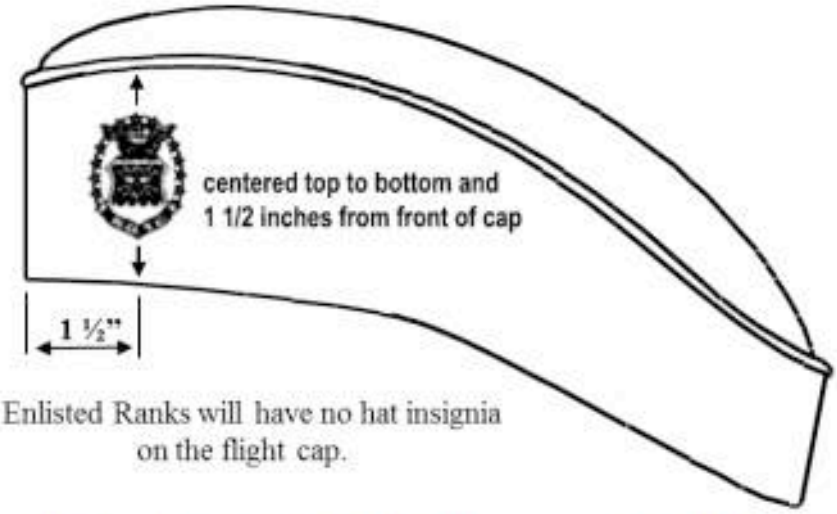
FIGURE C-4

# CADET FEMALE HEADGEAR

## SERVICE CAP (Officer Only)

Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

## FLIGHT CAP* (Officer and Enlisted)

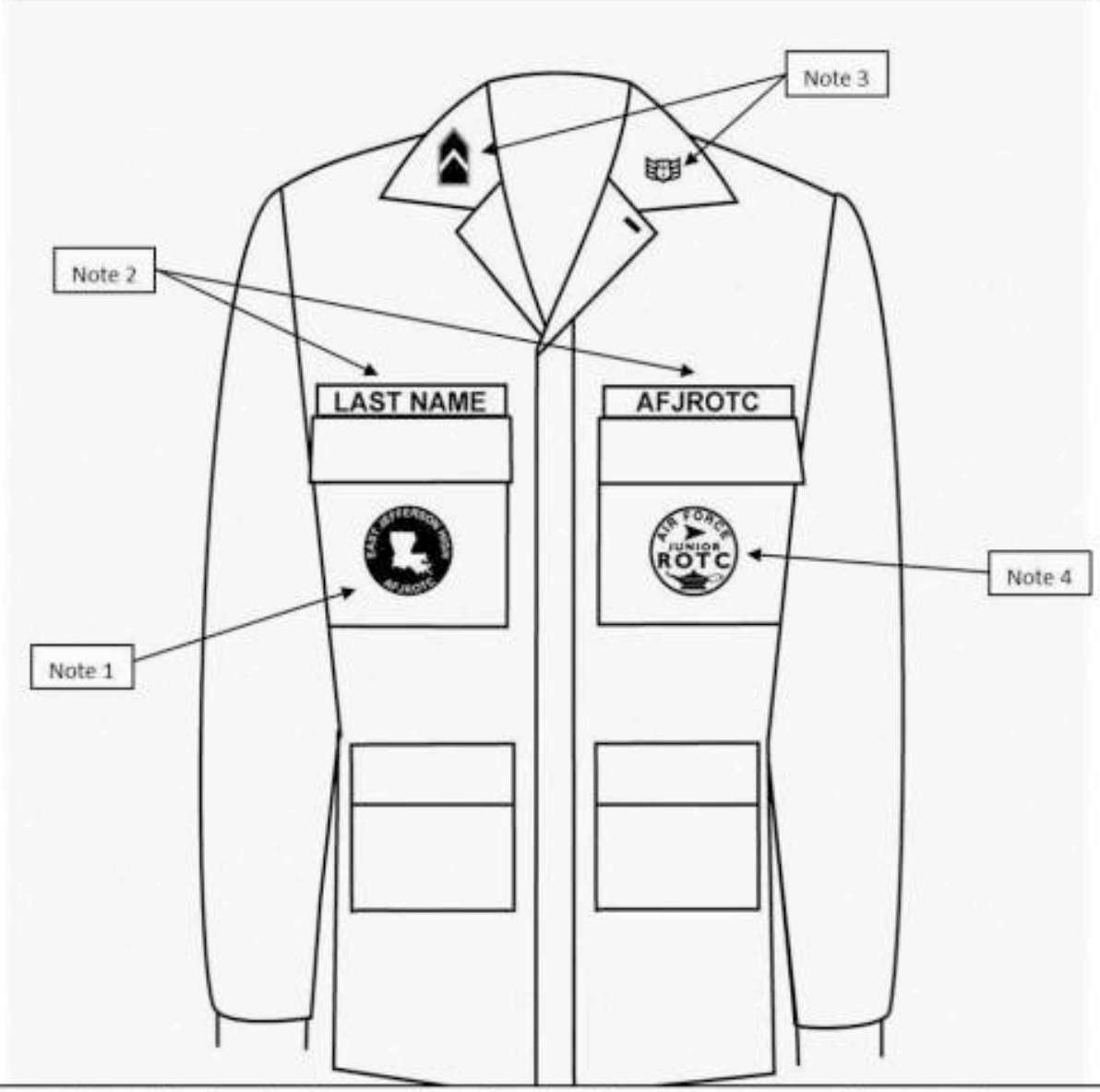



* Enlisted Ranks will have no hat insignia on the flight cap.

* ABU Cap will be worn with the ABU uniform. There will be no rank on the ABU Cap.

FIGURE C-5

# CADET ABU
## Male and Female




1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.

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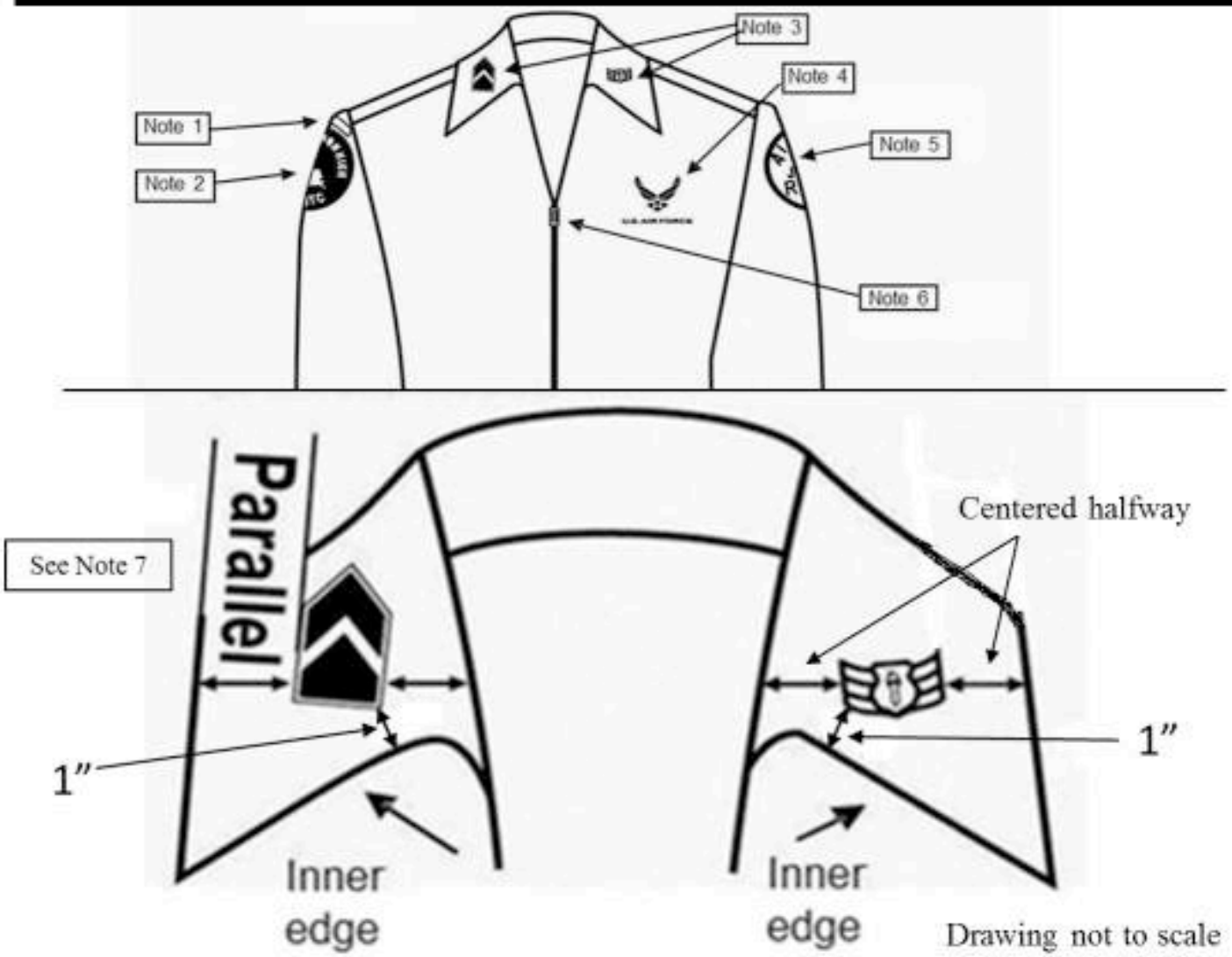
FIGURE C-6

# CADET LIGHTWEIGHT BLUE JACKET

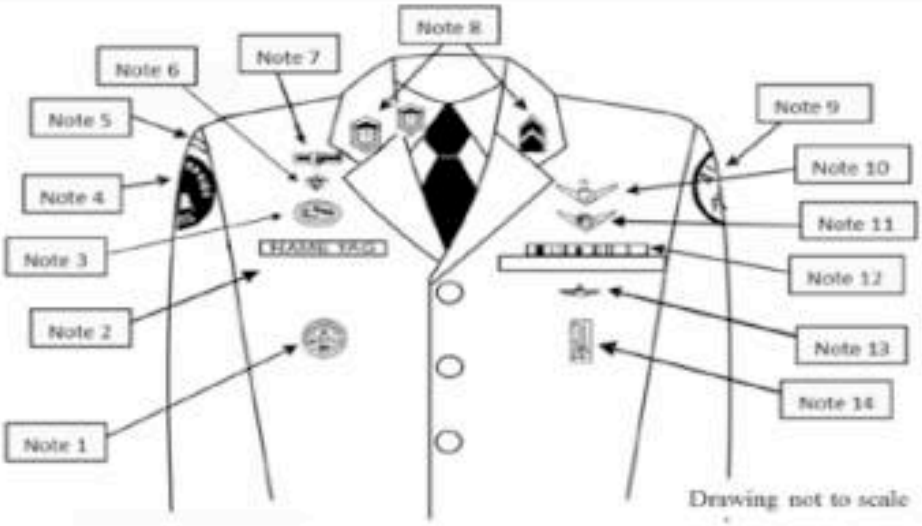



1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
2. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
4. 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.
5. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.

FIGURE C-7

## CADET MALE SERVICE DRESS




1. Awareness Presentation Team (APT) Badge: Center 3 inches below bottom of name tag
2. Name Tag: Will be centered on the wearer's right between the sleeve seam and lapel and the bottom of name tag will be parallel with bottom of ribbons.
3. Kitty Hawk Badge: See Note 15.
4. Unit patch: 1laced 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
6. Aerospace Education Foundation (AEF) Badge: see not 15.
7. Distinguished Cadet Badge: see note 15
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 (eagle's 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.
10. Flight Solo or Flight Certificate Badge: see note 15
11. Ground School Badge: see note 15
12. Ribbons: Center on but not over edge of pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
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.

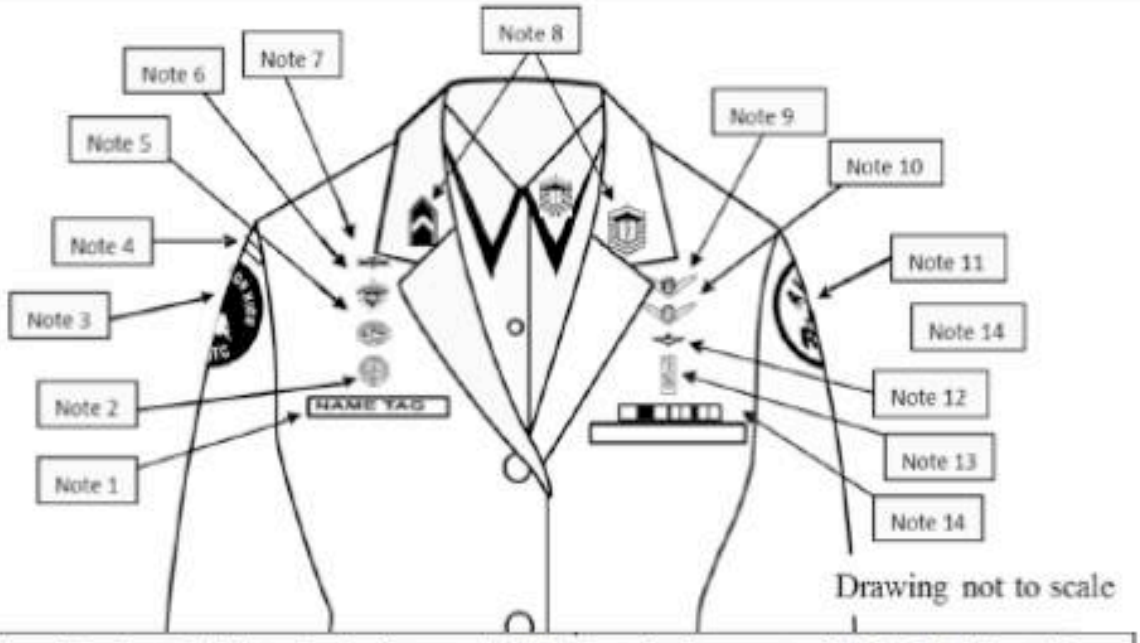
Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI), not during regular weekly uniform days.

NOTE: Cadet rank will be worn on shirt when service coat or L/W Blue Jacket is removed.

NOTE: Semi Formal Uniform Option SASI discretion: White Shirt, Black Bow Tie and no Name Tag.

FIGURE C-8

# CADET FEMALE SERVICE DRESS




1. Name tag: Will be centered on the wearer's right between the sleeve seam and lapel and the bottom of name tag will be parallel with bottom of ribbons
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.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
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. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
15. 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.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI) , not during regular weekly uniform days.

NOTE: Cadet rank will be worn on shirt when service coat or L/W Blue Jacket is removed

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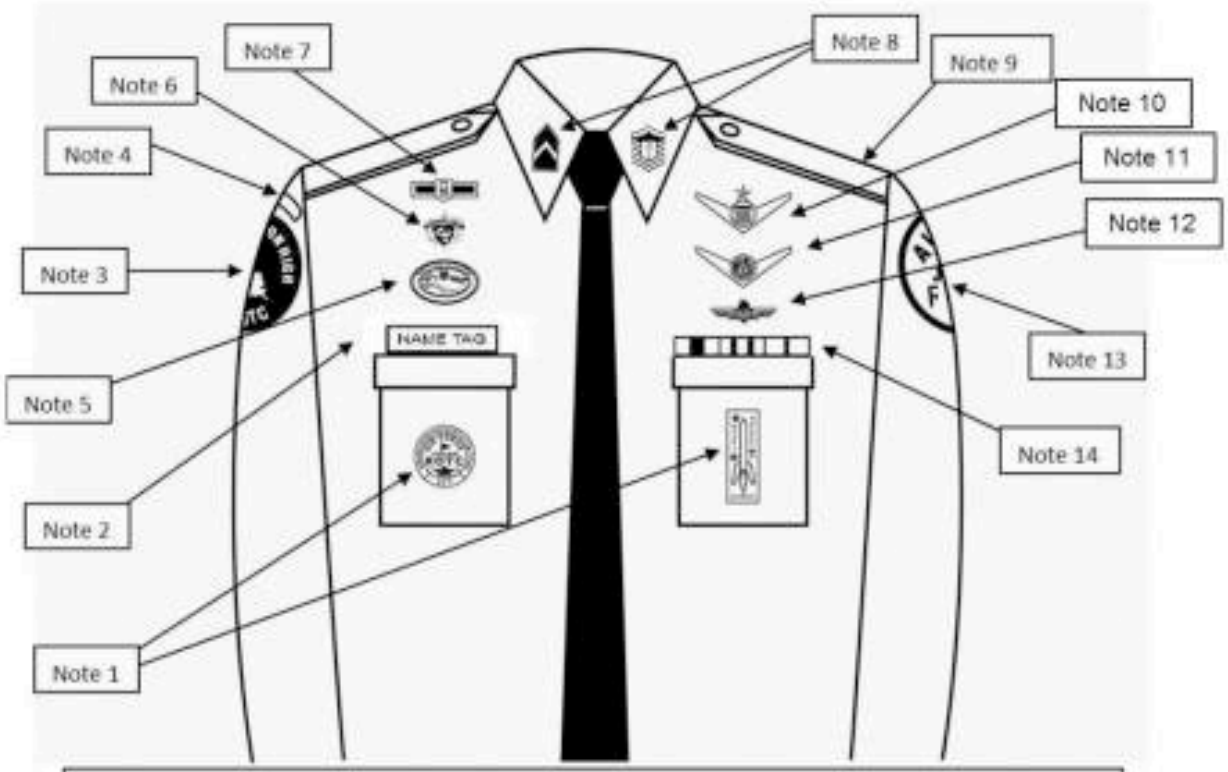
FIGURE C-9

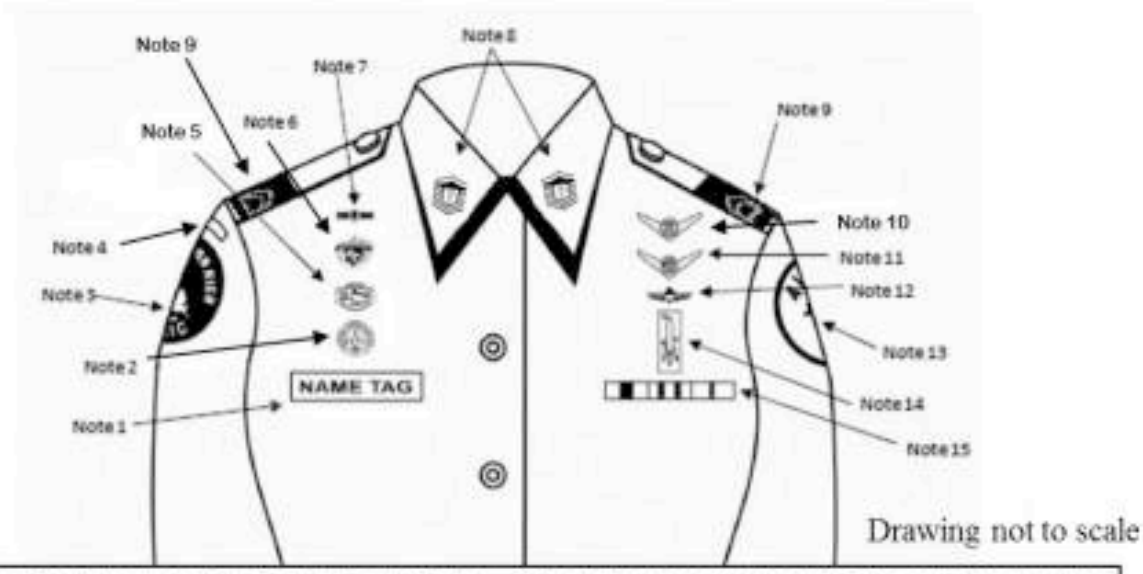
# CADET MALE BLUE SHIRT




1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: Must 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.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
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. (See Note 9)
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 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket. Wear all ribbons earned.
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-10

# CADET FEMALE BLUE SHIRT




1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.

2. Awareness presentation badge. See Note 16

3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.

4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.

5. Kitty Hawk Air Society Badge. See Note 16.

6. Aerospace Education Foundation (AEF) See Note 16.

7. Distinguished Cadet Badge. See Note 16.

8. Enlisted grade insignia worn on both left and right collar, centered side to side and top to bottom with torch points pointing toward bottom tip of collar.

9. Officer rank: cloth on epaulet only. Place rank 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 Aeronautics (AMA) Wings. See Note 16.

13. AFJROTC Patch. Center on sleeve ½ to 1 inch below shoulder seam.

14. Model Rocketry Badge. See Note 16.

15. Ribbons. Centered on left side. Bottom of ribbons is aligned with bottom of name tag.

16. First badge is centered ½ inch above name tag or ribbons (as appropriate).

Note: Princess Cut Shirts are authorised. Reimbursement for shirt will not exceed cost of the price of a female shirt in EMALL

# APPEARANCE AND GROOMING
## Extracted from Cadet Uniform and Award Guide

When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute, objective criteria for the efficiency, health, and well- being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

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.

**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 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, 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 in uniform may not wear earrings.

**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.

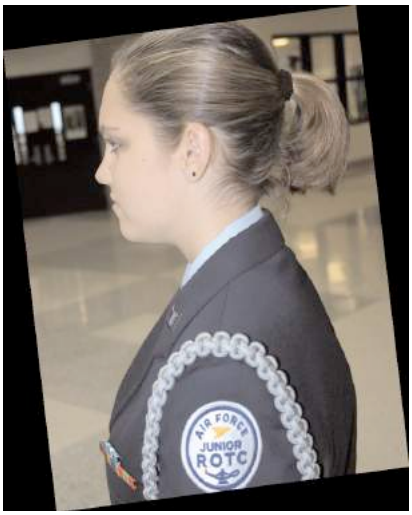
Excessive tattoos or brands, even though they do not violate the prohibitions in the above paragraph,

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 collar bone 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.

**Specific Female Cadet Grooming Guidelines:**




**Hair:** Minimum hair length is 1⁄4 inch, to a maximum bulk of three inches from scalp and allows proper wear of headgear. Your hair should be no longer than the bottom of the collar edge at the back of the neck. Bangs, or side-swiped hair will not touch either eyebrow.
Your hairstyle and color must be conservative and natural looking—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. 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. Braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. All braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance.

As with all hairstyles, a neat and professional image is essential. Hair accessories. If worn, fabric scrunchies, hairpins, combs, clips, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, and grey). Hair must still comply with bulk and

appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

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

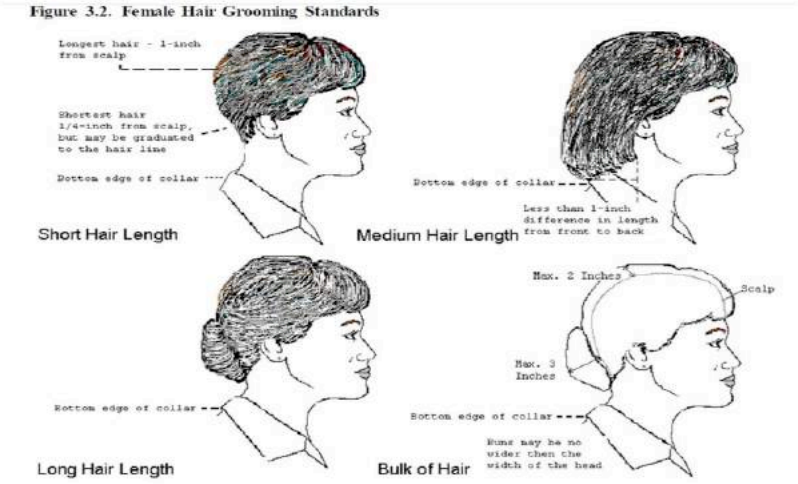



Figure 3-3.

Figure 3-4

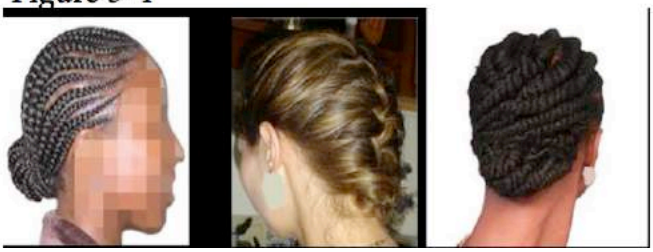
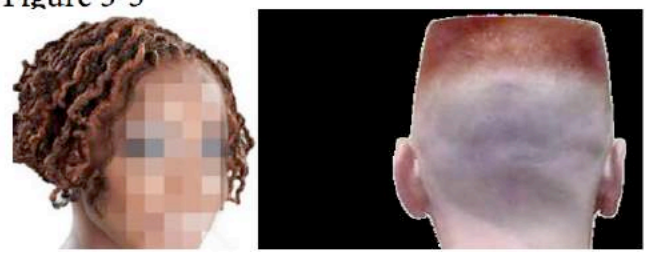


Figure 3-5



**Fingernails.** Male cadets are not authorized to wear nail polish. If worn by female cadets, nail polish will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors. However, white-tip French manicures are authorized. Fingernails must not exceed 1⁄4 inch in length beyond the tip of the finger and must be clean and well groomed.

**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.

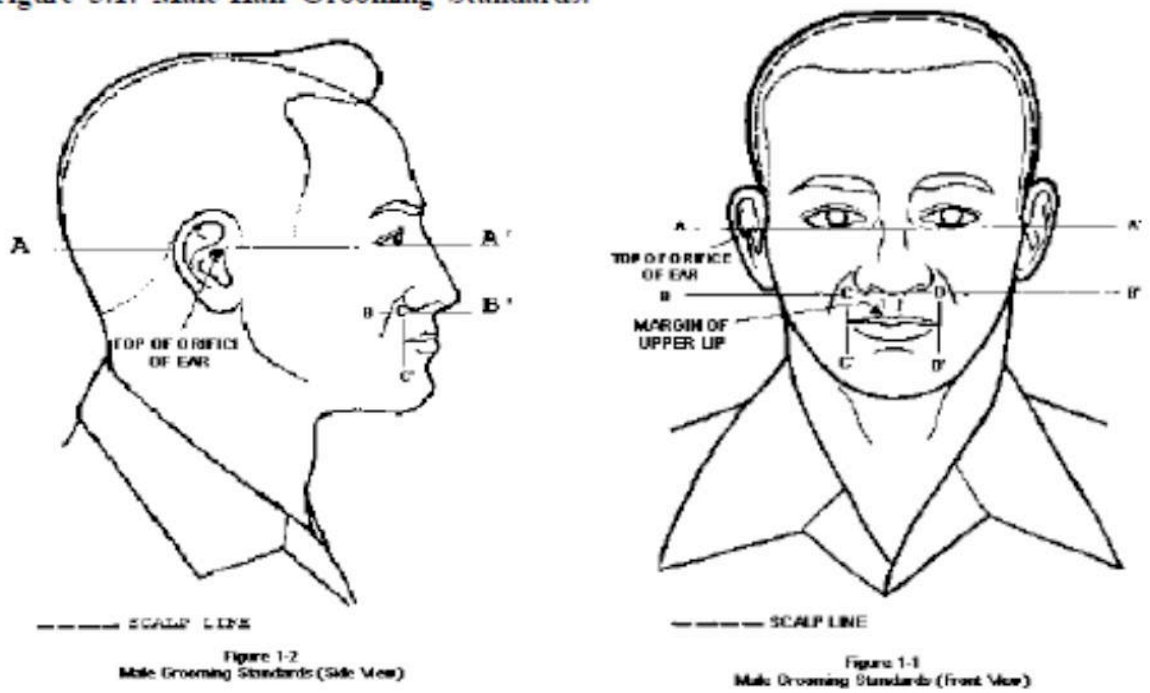
**Specific Male Cadet Grooming Guidelines:**

**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.
Cadets may have mustaches; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 3-1, reference points B, C, and D.

Any other facial hair is not authorized unless for medical / religious reasons. Cadet must submit medical / religious facial hair waiver request to SASI for authorization. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board.

**Figure 3.1. Male Hair Grooming Standards.**



# APPENDIX D – AWARDS AND DECORATIONS

28. **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.

**29. 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.

**Awarded each Semester**:

k. **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.

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

**Awarded each Quarter:**

m. **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.

n. **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.

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

p. **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.

q. **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.

r. **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.

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

t. **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.

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

v. **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.

w. **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.

30. **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. <u>Sons of Union Veterans of the Civil War (SUVCW) Award. This award consists of a medal pendant with a ribbon.</u>**
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. **<u>Air Force Sergeants Association (AFSA) Award</u>**: 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. **<u>Military Order of the Purple Heart Award:</u>**
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

**<u>Scottish Rite, Southern Jurisdiction Award</u>**: 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.

g. **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.

h. **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.

i. **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.

j. **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 presente 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.

k. **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

l. **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

m. **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.

n. **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

o. **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.

p. **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

q. **Daedalian Award:** This award is offered to encourage the development of these traits in cadets and to interest them in a military career. This award recognizes one outstanding third-year cadet at each unit that meets the following criteria:
• Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
• Indicate the potential and desire to pursue a military career.
• Rank in the top 10% of their AS class.
• Rank in the top 20% of their school class

r. **Air Force Association (AFA) Award:** This AFA-sponsored award consists of a medal and ribbon and is presented to each unit to the outstanding second-year (in a 3-year program) or third-year cadet (in a 4-year program).

The award recipient must possess/meet the following personal characteristics and eligibility criteria:

- 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).
- Possess the highest personal & ethical standards and strong positive convictions.
- Rank in the top 5% in their AS class.
- Rank in the top 10% of their academic class.
- Be recommended by the SASI for the Outstanding Cadet Ribbon.

LEARN THEM TO EARN THEM!!!!

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

**APPENDIX E – CADET KNOWLEDGE**

## 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

AND

- PROVIDE INSTRUCTION IN AIR AND SPACE FUNDAMENTALS

## VA-821 MOTTO

THE BEST NEVER REST!
DISCIPLINED THOUGHTS,
DISCIPLINED WORDS,
DISCIPLINED ACTIONS

# VA-821 2017-2018 Goals

**GOAL 1: Academics OIC - Cadets will achieve, on average, no less than a 3.5 GPA in AFJROTC**

**GOAL 2: CHWP OIC - 70% of cadets improve on at least 2 events by 10% on their Presidential Fitness Test**

**Goal 3: Logistics OIC - Cadet Logistics Staff will pass monthly spot inspection of unit supply room with 100% accountability**

**GOAL 4: Executive Officer - Complete at least 6 promotional color guards and Exhibition performances at school/sporting events to promote AFJROTC**

**GOAL 5: Executive Officer - Complete 3 major events at local high schools in support of Arlington Public Schools**

**GOAL 6: Director of Operations - Complete 1000 hours of community service**

**GOAL 7: Director of Operations - 70% of cadets participate in at least 2 community service activities**

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

# Chain of Command:

| | |
|---|---|
| President of the United States | Honorable Donald J. Trump |
| Secretary of Defense | Honorable James N. Mattis |
| Chairman, Joint Chiefs of Staff | Gen. Joseph F. Dunford, Jr. |
| Secretary of the Air Force | Honorable Heather A. Wilson |
| Air Force Chief of Staff | Gen. David L. Goldfien |
| Chief Master Sergeant of the Air Force | CMSAF Kaleth O. Wright |
| Commander, AETC | Lt Gen. Darryl Roberson |
| Commander, Air University | Lt Gen Steven L. Kwast |
| Commander, Holm Center | Brig Gen. Stephen D. Garland |
| Director, AFJROTC | |
| 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) Kim Turner |
| Squadron Commander (SQ CC) | _____ |
| Squadron Director of Operations (SQ DO) | _____ |
| Squadron Executive Officer (SQ XO) | _____ |

**Cadet Staff:**

| | |
|---|---|
| Logistics/Admin OIC | _____ |
| Drill Team CC | _____ |
| CHWP OIC | _____ |
| Academics CC | _____ |
| Cyber Patriot CC | _____ |
| A Flight CC/Flt Sgt | _____ |
| B Flight CC/Flt Sgt | _____ |
| C Flight CC/Flt Sgt | _____ |
| D Flight CC/Flt Sgt | _____ |

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

# 30-STEP DRILL SEQUENCE

Performance of the 30-Step Drill Sequence will be IAW AFMAN 36-2203 (Drill and Ceremonies), dated 20 Nov 2013 and is led and performed by second year cadets.

Cadet Commander will report in after the command fall-in is given.
Example: Sir/Ma'am, Unit Number, is prepared for the 30-step drill sequence. Request permission to use your drill area, Sir/Ma'am!

1. *Fall in
(Sizing of flight/count off is not required)
2. Open ranks march
3. Ready front
4. Close ranks march
5. Present arms
6. Order arms
7. Parade rest
8. Attention
9. Left face
10. About face
11. Forward march
12. Right flank march
13. Left flank march
14. Column right march
15. Forward march
16. To the rear march
17. To the rear march
18. Column right march
19. Forward march
20. Eyes right *(salute the evaluator)*
21. Ready Front
22. Column right march
23. Forward march
24. Change step march
25. Column right march
26. Forward march
27. Flight halt
28. Left face
29. Right step march
30. Flight halt

Cadet Commander will report out after the command flight halt is given.
Example: Sir/Ma'am, Unit Number, request permission to exit your drill area, Sir/Ma'am!

**Per AFMAN 36-2203 the command "Fall In" requires proper sizing and count off to be performed. During HQ AFJROTC visits, sizing of the flight/count off is not required and the commander may call "Open Ranks" immediately after the command "Fall In".*

# Basic Knowledge

**Ranks/Grades:**

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

**RANK HAS ITS PRIVELDGES (RHIP)**

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

## Air Force Core Values:

**Integrity First**
**Service Before Self**
**Excellence In All We Do**

## Phonetic Alphabet:

| | | | |
|---|---|---|---|
| Alpha | Hotel | Oscar | Victor |
| Bravo | India | Papa | Whiskey |
| Charlie | Juliet | Quebec | X-Ray |
| Delta | Kilo | Romeo | Yankee |
| Echo | Lima | Sierra | Zulu |
| Foxtrot | Mike | Tango | |
| Golf | November | Uniform | |

## 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.**

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

# 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**
C. CONGRESSIONAL MEDAL OF HONOR
D. SILVER STAR

2 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 **B**
C. THE BLUE STREAKS
D. THE RED ARROWS

3 THE HAND SALUTE IS USED
A. AS A GREETING BETWEEN MILITARY PERSONNEL
B. TO SHOW HONOR TO OUR FLAG AND COUNTRY **D**
C. AS PART OF THE REPORTING PROCEDURES
D. ALL OF THE ABOVE

4 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 **D**
C. IN FRONT OF A GROUP OF PEOPLE
D. ON THE RIGHT SIDE

5 WHAT SIGNALS THE END OF THE DUTY DAY ON AN AIR FORCE BASE?
A. RETREAT
B. THE NATIONAL ANTHEM **A**
C. GOD BLESS AMERICA
D. REVEILLE

6 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. **A**
C. STOP AND SALUTE.
D. DON'T SALUTE BECAUSE HE IS READING A NEWSPAPER AND NOT PAYING ANY ATTENTION TO YOU.

7 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**
C. STAND AT ATTENTION
D. DO WHAT THE SENIOR OFFICER PRESENT DOES

# General Military Knowledge

**Multiple Choice:**

8 WHEN AT AN OUTDOOR EVENT IN UNIFORM AND AN UNCASED FLAG IS ESCORTED PAST YOU, YOU SHOULD: **B**
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

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

10 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**
B. LEFT SIDE
C. EITHER SIDE, DEPENDING ON WHAT OTHER FLAGS ARE ON DISPLAY

THE FLAG CEREMONY USED TO SIGNAL THE START OF THE DUTY DAY IS:
A. ROLL CALL
11 B. PLEDGE OF ALLEGIANCE **C**
C. REVEILLE
D. RETREAT

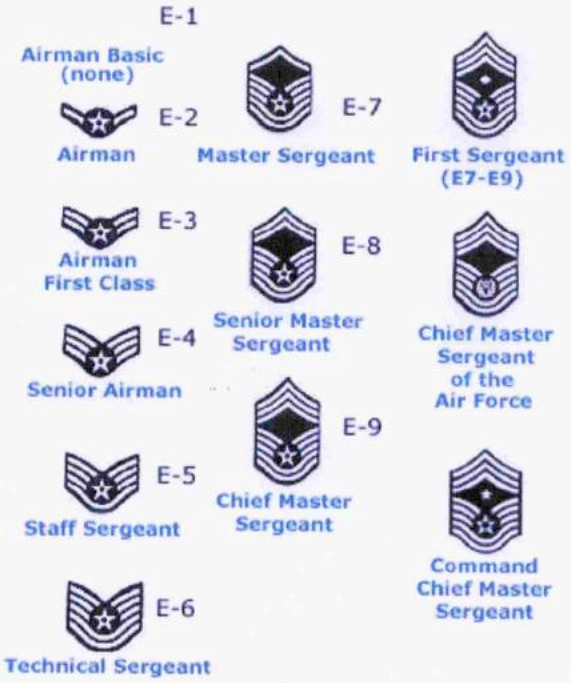
12 THE U.S. FLAG IS FLYING UPSIDE DOWN. WHAT DOES THIS MEAN?
A. SOMEONE SCREWED UP
B. SOMEONE DIED
C. IT'S A HOLIDAY **D**
D. SIGN OF DISTRESS

13 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. **D**
C. HOISTED TO HALF STAFF QUICKLY.
D. HOISTED BRISKLY TO TOP OF POLE, THEN LOWERED SLOWLY TO HALF STAFF

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

# AIR FORCE ACTIVE DUTY OFFICER RANKS

# AIR FORCE ACTIVE DUTY ENLISTED RANKS






**DEVELOP CITIZENS OF CHARACTER**
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# APPENDIX F – CHWP EXERCISE DESCRIPTIONS

1. **WELNESS EXERCISE DESCRIPTIONS:** The following physical exercises are available to units to use during wellness portion of JROTC.

**a. Push Ups**

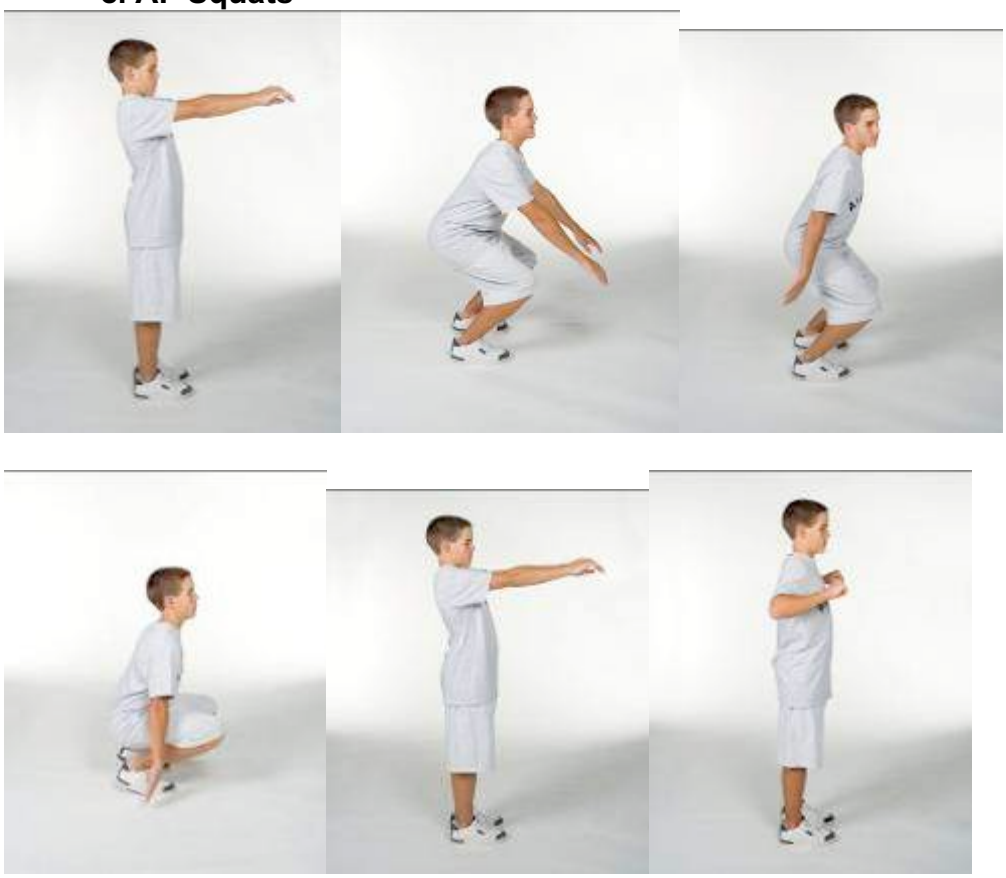
Place your hands slightly wider than shoulders; keep torso straight and head aligned with spine throughout the exercise. Lower yourself until your chest comes within 3-5 inches from the floor; (your upper arm should be parallel with the ground) Press back to starting position. You must rest in the up position.

**b. AF Push Ups**

1. Start with your hands on the floor, shoulder-width apart.
2. Your feet are on the floor (no knees) and your legs are shoulder width or wider, depending on your flexibility.
3. Starting position is butt in the air, head looking back to your heels.
4. Bend your elbows and lower your body in a circular arc, until your arms are straight. Your chest is up and your hips are almost touching the ground.
5. Look to the ceiling. Inhale.
6. Push back toward your heels once again. Straightening your arms and stretching your legs, as in step #3. Exhale.
7. Back to the same position as described in step #4.
8. Do as many repetitions as you need to rest you can pause in the starting position

Note: Some people lack the strength to do a single AF pushup when they begin. If you fall into this category, not to worry. Start with an isometric AF pushup. Get into the start position and press your hands into the ground as hard as you can. Hold for six seconds while you make the "sssss" sound. After this move into the arched position. While looking skyward, flex and contract your body and push your hands into the ground. Hold for six seconds while making the "sssss" sound. Repeat this entire sequence three times. These isometric presses will give you strength very quickly and soon you'll be doing a full AF pushup.

**c. AF Squats**



1. Begin with your feet shoulder-width apart and your toes pointing straight ahead. Your hands are pulled in tightly to your chest. Inhale.
2. Keep you back fairly straight and lower your buttocks until your thighs are parallel to the floor.
3. As you lower your buttocks your hands are BEHIND your back, and they follow you toward the ground.
4. As you move toward the parallel-to-the-ground position, you should simultaneously raise your heels from the floor.
5. Now swing your arms upward and push off your toes, raising your body to a standing position.
6. Once you have reached the up-position, you pull your arms in toward your chest again, as if you are rowing a boat. Make tight fists with your hands and pull. Your elbows will be close to your body as you pull.
7. Inhale as you pull your arms in, exhale as you lower yourself.

**d. Lunges**

Start by standing in a normal upright position with your hands on your hips. While keeping your hands on your hip, step out far enough with your left leg so that your right knee has to drop within an inch of the floor. Now step back to the upright position and then step out with your right leg until your left knee is an inch off the floor. Going from left to right one time equals one three count? lunge. However, for testing one may count each lunge individually, so the process described above would equal two lunges.

**e. 1 Mile Run**

The 1-mile run should take place on a regulation track. If a track is not available, make sure the course is well marked and that all runners start at the same mark. Runners should not switch lanes until the 200-meter mark if the run is being conducted on a standard 400-meter track. Runners should be stretched well and hydrated before the run.

### f. Planks Both Arms

Position yourself on the floor by resting on your toes and elbows. Keep your back straight. You should look like you're in a push-up position, but you are leaning on your elbows instead of your hands. You can clasp your hands together in front of you, or keep them apart. Hold this position as long as you can. No movement, just hold that plank position ... keep holding.

### g. V-Sit Reach

Place your feet eight to 12 inches apart on a line marked on the floor. This is the baseline, which will be crossed by 2 rulers that will be used to measure your flexibility. With palms facing down, place them on the measuring line. Keep your toes facing upward. As you reach forward, exhale, and reach as far as you can while staying in good position. Try this three times for practice and the fourth will be recorded. If you do not cross the base line it will be a negative number reached, and if you cross the baseline it will be positive numbers reached.

### h. Bent Knee Push Ups

Kneel on floor and bend knees so that you pivot on your knees rather than on your toes when doing a standard pushup. When you go to the down position, your knees will act as leverage point. It is recommended that these be done on grass or with a towel, etc, to protect one's knees.

### i. Feet Elevated Push Ups

Place feet on sturdy chair or box with a height of about 2 ft. tall. Perform standard push-up. Make sure body stays straight!

### j. Left Side Planks

Lay straight on your side with your legs and feet together. Now elevate yourself onto one elbow. You should be supporting your weight with a single forearm running perpendicular to the front of your body. You may place your opposite hand on your hip so that the non-weight supporting arm has its elbow pointing up into the air or lay it on your side as shown in the photo. Now hold this position as long as you can. You can spread your feet a bit to help with balance. For added training purposes, not to be scored on the diagnostic, a student can rotate while in the one arm plank position – meaning that you role your body while leaning on the one

elbow. In this one, you will need to have your non supporting elbow pointing up into the air. Try to turn enough so that the elbow of the arm not supporting your weight goes parallel with the floor while keeping your hand on your hip. Repeat as often as desired. Please note that the national charts are based on one arm plank times and not on rotations.

### k. Right Side Planks

Lay straight on your side with your legs and feet together. Now elevate yourself onto one elbow. You should be supporting your weight with a single forearm running perpendicular to the front of your body. You may place your opposite hand on your hip so that the non-weight supporting arm has its elbow pointing up into the air or lay it on your side as shown in the photo. Now hold this position as long as you can. You can spread your feet a bit to help with balance. For added training purposes, not to be scored on the diagnostic, a student can rotate while in the one arm plank position meaning that you roll your body while leaning on the one elbow. In this one, you will need to have your non supporting elbow pointing up into the air. Try to turn enough so that the elbow of the arm not supporting your weight goes parallel with the floor while keeping your hand on your hip. Repeat as often as desired. Please note that the national charts are based on one arm plank times and not on rotations.

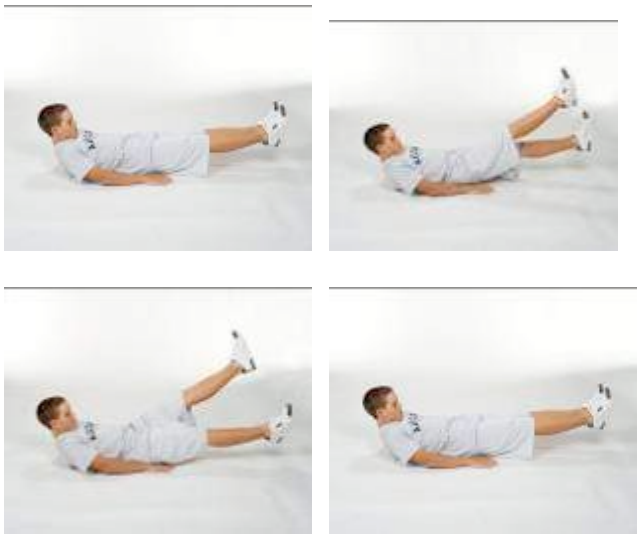
### l. Sit-Ups

Lie on your back with legs bent 90 degrees at the knee - the standard "sit-up" position. Cross your arms and place your hands so that your fingertips touch your shoulders. Have a spotter hold your feet as shown in photo. Curl your torso so your chest moves toward your knees. Keep your hands on your chest at all times. The sit-up does not count if your hands come off your chest. You must rest in the up position while resting. To complete the sit up your shoulder blades must touch the ground. One's hips or buttock should not come off the ground to produce momentum.

**m. Extended Sit-Ups**

Lie down on your back and extend your arms straight by your head while on the floor. Keep or legs straight and your feet together. Keeping your arms straight, gently bring your arms over your head and toward your legs as you do a sit-up maneuver. Don't fling or yank your arms. This could cause an injury. As your torso goes upright, keeping your legs straight, elevate your legs as you do the sit up maneuver. Reach your hands as far toward your ankles /feet as possible. Your feet should be at least 12 to 24 inches off the floor. Returning to the start position counts as one repetition.

**n. Flutter Kicks**



Flutter Kicks are a great way to strengthen your hip flexors. Flutter Kicks are a traditional and staple PT exercise. Start kicking. Keep your range of motion between 6 inches to 36 inches max. Keep legs straight with knees locked as shown in the photo. This exercise is scored on time held not on reps per minute, so speed in doing the reps is not important, it is how long they can perform the exercise.

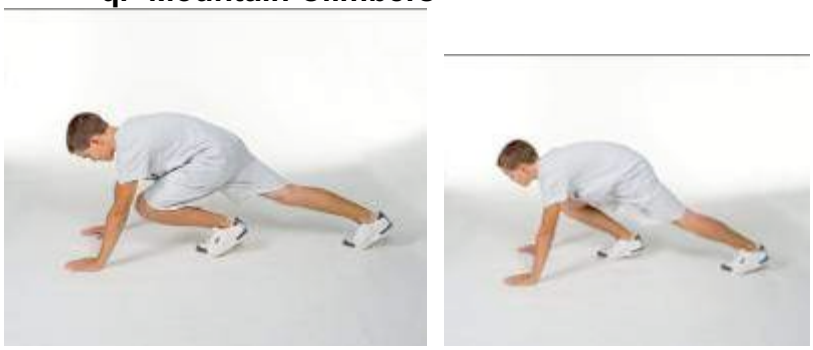
**o. Arm Extended Lunges**

Follow the same process as described in the Lunges, but with this exercise you do not stand in place. Rather as you take a lunge, you also take a step from your start location. In addition, put your arms out straight in front of you. As you take the lunges, move both arms, while keeping them straight at the elbow, to the side of the leg that is taking the step. So if I step out with my left leg, my arms are swinging to my left side, etc. This works the torso in conjunction with the lunges.

**p. Reverse Extended Lunges**

Do what is described in the Lunges exercise, but in this exercise you will be walking backwards. On this exercise the leg you step back with will be the leg whose knee will drop to an inch off the floor.

**q. Mountain Climbers**



Go into a regular push-up position, but extend your left leg forward so that your left knee is tucked up close to your chest. This will be the official start position. You will then move your left leg back to a straight position while you bring your right leg up to where its knee is tucked up under your chest. You will repeat this process and count each leg forward as one full mountain climber. The JROTC standard chart for “mountain climbers” is based on individual knee forward counts and not the three-count method.

### r. Body Builders

1. Start in a standing position with your arms to your side and your feet together.
2. Squat down and bend over so that you are in a squat position with your arms extended out before you and resting on the floor. (Count to “one” on this move.)
3. Kick your legs out from under you so that you go to a standard push-up position. (Count to “two” on this move.)
4. While in the push-up position, kick your legs apart so that your legs form a wide “V”. (Count to “three” on this move.)
5. Bring your legs back together and return to the standard push-up position. (Count to “four” on this move.)
6. Once back in a push-up position, perform one standard push-up. (Count to “five” on the downward move and count to “six” on the upward move in the push-up.)
7. While keeping your arms on the floor in front of you, tuck your legs up underneath you so that you return to the squat position described in line “2” above. (Count to “seven” on this move.)
8. Return to the standing start position. (This is move “eight” and completes one full “Body Builder.)

### s. Squat Leaps

Standing in place, jump up in the air and bring both knees up toward your chest; touch both shins with your hands when knees are at their highest point; extend legs to land on both feet and immediately jump up again. (Land, and then push off for the next leap. No double pump on landing) Do the jumps as quickly and as high as you can.

**t. Side Lateral Jump**

Draw a line on the ground, 3 feet long. Stand on the far side of the line. Jump with both feet sideways and land on the other side of the line, then immediately jump back to the starting position. This equals one rep. Go back and forth as fast as you can. You can push more with the outside leg, but make sure both feet stay together and land on the outside of the line. If you do not "clear" the 3-foot length the exercise does not count.

# APPENDIX G – CURRICULUM PLAN TEMPLATE

31. **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 2017/18 through 2020/21 is shown below.

| CURRICULUM PLAN FOR VA-821 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| YR | FALL 2017 | SPRING 2018 | FALL 2018 | SPRING 2019 | FALL 2019 | SPRING 2020 | FALL 2020 | SPRING 2021 |
| 1 | AS1 | AS2 | AS1 | AS2 | AS1 | AS2 | AS1 | AS2 |
| | SCIENCE OF FLIGHT (20%) All units | | JOURNEY INTO AVIATION HISTORY | | SCIENCE OF FLIGHT (20%) All units | | JOURNEY INTO AVIATION HISTORY | |
| | EXPLORATION OF SPACE (20%) Units 1-3 | | CULTURAL STUDIES (20%) All units | | EXPLORATION OF SPACE (20%) Units 1-3 | | CULTURAL STUDIES (20%) All units | |
| | LE IV (All Units) + NEFE + Drill (40%) | | LE I&II (All units) + Drill (40%) | | LE III (All units) + Cadet Guide Elective + Drill | | LE IV (All units) + NEFE + Drill (40%) | |
| | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | |
| 2 | AS3 | AS4 | AS3 | AS4 | AS3 | AS4 | AS3 | AS4 |
| | SCIENCE OF FLIGHT (20%) All units | | JOURNEY INTO AVIATION HISTORY | | SCIENCE OF FLIGHT (20%) All units | | JOURNEY INTO AVIATION HISTORY | |
| | EXPLORATION OF SPACE (20%) Units 1-3 | | CULTURAL STUDIES (20%) All units | | EXPLORATION OF SPACE (20%) Units 1-3 | | CULTURAL STUDIES (20%) All units | |
| | LE IV (All Units) + NEFE + Drill (40%) | | LE I&II (All units) + Drill (40%) | | LE III (All units) + Cadet Guide Elective + Drill | | LE IV (All units) + NEFE + Drill (40%) | |
| | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | |
| 3 | AS5 | AS6 | AS5 | AS6 | AS5 | AS6 | AS5 | AS6 |
| | MGT OF CADET CORPS (40%) | | MGT OF CADET CORPS (40%) | | MGT OF CADET CORPS (40%) | | MGT OF CADET CORPS (40%) | |
| | LE IV (All Units) + NEFE + Drill (40%) | | LE I&II (All units) + Drill (40%) | | LE III (All units) + Cadet Guide Elective + Drill | | LE IV + NEFE + Drill (40%) | |
| | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | |
| | Class 2018 | | Class 2019 | | Class 2020 | | 2021 | |

Additionally, the matrix for the three previous academic years is shown below.

| CURRICULUM PLAN FOR VA-821 | | | | | | |
|---|---|---|---|---|---|---|
| CADET YEAR | FALL 2014 | SPRING 2015 | FALL 2015 | SPRING 2016 | FALL 2016 | SPRING 2017 |
| 1 | AS1 | AS2 | AS1 | AS2 | AS1 | AS2 |
| | GLOBAL STUDIES (20%) | | SCIENCE OF FLIGHT (20%) All units | | JOURNEY INTO AVIATION HISTORY (20%) All units | |
| | JOURNEY INTO AVIATION HISTORY (20%) | | EXPLORATION OF SPACE (20%) Units 1-3 | | CULTURAL STUDIES (20%) All units | |
| | LE III/IV & Drill (40%) | | LE I/II (All units) + Drill (40%) | | LE III (Units 1-6) + Cadet Guide Elective + Drill (40%) | |
| | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | |
| 2 | AS3 | AS4 | AS3 | AS4 | AS3 | AS4 |
| | GLOBAL STUDIES (20%) | | SCIENCE OF FLIGHT (20%) All units | | JOURNEY INTO AVIATION HISTORY (20%) All units | |
| | JOURNEY INTO AVIATION HISTORY (20%) | | EXPLORATION OF SPACE (20%) Units 1-3 | | CULTURAL STUDIES (20%) All units | |
| | LE III/IV & Drill (40%) | | LE I/II (All units) + Drill (40%) | | LE III (Units 1-6) + Cadet Guide Elective + Drill (40%) | |
| | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | |
| 3 | AS5 | AS6 | AS5 | AS6 | AS5 | AS6 |
| | MGT OF CADET CORPS (35%) | | MGT OF CADET CORPS (35%) | | MGT OF CADET CORPS (40%) | |
| | SURVIVAL (5%) | | SURVIVAL (5%) | | | |
| | LE III/IV & Drill (40% | LE III/IV & Drill (40% | LE I/II (All units) + Drill (40%) | LE I/II (All units) + Drill (40%) | LE III (Units 1-6) + Cadet Guide Elective + Drill (40%) | |
| | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | | CADET HEALTH AND WELLNESS (20%) | |
| | | Class of 2015 | | Class of 2016 | | Class of 2017 |

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32. **Course Descriptions**:

**Air Force Junior ROTC I** (One semester/term, two class periods, one credit): 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 summer camp, Cadet Leadership Course, held each summer. The prerequisite for this class includes a willingness to comply with US Air Force grooming standards.

AFJROTC class includes an Aerospace Science course each semester/term: A Journey Into Aviation History (a course focusing on the development of flight) during the fall term of even academic years and Cultural Studies: An Introduction into Global Awareness (a course examining the global awareness concept and global trends) for classes starting in the spring of even numbered academic years. For classes starting in odd numbered academic years the Aerospace Science classes include: The Science of Flight in the fall term (a course examining the basics of flight) and Exploration of Space (a course focusing on space science and space flight) in the spring term. 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 and the school's AFJROTC web page 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 cadet, students will learn about dynamic followership, teamwork, professionalism and they will be assigned to positions in the corps.

**Air Force Junior ROTC II** (One semester/term, two class periods, one credit): 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 summer camp, Cadet Leadership Course, held each summer. The prerequisite for this class includes a willingness to comply with US Air Force grooming standards.

AFJROTC class includes an Aerospace Science course each semester/term: A Journey Into Aviation History (a course focusing on the development of flight) during the fall term of even academic years and Cultural Studies: An Introduction into Global Awareness (a course examining the global awareness concept and global trends) for classes starting in the spring of even numbered academic years. For classes starting in odd numbered academic years the Aerospace Science classes include: The Science of Flight in the fall term (a course examining the basics of flight) and Exploration of Space (a course focusing on space science and space flight) in the spring term. 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 and the school's AFJROTC web page 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 courses. As a level II cadet, students will continue to learn about dynamic followership, teamwork, professionalism and they will be assigned to positions in the corps.

**Air Force Junior ROTC III** (One semester/term, two class periods, one credit): 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 summer camp, Cadet Leadership Course, held each summer. The prerequisite for this class includes a willingness to comply with US Air Force grooming standards.

AFJROTC class includes an Aerospace Science course each semester/term: A Journey Into Aviation History (a course focusing on the development of flight) during the fall term of even academic years and Cultural Studies: An Introduction into Global Awareness (a course examining the global awareness concept and global trends) for classes starting in the spring of even numbered academic years. For classes starting in odd numbered academic years the Aerospace Science classes include: The Science of Flight in the fall term (a course examining the basics of flight) and Exploration of Space (a course focusing on space science and space flight) in the spring term. 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 and the school's AFJROTC web page 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 courses. As a level III cadet, students will focus on developing and expanding their leadership skills. They can compete for positions in the corps with increased leadership opportunity.

**Air Force Junior ROTC IV** (One semester/term, two class periods, one credit): 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 summer camp, Cadet Leadership Course, held each summer. The prerequisite for this class includes a willingness to comply with US Air Force grooming standards.

AFJROTC class includes an Aerospace Science course each semester/term: A Journey Into Aviation History (a course focusing on the development of flight) during the fall term of even academic years and Cultural Studies: An Introduction into Global Awareness (a course examining the global awareness concept and global trends) for classes starting in the spring of even numbered academic years. For classes starting in odd numbered academic years the Aerospace Science classes include: The Science of Flight in the fall term (a course examining the basics of flight) and Exploration of Space (a course focusing on space science and space flight) in the spring term. 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 and the school's AFJROTC web page 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 courses. As a level IV cadet, students will focus on developing and expanding their leadership skills. They can compete for positions in the corps with increased leadership opportunity.

**Air Force Junior ROTC V** One semester/term, two class periods, one credit): 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 includes a willingness to comply with US Air Force grooming standards and the completion of AFJROTC III & IV.

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. 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, 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 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.

**Air Force Junior ROTC VI** One semester/term, two class periods, one credit): 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 includes a willingness to comply with US Air Force grooming standards and the completion of AFJROTC IV.

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. 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, 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 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.

33. **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 on-going conditions.

# AIR FORCE JUNIOR ROTC (VA-821)
# COURSE SYLLABUS
# AY 2017-2018
# AFJROTC I

COURSE NAME: AFJROTC I

The Mission of AFJROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Elective Credit for the entire year semester/term

INSTRUCTOR'S NAMES: Col Scott Dierlam (Retired) and CMSgt Kim Turner (Retired)

REQUIRED TEXT AND MATERIALS:

Aerospace Science 200: Science of Flight: A Gateway to New Horizons, 2012
Chapter 1: How Airplanes Fly
Chapter 2: Working Through Flight Conditions
Chapter 3: Flight and the Human Body

Leadership Education 400: Principles of Management, 2008
Unit 1: Introduction to Management
Unit 2: Planning

Leadership Elective: National Endowment for Financial Education
Module 1: Money Management
Module 2: Borrowing
Module 3: Earning Power

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 summer camp, Cadet Leadership Course, held each summer. The prerequisite for this class includes a willingness to comply with US Air Force grooming standards.

AFJROTC class includes an Aerospace Science course each semester/term: A Journey Into Aviation History (a course focusing on the development of flight) during the fall term of even academic years and Cultural Studies: An Introduction into Global Awareness (a course examining the global awareness concept and global trends) for classes starting in the spring of even numbered academic years. For

classes starting in odd numbered academic years the Aerospace Science classes include: The Science of Flight in the fall term (a course examining the basics of flight) and Exploration of Space (a course focusing on space science and space flight) in the spring term. 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 and the school's AFJROTC web page 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 cadet, students will learn about dynamic followership, teamwork, professionalism and they will be assigned to positions in the corps. Students must wear the Air Force JROTC uniform weekly (Thursday) and the issued PT uniform on Tuesdays.

COURSE OBJECTIVES AND GOALS:

Science of Flight: A Gateway to New Horizons:
1. Analyze the elements of flight.
2. Evaluate how atmospheric conditions affect flight.
3. Evaluate how flight affects the human body.
4. Analyze flight navigation and the purpose of aerial navigation aids.

Leadership Education/Drill and Ceremonies/Elective:
1. Know the history and the importance of management.
2. Know the techniques and skills involved in planning and decision making.
3. Know the importance of drill and ceremonies.
4. Know basic commands and characteristics of command voice.
5. Apply and execute the concepts and principles of basic drill positions and movements.
6. Know when and how to salute.
7. Manage personal spending to meet financial goals and minimize the impact of financial obstacles [Money Management]
8. Control personal credit and debt [Borrowing]
9. Boost personal earning capability [Earnings]

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:

| Grade | Percentage Required | Quality Points |
|---|---|---|
| A | 90-100 | 4.0 |
| B+ | 87-89 | 3.5 |
| B | 80-86 | 3.0 |
| C+ | 77-79 | 2.5 |
| C | 70-76 | 2.0 |
| D+ | 67-79 | 1.5 |
| D | 60-66 | 1.0 |
| E | 59 and below | 0.0 |

**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 COMMANDER 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

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# AIR FORCE JUNIOR ROTC (VA-821)
# COURSE SYLLABUS
# AY 2017-2018
# AFJROTC II

COURSE NAME: AFJROTC II

The Mission of AFJROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Elective Credit for the entire year semester/term

INSTRUCTOR'S NAMES: Col Scott Dierlam (Retired) and CMSgt Kim Turner (Retired)

REQUIRED TEXT AND MATERIALS:

Aerospace Science 300: Exploring Space: The High Frontier, 2010
Unit One: The Space Environment
Unit Two: Exploring Space
Unit Three: Manned and Unmanned Spaceflight

Leadership Education 400: Principles of Management, 2008
Unit 3: Organizing
Unit 4: Leading

Leadership Elective: National Endowment for Financial Education
Module 4: Investing
Module 5: Financial Services
Module 6: Insurance

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 summer camp, Cadet Leadership Course, held each summer. The prerequisite for this class includes a willingness to comply with US Air Force grooming standards.

AFJROTC class includes an Aerospace Science course each semester/term: A Journey Into Aviation History (a course focusing on the development of flight) during the fall term of even academic years and Cultural Studies: An Introduction into Global Awareness (a course examining the global awareness concept and global trends) for classes starting in the spring of even numbered academic years. For classes starting in odd numbered academic years the Aerospace Science classes include: The Science of Flight in the fall term (a course examining the basics of flight) and Exploration of Space (a course

focusing on space science and space flight) in the spring term. 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 and the school's AFJROTC web page 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 courses. As a level II cadet, students will continue to learn about dynamic followership, teamwork, professionalism and they will be assigned to positions in the corps.

COURSE OBJECTIVES AND GOALS:

Exploring Space: The High Frontier:

1. Know the history of astronomy and the specific characteristics of the Earth, Moon, solar system, and the planets.
2. Comprehend the big picture of space exploration, including the history of spaceflight, organizations doing work in space, and the overall space environment.
3. Comprehend the importance of entering space, characteristics of manned and unmanned spaceflight, and how humans are affected during spaceflight.
4. Comprehend the key concepts for getting from the surface of the Earth into Earth orbit and to other planets and back again.
5. Comprehend how spacecraft, rockets, and launch vehicles are designed and built.

Leadership Education/Drill and Ceremonies/Elective:

1. Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader.
2. Know the importance of drill and ceremonies.
3. Know basic commands and characteristics of command voice.
4. Apply and execute the concepts and principles of basic drill positions and movements.
5. Know when and how to salute.
6. Put personal assets to work to build personal wealth [Saving, Investing]
7. Use financial services in sensible and wary manner [Financial Services]
8. Protect personal property and financial resources [Insurance]

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:

| Grade | Percentage Required | Quality Points |
|---|---|---|
| A | 90-100 | 4.0 |
| B+ | 87-89 | 3.5 |
| B | 80-86 | 3.0 |
| C+ | 77-79 | 2.5 |
| C | 70-76 | 2.0 |
| D+ | 67-79 | 1.5 |
| D | 60-66 | 1.0 |
| E | 59 and below | 0.0 |

**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 COMMANDER 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.

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# AIR FORCE JUNIOR ROTC (VA-821)
# COURSE SYLLABUS
# AY 2017-2018
# AFJROTC III

COURSE NAME: AFJROTC III

The Mission of AFJROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Elective Credit for the entire year semester/term

INSTRUCTOR'S NAMES: Col Scott Dierlam (Retired) and CMSgt Kim Turner (Retired)

REQUIRED TEXT AND MATERIALS:

Aerospace Science 200: Science of Flight: A Gateway to New Horizons, 2012
Chapter 1: How Airplanes Fly
Chapter 2: Working Through Flight Conditions
Chapter 3: Flight and the Human Body

Leadership Education 400: Principles of Management, 2008
Unit 1: Introduction to Management
Unit 2: Planning

Leadership Elective: National Endowment for Financial Education
Module 1: Money Management
Module 2: Borrowing
Module 3: Earning Power

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 summer camp, Cadet Leadership Course, held each summer. The prerequisite for this class includes a willingness to comply with US Air Force grooming standards.

AFJROTC class includes an Aerospace Science course each semester/term: A Journey Into Aviation History (a course focusing on the development of flight) during the fall term of even academic years and Cultural Studies: An Introduction into Global Awareness (a course examining the global awareness concept and global trends) for classes starting in the spring of even numbered academic years. For classes starting in odd numbered academic years the Aerospace Science classes include: The Science of

Flight in the fall term (a course examining the basics of flight) and Exploration of Space (a course focusing on space science and space flight) in the spring term. 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 and the school's AFJROTC web page 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 courses. As a level III cadet, students will focus on developing and expanding their leadership skills. They can compete for positions in the corps with increased leadership opportunity.

COURSE OBJECTIVES AND GOALS:

Science of Flight: A Gateway to New Horizons:
1. Analyze the elements of flight.
2. Evaluate how atmospheric conditions affect flight.
3. Evaluate how flight affects the human body.
4. Analyze flight navigation and the purpose of aerial navigation aids.

Leadership Education/Drill and Ceremonies/Elective:
1. Know the history and the importance of management.
2. Know the techniques and skills involved in planning and decision making.
3. Know the importance of drill and ceremonies.
4. Know basic commands and characteristics of command voice.
5. Apply and execute the concepts and principles of basic drill positions and movements.
6. Know when and how to salute.
7. Manage personal spending to meet financial goals and minimize the impact of financial obstacles [Money Management]
8. Control personal credit and debt [Borrowing]
9. Boost personal earning capability [Earnings]

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.

**DEVELOP CITIZENS OF CHARACTER**
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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:

| Grade | Percentage Required | Quality Points |
|---|---|---|
| A | 90-100 | 4.0 |
| B+ | 87-89 | 3.5 |
| B | 80-86 | 3.0 |
| C+ | 77-79 | 2.5 |
| C | 70-76 | 2.0 |
| D+ | 67-79 | 1.5 |
| D | 60-66 | 1.0 |
| E | 59 and below | 0.0 |

**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:
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  - Z – Approaches Expectations
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- "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 COMMANDER 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

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

# AIR FORCE JUNIOR ROTC (VA-821)
# COURSE SYLLABUS
# AY 2017-2018
# AFJROTC IV

COURSE NAME: AFJROTC IV

The Mission of AFJROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Elective Credit for the entire year semester/term

INSTRUCTOR'S NAMES: Col Scott Dierlam (Retired) and CMSgt Kim Turner (Retired)

REQUIRED TEXT AND MATERIALS:

Aerospace Science 300: Exploring Space: The High Frontier, 2010
Unit One: The Space Environment
Unit Two: Exploring Space
Unit Three: Manned and Unmanned Spaceflight

Leadership Education 400: Principles of Management, 2008
Unit 3: Organizing
Unit 4: Leading

Leadership Elective: National Endowment for Financial Education
Module 4: Investing
Module 5: Financial Services
Module 6: Insurance

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 summer camp, Cadet Leadership Course, held each summer. The prerequisite for this class includes a willingness to comply with US Air Force grooming standards.

AFJROTC class includes an Aerospace Science course each semester/term: A Journey Into Aviation History (a course focusing on the development of flight) during the fall term of even academic years and Cultural Studies: An Introduction into Global Awareness (a course examining the global awareness concept and global trends) for classes starting in the spring of even numbered academic years. For classes starting in odd numbered academic years the Aerospace Science classes include: The Science of

Flight in the fall term (a course examining the basics of flight) and Exploration of Space (a course focusing on space science and space flight) in the spring term. 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 and the school's AFJROTC web page 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 courses. As a level IV cadet, students will focus on developing and expanding their leadership skills. They can compete for positions in the corps with increased leadership opportunity.

COURSE OBJECTIVES AND GOALS:

Exploring Space: The High Frontier:

1. Know the history of astronomy and the specific characteristics of the Earth, Moon, solar system, and the planets.
2. Comprehend the big picture of space exploration, including the history of spaceflight, organizations doing work in space, and the overall space environment.
3. Comprehend the importance of entering space, characteristics of manned and unmanned spaceflight, and how humans are affected during spaceflight.
4. Comprehend the key concepts for getting from the surface of the Earth into Earth orbit and to other planets and back again.
5. Comprehend how spacecraft, rockets, and launch vehicles are designed and built.

Leadership Education/Drill and Ceremonies/Elective:

1. Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader.
2. Know the importance of drill and ceremonies.
3. Know basic commands and characteristics of command voice.
4. Apply and execute the concepts and principles of basic drill positions and movements.
5. Know when and how to salute.
6. Put personal assets to work to build personal wealth [Saving, Investing]
7. Use financial services in sensible and wary manner [Financial Services]
8. Protect personal property and financial resources [Insurance]

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:

| Grade | Percentage Required | Quality Points |
|---|---|---|
| A | 90-100 | 4.0 |
| B+ | 87-89 | 3.5 |
| B | 80-86 | 3.0 |
| C+ | 77-79 | 2.5 |
| C | 70-76 | 2.0 |
| D+ | 67-79 | 1.5 |
| D | 60-66 | 1.0 |
| E | 59 and below | 0.0 |

**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 COMMANDER 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.

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# AIR FORCE JUNIOR ROTC (VA-821)
# COURSE SYLLABUS
# AY 2017-2018
# AFJROTC V

COURSE NAME: AFJROTC V

The Mission of AFJROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Elective Credit for the entire year semester/term

INSTRUCTOR'S NAMES: Col Scott Dierlam (Retired) and CMSgt Kim Turner (Retired)

REQUIRED TEXT AND MATERIALS:

Leadership Education 400: Principles of Management, 2008
Unit 1: Introduction to Management
Unit 2: Planning

Leadership Elective: National Endowment for Financial Education
Module 1: Money Management
Module 2: Borrowing
Module 3: Earning Power

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 includes a willingness to comply with US Air Force grooming standards and the completion of AFJROTC III & IV.

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. 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, 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 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.

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/Elective:
1. Know the history and the importance of management.
2. Know the techniques and skills involved in planning and decision making.
3. Know the importance of drill and ceremonies.
4. Know basic commands and characteristics of command voice.
5. Apply and execute the concepts and principles of basic drill positions and movements.
6. Know when and how to salute.
7. Manage personal spending to meet financial goals and minimize the impact of financial obstacles [Money Management]
8. Control personal credit and debt [Borrowing]
9. Boost personal earning capability [Earnings]

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:

| Grade | Percentage Required | Quality Points |
|---|---|---|
| A | 90-100 | 4.0 |
| B+ | 87-89 | 3.5 |
| B | 80-86 | 3.0 |
| C+ | 77-79 | 2.5 |
| C | 70-76 | 2.0 |
| D+ | 67-79 | 1.5 |
| D | 60-66 | 1.0 |
| E | 59 and below | 0.0 |

**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 COMMANDER 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.

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# AIR FORCE JUNIOR ROTC (VA-821)
# COURSE SYLLABUS
# AY 2017-2018
# AFJROTC VI

COURSE NAME: AFJROTC VI

The Mission of AFJROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Elective Credit for the entire year semester/term

INSTRUCTOR'S NAMES: Col Scott Dierlam (Retired) and CMSgt Kim Turner (Retired)

REQUIRED TEXT AND MATERIALS:

Leadership Education 400: Principles of Management, 2008
Unit 3: Organizing
Unit 4: Leading

Leadership Elective: National Endowment for Financial Education
Module 4: Investing
Module 5: Financial Services
Module 6: Insurance

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 includes a willingness to comply with US Air Force grooming standards and the completion of AFJROTC IV.

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. 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, 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 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.

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/Elective:
1. Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader.
2. Know the importance of drill and ceremonies.
3. Know basic commands and characteristics of command voice.
4. Apply and execute the concepts and principles of basic drill positions and movements.
5. Know when and how to salute.
6. Put personal assets to work to build personal wealth [Saving, Investing]
7. Use financial services in sensible and wary manner [Financial Services]
8. Protect personal property and financial resources [Insurance]

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:

| Grade | Percentage Required | Quality Points |
|---|---|---|
| A | 90-100 | 4.0 |
| B+ | 87-89 | 3.5 |
| B | 80-86 | 3.0 |
| C+ | 77-79 | 2.5 |
| C | 70-76 | 2.0 |
| D+ | 67-79 | 1.5 |
| D | 60-66 | 1.0 |
| E | 59 and below | 0.0 |

**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 COMMANDER 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
  - -- THE FLAG, THE UNIFORM, THE INSTRUCTORS, EACH OTHER
  - -- 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

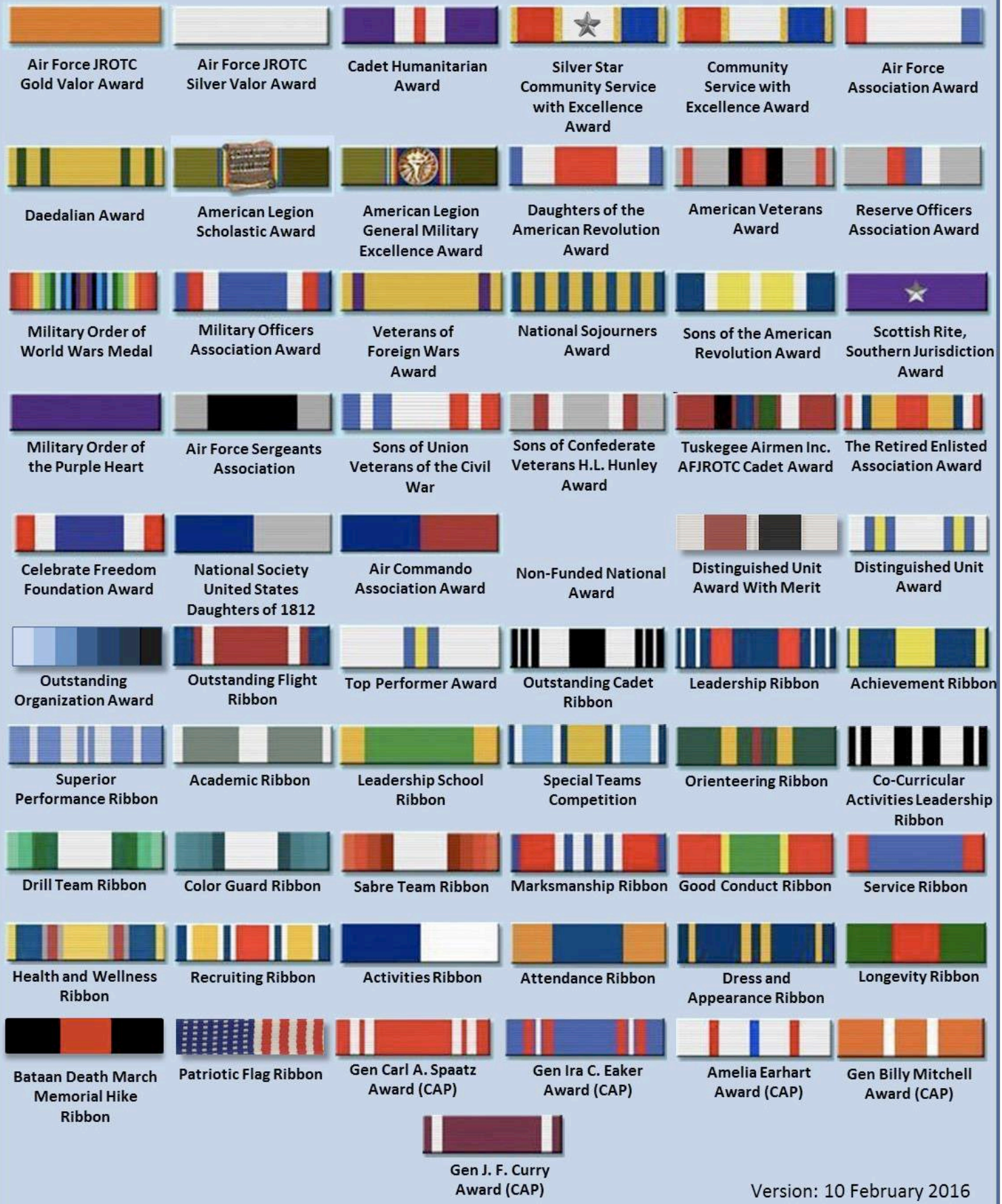
- GRADES
  - -- IN LINE WITH ARLINGTON STANDARDS
    - --- 90-100% -"A"; 87-89% – "B+"; 80-86% -"B"; 77-79% – "C+"; 70-76% -"C"; 67-69% -"D+"; 60-66% - "D"; LESS THAN 60% -"E"
  - -- GRADES ARE WEIGHTED
    - --- 40% -AEROSPACE SCIENCE; 40% -LEADERSHIP EDUCATION; 20% - CADET HEALTH AND WELLNESS

- 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

# AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!




Version: 10 February 2016