**AIR FORCE JROTC**

**R.B. STALL HIGH SCHOOL**

**SC-031**



**Cadet Handbook**

**2016-17**

"**DEVELOP CITIZENS OF CHARACTER, DEDICATED TO**

 **SERVING THEIR NATION AND COMMUNITY**."

**AFJROTC CADET HONOR CODE**

As an Air Force Junior Reserve Officer Training Cadet,

I will comply with the Cadet Honor Code which states:

 ***“I WILL NOT LIE, CHEAT, OR STEAL, NOR TOLERATE THOSE WHO DO.”***

**AIR FORCE CORE VALUES**

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

**THE AIR FORCE SONG**

by Robert Crawford

***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!)***

***Down we dive spouting our flames 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!***

**AIRMAN’S CREED**

***I am an American Airman.***

***I am a warrior***

***I have answered my nation's call***

***I am an American Airman***

***My mission is to fly, fight, and win***

***I am faithful to a proud heritage***

***A tradition of honor, and a legacy of valor***

***I am an American Airman***

***Guardian of freedom and justice***

***My nation's sword and shield***

***Its sentry and avenger***

***I defend my country with my life***

***I am an American Airman***

***Wingman, leader, warrior***

***I will never leave an airman behind***

***I will never falter, and I will not fail.***

**NATIONAL LEADERSHIP**

**President, Commander-in-Chief**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary of State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secretary of Defense**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman, Joint Chiefs of Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secretary of the Air Force** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chief of Staff, US Air Force** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Master Sergeant of the Air Force \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Commander, AETC** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Commander, Air University \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Commander, Holm Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director, AFJROTC** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary of the Navy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief of Naval Operations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Master Chief Petty Officer of the Navy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commandant of the Marine Corps \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sergeant Major of the Marine Corps \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary of the Army \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief of Staff of the Army \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sergeant Major of the Army \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary of Homeland Security \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commandant of the Coast Guard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Master Chief Petty Officer of the Coast Guard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SC-031 Faculty and Cadet Staff**

**Senior Aerospace Science Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Aerospace Science Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cadet Group Commander \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cadet Group Deputy Commander \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Group First Sergeant/Command Chief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission Support Squadron Commander \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Operations Squadron Commander** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TABLE OF CONTENTS**

***Introduction 4***

***Academic Policies 5***

***Conduct Policies/Rules 6***

***Wear of the Cadet Uniform 7***

***Officer of the Day/Flag Detail 9***

***Field Trip Policy 10***

***Cadet Counseling 11***

***Cadet PEP Program 11***

***Cadet Evaluation Board 12***

***Group Staff Meetings 13***

***AFJROTC Letter 14***

***Merit/Demerit System 14***

***Position Descriptions 15***

***SC-031 Organizational Chart 21***

***Unit Manning Document 22***

***Cadet Appointment, Promotion & Rotation System 23***

***Physical Fitness 24***

***Awards 25***

***Cadet Honor Code 27***

***Cadet Creed 27***

***Annual Inspection 28***

***Words from the ASI 28***

***Policy Letters 30***

**I N T R O D U C T I O N**

Welcome to the Air Force Junior Reserve Officer Training Corps (AFJROTC). We believe you have made a wise choice toward furthering your education. We hope you will be serious about your studies, participate in various activities, and have fun taking the course. As a result, we hope you become a better informed, more disciplined, and more moral citizen.

All organizations - both military and civilian - must have guidelines so that everyone within that organization knows how to work together and accomplish the desired goals. This Cadet Handbook is designed to provide these guidelines and statements of policy for operation of the South Carolina 31st AFJROTC Group. It is not intended to be inclusive of all rules and procedures for operation of the unit, but as a guide.

This AFJROTC unit was activated in September, 1968, at Gordon H. Garrett High School, and is now one of hundreds of units across the country and overseas. It is designated SC-031, showing it to be a South Carolina unit, whose numerical designation assigned was number 31. At the time the unit was established, dependents of Air Force families at Charleston Air Force Base were included in the Garrett School district. In 1992, SC-031 was officially moved to R.B. Stall High School, with Garrett High to be closed in the 1993-94 school year, and reopened as a technical high school.

The AFJROTC official mission is to:

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

We strongly believe that AFJROTC training is beneficial regardless of what career you may pursue after high school - even if you never have any relationship to any military organization. AFJROTC courses all provide valuable information that can be used throughout your life. And, since there is no military obligation for taking high school Junior ROTC, you have made an especially wise choice in taking this elective course. However, should you be interested in a military career, we can provide you information concerning enlistment, college scholarships, and commissioning as an officer.

As you read this Cadet Handbook, keep in mind that there is a purpose behind each policy and procedure. Whether it is for teaching skills, helping you develop self-discipline, encouraging orderliness, or promoting patriotism, it is all directed toward your benefit.

GALE A. RICKERT, SMSgt, USAF (Ret) CARL H. McCOY, JR., MSgt, USAF (Ret)

Aerospace Science Instructor Aerospace Science Instructor

LONNIE D. FORD, Lt Col, USAF (Ret)

Senior Aerospace Science Instructor

**ACADEMIC POLICIES**

**Credit:** It is our desire that each cadet passes the course and receives credit. The amount of credit depends on the type of schedule we are on. On 4x4 blocks, a student will take ROTC both semesters and receive 2 elective credits. This is an all or none course, meaning if the student withdraws from AFJROTC or fails AFJROTC he/she will receive a 2 credit “F”. When on an A/B or traditional schedule, one credit is given for one year. The most important factor in regard to passing and receiving credit is very simply: **ATTITUDE**! If your attitude is good, you will read your assignments, wear the uniform on assigned days, and you will do well.

**Grades:**  Your grade each nine weeks is a combination of those grades received during that period only. These grades are composed of exam scores from Aerospace Science or Leadership, uniform grades, and PT grades. Merits/demerits are usually also factored in, and used to either add to or subtract from your grade.

**Grading Scale:**

 90-100 A

 80-89 B

 70-79 C

 60-69 D

 0-59 F

**Exams:** Written exams are given on almost all text materials. They usually count 100 points each and may be Multiple Choice, Matching, True/False, and rarely, Fill-in-the-Blank. AS-II, III, and IV cadets will have a few practical exams. Some tests may be open book.

**Paper:** AS-I, AS-II, AS-III and AS-IV cadets will be required to write at least one paper. These will be related to ROTC. All papers are expected to be neat, use proper grammar, punctuation, correct spelling, and to be turned in on time. Generous suspense is given.

#### Workbooks: You will sometimes be given assignments in the workbook. These are in essence, open book exams. There is no excuse in not doing a workbook assignment. Good students will use their workbooks with each chapter, because it helps ensure good grades on the exams.

####

**Homework:** All students will be given homework assignments regularly, in the form of reading assignments and completion of workbooks (follow your schedule). Students are subject to "pop" tests, to encourage doing the reading in a timely manner. Other homework assignments may be given, but will be few in number, and with generous suspense’s.

**Final Grade:** Your final grade is composed of the average of the two semester grades. Semester grades are composed of the two nine week’s grades (each count 40%) and the semester exam (which counts 20%). This grading scheme is required by the Charleston County School District.

**Effects of Grades:** Your grades are reflected in your permanent records. Your grades are what you have earned, not what someone has given to you. These grades also impact several areas of your status with AFJROTC. Grades are looked at when staff positions are assigned. Grades are considered at promotion time. Obviously, one who is failing cannot be given a position of responsibility. In order to earn an AFJROTC Letter at the end of the year, you must have either an A or B for both semesters (in addition to other requirements). So, as you can see, grades are important - whether you need them for immediate advancement or whether you are planning on going to college. Keep up.....Do all assigned......Do when assigned.

**CONDUCT POLICIES/RULES**

It would be almost impossible to list all the things a student should and should not do during the year. You should use common sense, try to always be courteous, be respectful of authority, try to follow all rules, and generally try to treat others as you want to be treated yourself. Some of our rules are listed below. While many are obvious, these are the ones that seem worth putting on paper for all to see. Remember your contract - you agreed to follow all school rules, and all AFJROTC rules!

1. **Bring pencil and paper to class each day.**

* pens may be used for writing, but pencils are required for many exams, which are taken on SCANTRON forms
* obtain an inexpensive notebook and bring to class each day, to copy important notes, write down assignments, write down exam information, etc

2. Wear appropriate shoes to class when not wearing the uniform.

* -some days we will drill, no slippers, flip-flops or heels.
* -some days we will do physical fitness training, wear running shoes. No slippers, flip-flops, or flats.

3. If assigned a seat, sit in only that seat

4. Clean up the area around where you are sitting, before leaving each day. Do not leave personal items or books at the seat, take them with you.

5. Take good care of your books, classroom furniture, and equipment

6. Pay proper respect to the anthem, the pledge, and the flag at all times, all classes

7. Address instructors by their proper ranks, i.e., Sergeant, Chief, or Colonel

8. **Get to class on time!** You will receive demerits for being late. No ID or school uniform means you are late.

9. Do not leave the classroom without permission from the instructor/flight commander. This applies to going into the offices also

10. Use the restroom and get drinks before coming to class; you should not ask for a pass for this purpose

11. Remember Charleston County rules: no dice, cards, weapons, alcohol, etc., allowed on the school grounds

13. On designated uniform days, the uniform must be properly worn all day, not just during ROTC class

14. If you take ROTC and PE you must follow dress requirements for both, which means you must change clothes during PE activities, and then change back

15. No military uniform items will be worn with civilian clothes

16. Use good hygiene. Bathe daily, use deodorant, brush teeth before coming to school each day, etc. *Cleanliness is next to Godliness*

17. Behave like ladies and gentlemen at all times. This means at all school functions, activities, field trips, etc., as well as when in class

18. Accept instructions/directions from other cadets in positions of leadership

**CONDUCT POLICIES/RULES (cont’d)**

19. Always be courteous and respectful of others and their rights

20. During class, only one person may speak at a time, be respectful of other’s opinions

21. Profane language is not allowed

22. **Sleeping in class is not allowed**. This is totally contradictory to the reason you are here

23. **Check the boards; much important information is listed including your class schedule and the Flag Detail schedules.**

1. Always follow all dress requirements; School’s and AFJROTC:
* Male cadets will not wear earrings or grills on campus during school hours or associated JROTC functions
* Female cadets will not wear nose rings or grills on campus during school hours or associated JROTC functions
* Extreme Fads are not allowed, e.g. Rings in **visible** parts of the body, punk type makeup, extreme hairstyles, etc.
* Male cadets will remain clean shaven (except for moustaches) at all times

25. Public display of affection (PDA) **is not allowed.**  This includes kissing, hand holding, or any other form of physical affection in **any** Stall H.S. AFJROTC uniform combination, in class, or while at any AFJROTC function.

**WEAR OF THE CADET UNIFORM**

Wear of the uniform is directed by Air Force Instructions, the Air Force and Charleston County School District contract, and by AFROTC instructions. Each cadet will be taught the proper procedures for wearing the uniform, and ample written information will be provided to answer most questions. The information listed below is to be used as a quick guide, a summary, and to highlight common misunderstandings concerning proper wear of the cadet Air Force uniform.

The uniform will be worn once a week during most weeks of the school year. The normal day of wear is Wednesday. If the scheduled day is to be changed, or if there is no uniform wear during the week, you will be notified enough in advance to allow you to meet the schedule and preclude any hardship in getting the uniform ready.

The following pointers are listed for your review:

* + regardless of which uniform is worn, it will always be worn as a complete uniform
	+ no parts of any uniform are allowed to be worn with civilian clothes, or vice versa; this includes wearing civilian coats over the uniform
	+ uniforms should be worn only to approved functions/places specifically authorized
	+ cadets present on uniform day and not wearing the uniform will receive a grade of **zero** for that week's grade, unless special permission has been received in advance. If the uniform is to be worn at another function during the week, exemptions will be authorized for **the next** uniform day.
	+ any cadet absent on uniform day will wear the uniform **the first day** he /she returns to class, and receive a make-up grade; cadets not wearing the uniform upon return to school will receive a grade of zero. Two uniform grades cannot be made up. They are for the unit inspection and the pass in review. If the cadets miss them, they will lose 200 points each.

**WEAR OF THE CADET UNIFORM (cont’d)**

* + uniforms are to be worn all day on uniform days. This includes to and from school. If the uniform has to be taken off for special functions/PE class/trade activities, it will be put back on as soon as that activity is complete
	+ hats are worn when outside, **including to and from school**; they are never worn inside unless specific tasks require it, e.g., color guard (note: Bus loop breezeway is outside, outside patio of cafeteria is a no hat zone)
	+ if wearing a coat, the coat may be removed while you are sitting in class, and hung on the back of the chair, however it must be put on, all buttons buttoned, and all zippers zipped anytime you wear it.
	+ avoid unauthorized mixing of uniform items
	+ keep your uniform neat, clean, and pressed
	+ keep hands out of pockets and keep all pockets buttoned
	+ keep shirt/blouse tucked in all around the waist (and obviously wear pants properly, pulled up to the waist)
	+ align the leading edge of the shirt with the belt buckle and fly of trousers (gigline)
	+ enter your belt through loops starting at left (males), at right (females) ensuring no loops are missed
	+ avoid putting bulky items in pockets and prevent bulges in clothes
	+ do not put flight caps under shoulder loops
	+ do not put items in pockets so they protrude out of pockets and can be seen
	+ keep shoes polished
	+ trim loose strings and frayed seams and remove lint, threads, etc
	+ ornaments on the head, visible around the neck, or on eyeglass lenses or frames are prohibited
	+ wristwatches and rings in good taste may be worn; one bracelet, neat and conservative and no wider than **one-half (1/2) inch** may be worn; no more than three rings total (on both hands) can be worn. Must be at base of finger and not worn on thumb.
	+ women may wear small, round, conservative white diamond, gold, white pearl or silver spherical (round) pierced or clip earrings; earrings may not protrude below the earlobe; only one earring or healing post may be worn on each ear. Earrings must be worn on the lobe of the ear. Females with multiple holes will wear only one set in the **lower** earlobe. Hoop earrings are not allowed. No grills during school hours.
	+ men do not wear earrings or grills at all during schools hours
	+ sunglasses will not be worn in military formation unless they are prescription glasses
	+ make-up must be conservative and in good taste
	+ females will not wear shades of nail polish that distinctly contrast with their complexion, that detracts from the uniform, or that are extreme. Some examples of extreme colors include, but are not limited to, purple, gold, silver, blue, black, green, bright (fire engine) red and florescent colors. Nail polish will be limited to one color (French manicures are allowed without the glitter), and length may be no longer than 1/4 inch measured from the finger tip. Designs painted on fingernails are not allowed. - women's hair cannot be worn longer than the bottom of the collar at the back of the neck; hair should not exceed 3 inches bulk from the head, or prevent the proper wear of headgear; only plain bands, pins, combs, or barrettes which match the color of the individual's hair may be worn to keep hair in place. Long hair will be secured with no loose ends.
	+ men's hair: should not touch the ears; only the close cut hair can touch the collar in the back; must have a tapered appearance on side and back conforming to the shape of the head; no Mohawk, ducktails, braids, any designs cut into the hair or any other bizarre hair styles are permitted
	+ beards and goatees are prohibited; wearing of mustaches is discouraged, but if worn cannot extend beyond lip line of upper lip
	+ sideburns cannot extend below the lowest part of the exterior ear opening; they must be tapered, have a smooth cut at the bottom, and cannot be flared

**WEAR OF THE CADET UNIFORM (cont’d)**

While some of these requirements may seem strict, they are for the good image of the unit, for standardization, and for discipline. (And by the way, they are required by the Air Force - the same as they have been for hundreds of thousands before you!) Generally, you should avoid fads (obviously **purple hair or two-toned hair is not allowed, no “Grills”**), and when in doubt, check it out. The uniform issued to you is the U. S. Air Force uniform. The only differences are your patches, rank insignias and ribbons. When you wear the Air Force Uniform, you must wear it according to the U. S. Air Force instructions. The requirements listed above are a summary of those regulations. There can be no argument or variation to these regulations. **Period.**

**OFFICER OF THE DAY/FLAG DETAIL**

The Officer of the Day is a Cadet Officer who is assigned various duties and responsibilities on a weekly basis. The officer assigned Officer of the Day (OD) duties, will be selected on a rotating basis from the pool of officers assigned within the group.

Period of duty is normally 0805 to 1510 hours. If you are on a late bus or absent, it is your responsibility to ensure that there is an officer to cover your duty until you arrive.

Normal duties of the OD are as follows:

1. Obtain flags, and with assistance from those assigned flag detail for the week, raise flags at the proper time in the morning, using proper procedures and courtesies.
2. Fill out required duty report and turn it in as directed.
3. Monitor overall AFJROTC program during the day, and report any significant information to the instructors. Make on-the-spot corrections where possible.
4. Perform any duties assigned by the instructors.
5. Obtain an officer replacement when assigned duties cannot be performed, or when required to be absent during assigned duty periods.

Individuals assigned flag detail are assigned on a weekly basis. They will report to the Junior ROTC office, ten minutes prior to the start of the school day and wait for the OD to direct the required actions. These individuals will be assigned this duty by the Information Management Officer, and will be selected on a rotating, equitable basis. **FLAG DETAIL IS MANDATORY.**

Individuals assigned OD and flag detail will be listed on a "Details for the Week" form. This form will be posted in both classrooms by the Information Officer and list one month’s duty schedule.

Near the end of the last JROTC period of the day, the Flight Commander, with approval of the instructor, will select members of the class to lower and fold the flag. Proper procedures and courtesies will be followed. Significant problems will be reported to the instructors. If there is no ROTC class at the end of the day, the Flag detail may be required to retire the flag at the end of the day. Cadets will meet the OD in the Atrium, march out to the Flag, retire it, and march back to the ROTC Office to leave the Flag in its proper place.

The Information Management Officer will also prepare and position a "Details for the Week" form in the teacher's workroom listing each month’s duties. This is to inform the teachers of the cadets who will be raising the flag in the morning prior to school and allow the students to report to first period without being considered tardy by their teacher.

**All cadets on flag detail will expedite their travel directly to first period following morning flag detail.**

**FIELD TRIP POLICY**

All Charleston County School Board and R.B. Stall High School rules and policies will be followed during preparation and conduct of all AFJROTC Field Trips. Additionally, the policy and procedures listed below will be followed.

1. All cadets are to always conduct themselves as ladies and gentlemen, and in a manner that can only bring credit upon themselves, the school, and the unit. While participating in field trips, it becomes obvious that cadets are representing AFJROTC, so it becomes all that much more important to present a positive, favorable image.
2. All decisions regarding the conduct of Field Trips ultimately rest on the instructors. Cadet staff must obtain permission prior to beginning the planning stage of Field Trips.
3. Some cadets may be ineligible to participate in field trips. Ineligibility will result from:
4. Cadets having overdue funds
5. Cadets who fail to consistently wear the uniform on scheduled uniform days
6. Cadets failing other courses and not being able to miss classes
7. Cadets not having all required forms on file
8. Cadets out of standards on day of the trip
9. A general Field Trip permission slip will be signed by each cadet's parent/guardian at the beginning of the school year. As various trips are planned and scheduled, a notice will be sent to the teachers and parents of those cadets who will be attending.
10. An itinerary for each Field Trip will be determined as early as practicable, but not later than 2 weeks prior to the trip. Mode of transportation will be included in the itinerary and in the notice sent to the parents/guardians.
11. A poll will be taken to determine approximate numbers that will participate in the Field Trip, and that number submitted on the school request form; however, a firm roster of attendees will be made not later than close of business, the day prior to the trip.

1. Cadets will attempt to firm up attendance plans as soon as possible
2. Cadets canceling are responsible for removing their names from the roster not later than 1400 hours on the day prior to the trip
3. Only serious emergencies, approved by the SASI/ASI, will be acceptable reasons for cancellation after 1400 hours on the day prior to the trip
4. There will be no "add-ons" on the day of the trip
5. All cadets will ride on the bus/transportation provided for the Field Trip.
6. Cadets will not drive privately owned vehicles on Field Trips except with permission from the SASI/ASI. Permission will only be granted for rare/emergency situations
7. Cadets riding with parents/guardians will obtain permission from the SASI/ASI, and this will be annotated on the roster
8. Any change in transportation mode will be approved by an instructor
9. Parents, guardians, or cadets driving cadets on Field Trips assume liability for the cadets while the cadets are under their supervision and in their vehicles
10. **Cadets will arrive at the scheduled time, or they may be left!**

**CADET COUNSELING**

All cadets will be counseled at least once during the academic year. This session may be very brief, but affords the student a chance to surface any issue, problem, or question in private, and also allows a chance for the SASI/ASI to provide feedback to the student. Counseling may be for a number of purposes, and should be considered a positive event.

All cadets should feel free to go to any instructor at any time to discuss grades, problems, or any issue needing attention.

Counseling may be conducted by either the SASI or the ASI. It will generally include one or more of the following topics:

- Academic Progress - Conduct

- Performance at Drill - Personal Problems

- Hygiene - Participation in Activities

- Scholarships - Courtesy

- Plans after Completing High School - Image

- Scores on Particular Exams - Military Bearing

When counseling is conducted, a brief record of the meetings will usually be made. Students receiving counseling may be asked to sign or initial showing simply that the session was held.

If the cadet is not responsive to counseling regarding failure to maintain standards that include behavior, wear of uniform, and personal appearance the next move is removal from AFJROTC.

Counseling serious personal problems, home problems, or legal matters will usually be referred to other agencies, e.g., the school guidance office, social services offices, ministers, etc.

All students should understand that when a problem exists, if left alone it usually becomes a bigger problem. The best way to handle almost every problem is to face it. If you need to discuss a problem, ask a question, or get information concerning other agencies - see the SASI or ASI.

All matters you discuss during counseling that are private in nature will remain confidential.

**CADET PEP PROGRAM**

The Cadet Promotions for Exceptional Performance (PEP) Program allows cadets to be promoted each semester for their exceptional efforts or performance.

This program will be managed by the Cadet Group Commander and monitored by the SASI/ASI. The Cadet Group Commander will appoint two officers and two NCOs, in writing, to serve on a promotion board.

* board members will not be nominees for promotion
* the Group Commander will chair the board
* board members will meet prior to the board date to prepare/coordinate
* first semester promotions will be announced at the Annual Ball

Procedures for implementation of PEP are outlined below:

* A maximum of one officer and two enlisted cadet promotions per year is allowed
* Board dates will be coordinated between the Group Commander and the SASI/ASI
* Each flight commander may nominate a maximum of two cadets per year
* The cadet staff may nominate one person, either officer or NCO
* Nominees will be notified of the meeting at least 1 week prior, by the Group Commander
* Nominees may decline the nomination to meet the board without penalty
* All nominees meeting the board will be in the uniform directed by the Group Commander

**CADET PEP PROGRAM (cont.)**

* Board members will provide general areas from which the questions are obtained from
* Board members will hold a minimum of one meeting, at least three days prior to the board meeting, to go over procedures, review this directive, discuss questions/topics to be entertained during the selection process, etc.
* Nominees will meet the selection board individually; they may be asked questions relevant to AFJROTC, current events, or about their relationship with AFJROTC; nominees dress and bearing during the selection process will be a factor in the selection
* Nominees will report formally to the board, and the selection meeting will be in a formal atmosphere
* Selections for promotion by board members will be in a fair, unbiased manner
* Recommendations of the board will be presented immediately to the SASI/ASI
* **Board members will not discuss questions to be asked nominees, the board’s recommendations or any of their discussions**.
* Appropriate staff member will coordinate publicity following selections
* Staff members will develop a rubric for the evaluation of the cadets
* Factors for board members to consider during selections include; job performance, leadership, contribution to the unit, attitude, level of participation in AFJROTC, grades in AFJROTC, participation in other school activities, citizenship, moral character, appearance while meeting the board, military bearing while meeting the board, general long-term image the cadet reflects upon the unit, and other factors as deemed appropriate
* Orders will be published immediately after announcement of selections

**CADET EVALUATION BOARD**

A Cadet Evaluation Board may be convened for purposes of discussing, evaluating, and recommending actions concerning cadet promotions, awards, or discipline matters. It is more commonly convened regarding discipline matters, since other avenues exist regarding promotions and awards.

The Cadet Evaluation Board is composed of cadets, conducted by cadets, and in regard to matters concerning other cadets. The Cadet Group Commander will convene the board and chair the board after coordination with the SASI/ASI. Procedures governing management of a Cadet Evaluation Board are as listed below:

* Instructors, the Group Commander, or any officer may request a board be convened; requests will be made to an instructor
* Officers within the group are eligible to serve on this board; the Group Commander will chair the board, and will appoint a junior officer to serve as recorder, along with two other officers or NCO’s
* Individual(s) scheduled to meet the board will be notified at least one week prior to the meeting, in writing, and told the nature/purpose of the meeting
* Board members will be appointed and notified a minimum of one week prior to the meeting
* If the board is disciplinary in nature, the cadet’s flight commander or flight sergeant will represent the cadet appearing before the board
* Board members will familiarize themselves with the personnel record’s content and the merit sheet content of the person meeting the board prior to the meeting
* Cadet(s) appearing before the board may bring other cadets to the meeting who have knowledge/information concerning the event being discussed
* The meeting will be conducted in a formal manner; individuals who do not conduct themselves in a disciplined manner will be removed from the meeting
* The recorder will record in writing the main point of the meeting, to include as a minimum the date, time, purpose, members of the boards names, name of cadet appearing before the board, main points presented to the board, and the board's recommendations
* After all information has been discussed with cadets appearing or presenting information, a closed meeting will be held by the board to arrive at a consensus on recommendation(s)

**CADET EVALUATION BOARD(cont)**

* Recommendations and a copy of the report will be provided the SASI/ASI ASAP
* **Board members will not discuss the information or board's recommendations, once the board meeting is concluded**
* **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.
* 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

 **Consequences**

1. Warning – verbal
2. Phone call home and letter of counseling
3. Phone call home/parent meeting and letter of reprimand
4. Removal from the program

The SASI/ASI will give serious thought to all recommendations provided by Cadet Evaluation Boards, and will take action as deemed appropriate, including updating records, counseling, preparing orders, preparing awards, writing letters, directing publicity, etc. The SASI/ASI will notify the Cadet Group Commander and the person meeting the board of the results, as soon as practicable.

**GROUP STAFF MEETINGS**

The Cadet Staff will perform those basic functions typical of any active duty organization, with the exceptions that they are always under the supervision of the SASI/ASI, and that they will always be required to coordinate and obtain approval prior to taking actions or committing the unit to agreements.

Regular, recurring meetings of the staff will be scheduled by the SASI/ASI, and the group commander. These will normally be held during lunch on the 2nd and 4th Wednesdays (if possible). When necessary, special staff meetings may be called. Staff members should take necessary action to be prepared for all meetings.

In order for staff meetings to function smoothly, efficiently, and orderly, several procedures will be required, as listed below:

* Staff meetings will be scheduled in advance when possible, and announced one day prior as a last resort
* All staff members present for school will attend all meetings. Staff members will obtain a pass showing they are on the staff, that allows them to leave class early
* The Executive Officer will preside at staff meetings, unless another individual is designated specifically for this duty
* Meetings will be conducted in a business-like manner; only one person will speak at a time; the Executive Officer will call for reports as needed; others will be recognized before speaking; comments will be kept on the subject at hand
* The Executive Officer will prepare an agenda for the meeting by prior coordination with the SASI/ASI and the Group Commander. Any staff member may approach the Executive Officer and place an item on the agenda.
* Only topics needing immediate attention will be discussed, unless on the agenda
* Each staff member will report significant activities related to their area of responsibility (PA, CE, AC, DP, LG, DT, CG, etc.).
* The Information Management Officer will keep minutes on each staff meeting; minutes will be compiled into a single document available for reference (a master copy will be filed and one posted in the class rooms); a list of staff members not in attendance will be included with the master copy; staff members not in attendance will review the master copy and initial
* All staff members will be given the opportunity to ask questions and make comments before each staff meeting is adjourned
* Common courtesies, a spirit of teamwork, and an individual sense of concern for tasks needing accomplished are expected of all staff members

Periodically, meetings of the staff may include discussions guided by the SASI/ASI for the purpose of learning about various aspects of the management process, introspection into staff effectiveness, and looking at better ways of managing the group.

Staff members should familiarize themselves with all aspects of their specific responsibilities (e.g. position descriptions), the cadet handbook (e.g. supervision of cadet activities), and the basic functions of management.

**AFJROTC LETTER**

1. The following prescribes procedures and policy concerning establishment and award of an AFJROTC Letter for SC031 cadets.

2. The SC031 letter is of cloth material and of appropriate colors for Stall High School. The design of the letter was approved and first produced by the 1993-1994 Stall AFJROTC Staff.

1. Cadets meeting the standards below will be awarded the AFJROTC Letter:
2. Must have a 93% (or higher) grade in AFJROTC for both semesters of the year
3. Must have an 85% (or higher) grade in all other courses for both semesters of the year it is presented
4. Must have earned the following ribbons, or be eligible to receive these ribbons by the time it is presented:
	* 1. Longevity
		2. Physical fitness
5. Must have been involved in at least three of the following extracurricular events/activities during the year it is presented:
6. Community events
7. Charity events
8. Fund raisers
9. Assisting with a project on the AFB, or with a military assistance project
10. Member of drill team/rifle team
11. Member of rocket club/weather club
12. Member of awareness presentation team
13. Member of color guard
14. Other special projects/memberships as approved by the SASI/ASI
15. Must have completed the Cadet Officer Leadership School
16. Must have attended all events for which he/she was scheduled during the year, that is, must have no “failed to shows”
17. Must not have received any Out of School Suspensions during the year
18. Must be favorably recommended by the SASI/ASI for having a positive attitude, and reflecting favorably upon the AFJROTC program during the year
19. Rare exceptions to COLS completion requirements may be made by SASI/ASI.

1. AFJROTC Letters will be purchased by the unit, announced at the annual pass-in-review and presented after the event.
2. Those qualifying for more than one letter will be presented a device for each additional year.

**MERIT/DEMERIT SYSTEM**

1. Merits and Demerits are behavior grades. Merits are awarded to give recognition to cadets participating in extra activities, and for outstanding performance. Demerits are awarded for failure to conform to prescribed leadership or discipline standards. An equal number of merits and demerits will cancel each other.
2. Merits/Demerits may be assigned by instructors, Commander/Deputy Commander, flight commanders, or staff officers for their specialists. They may be recommended by cadet Officers/NCOs. After approval by an instructor, they will be posted and maintained in appropriate files. Posting may be done by the Personnel Officer, the Personnel Specialist, or by instructors.
3. Merits/Demerits are averaged in with grades and used for assessing individual performance in regard to determining promotions, awards, assignments of positions, and in extreme cases used as information on Cadet Evaluation Boards or elimination from AFJROTC. Merits/Demerits are a part of the records accumulated by each cadet, and are important parts of the records used in decision-making.
4. The following list of values for merits/demerits shows those that are typically assigned for each event. Variations from this list must be approved by an instructor. Repeat infractions, events not listed, or special events will be as determined by the instructors.

**EVENT VALUE**

 Meritorious effort improving unit,

 School, or community As determined by instructor

Approved work projects +10 per hour

Special recognition/awards +10

Awards +20

Assisting in flag detail +10

Fund raising efforts +2 per $ turned in

Possession of illegal items\* -20 times number of violations, see note

Illegal earring, nose ring etc. -20 times number of violations, see note

Profane language -50 times number of violations, see note

Disrespect to any teacher -20 times number of violations, see note

Horseplay/disrupting class or drill -25

No hat on outside -10 times the number of violations/semester

Sleeping in class -10

OSS (out-of-school suspension) -50

Failure to participate in class/PT/Drill -10

Failure to dress for PT -10

Failure to show for duty/neglect of duty/flag detail -10 one week -50

Disrespect to Cadet Officer/NCO -10

Cutting class -15

Improper use of uniform -10

Food/drinks/gum in class -10

ASD (after-school detention) -10

Conduct unbecoming a cadet -5

Derogatory attitude/rudeness -10

Tardy to AFJROTC class -5

Hat on in building (any) -5

 Overdue funds -1 per dollar overdue per week

note\* 1st offense -20, 2nd offense -40, 3rd offense -80, 4th offense -160

note\*\* Depending on your year in AFJROTC the amount of demerits/merits will be multiplied;

Officers – x5 4th year- x4 3rd year – x3 2nd year – x2 1st year – original demerit/merits will be issued

**POSITION DESCRIPTIONS**

**The position descriptions that follow are considered minimum responsibilities required for each position. Cadets are encouraged to show initiative and exceed minimum standards. Cadets should also use common sense and coordinate before making any change in procedures. Staff positions are filled with cadet officers who have attended Cadet Officer Leadership School as well as attended local unit training. Specialist positions are usually filled by Airmen/NCO’s and should receive the training needed from their respective staff officer.**

1. **Group Commander is responsible for:**
2. the appearance, discipline, efficiency, training, and conduct of the group
3. the accomplishment of the mission, and all objectives of the group
4. administering cadet corps activities according to Air Force principles and procedures
5. scheduling and directing staff meetings
6. representing the corps at school inter-club council and/or student council functions.
7. serving as chairperson of the process inspection committee, PEP boards, evaluation boards
8. directing executive support functions and activities
9. **Deputy Group Commander is responsible for:**
10. command of the group during the absence of the Group Commander
11. acting as advisor to the Group Commander
12. general administration of the group
13. keeping abreast of all group activities so he/she can immediately assume command
14. serving as member of the Process Inspection Committee
15. **Executive Officer is responsible for:**
16. administering and directing executive support functions and activities
17. directing or assisting special projects, surveys, inquiries, and studies.
18. delivering presentations on behalf of the commander.
19. serving as member of Process Inspection Committee.

e. charging the ball committee, picnic committee, recruiting team.

f. advising commander of staff performance before group commander involvement.

1. **Operations Officer is responsible for:**
2. planning and coordinating extracurricular and/or co-curricular activities with the administrators and other school organizations
3. assisting the SASI/ASI in scheduling cadets for orientation flights, base visitations, and similar activities
4. coordinating with appropriate officers to ensure required actions are completed regarding extracurricular trips
5. maintaining a current accurate summary of unit activities on disk, readily available to the
6. monitoring flight operations and assisting flight commanders with problem resolution and guidance compliance
7. Input community service hours into CIMS
8. **Finance Officer is responsible for:**
9. assisting the SASI/ASI in establishing financial management procedures
10. assisting the SASI/ASI in monitoring group funds; assisting with processing funds
11. providing financial reports at staff meetings
12. planning, organizing, controlling, and coordinating unit fund drives after consultation with SASI/ASI
13. providing supervision and guidance to flight specialists
14. **Information Management Officer is responsible for:**
15. publishing, distributing, and filing group special orders
16. filing applicable publications
17. keeping and processing minutes and attendance at staff meetings
18. assigning details and publishing schedules
19. assisting the SASI/ASI in maintaining AFJROTC and other files
20. providing supervision and guidance to flight specialists
21. **Cyber Officer is responsible for:**
	1. Serve as POC for the unit web-site
	2. Helping to provide information security for unit information systems
	3. Handling any cyber or information technology issues for the unit.

**POSITION DESCRIPTIONS (cont’d)**

1. **Logistics Officer is responsible for:**
2. assisting the ASI in the issue and turn-in of accountable property
3. assisting the ASI in the inventory of accountable property
4. providing supervision and guidance to flight specialists
5. assisting project officers in obtaining materials and equipment for corps activities
6. providing supervision and guidance to the NCOIC
7. providing expertise to the cadet staff on supply matters
8. **Personnel Officer is responsible for:**
	1. compiling and posting merits and demerits
	2. maintaining personnel records on each cadet, ensuring currency, and the inclusion of required forms
	3. updating the Group Organizational Chart
	4. receiving and compiling recommendations for promotions, assignment to positions, and position changes
	5. coordinating recommendations through the SASI/ASI and forwarding to the Information Management Officer when orders need to be published
	6. providing supervision and guidance to flight specialists
	7. providing personnel records to Civil Engineering officer when cadets are leaving the local area on a trip; filing records upon their return
9. **Public Affairs Officer is responsible for:**
10. providing newsworthy items about the cadets and ROTC activities to the school, and local newspapers, trying to provide maximum publicity coverage on cadet activities
11. publishing a group newsletter bi-monthly
12. providing supervision and guidance to flight specialists
13. updating photo albums and scrapbooks pertaining to the history of the unit
14. labeling and maintaining a file of Video Recordings
15. maintaining photos of interest regarding cadet activities on Bulletin Boards in classrooms
16. **Physical Training Officer**
	1. responsible for setting the example during physical fitness training
	2. responsible for ensuring that flight PT specialists are trained to lead their assigned flight in physical fitness training
	3. responsible for ensuring E2C program is followed and that specialists are trained to input data for their flight in CIMS
	4. responsible for planning physical activities for Field Days, Picnic activities, and other tasks, as assigned

1. **Civil Engineering Officer is responsible for:**
2. providing a work corps for various physical projects needed by AFJROTC, including carpentry, mechanical repair, and labor projects
3. assisting with policing the area around the AFJROTC facility on a continuing basis
4. assisting with special projects as needed by the SASI/ASI relative to the physical condition, operating condition, and appearance of the AFJROTC facilities
5. providing supervision and guidance to flight specialists
6. inspection of assigned bus when needed; loading travel items on/off bus
7. **Guidon Officer:**
8. providing instruction/guidance in proper use and display of guidon to all flight guidon bearers
9. acting as the focal point for all flight guidons to form on
10. leading the direction of march for the group
11. performing other duties as assigned by the commander
12. **Flight Commanders are responsible for:**
13. command of the flight, until command is transferred to an instructor
14. maintaining discipline, conduct, appearance, efficiency and training of the flight, while in command
15. representing the flight at all meetings and boards
16. stimulating pride and esprit-de corps and striving to achieve outstanding flight performance
17. recommending members of the flight for promotions, demotions, flight positions, and awards
18. keeping informed of cadet grades within the flight

 **POSITION DESCRIPTIONS (cont’d)**

1. knowing all members of the flight, and advising and counseling them on their progress
2. serving as a model cadet for all flight members
3. advising the Squadron Commander and SASI/ASI on matters pertaining to respective flights
4. Assisting the ASI in training the flight for drill and ceremonies
5. training the flight sergeant to act as commander during the absence of the Flight Commander
6. properly leading (setting the example) at all aerospace education functions
7. demonstrating concern for the physical and mental welfare of all flight members
8. suggesting to the Squadron Commander, SASI/ASI actions or activities of benefit to the corps, the school, or the community
9. assisting with uniform inspections as directed by the ASI
10. assisting the SASI/ASI as needed
11. **Drill Team/Rifle Team/Color Guard Commander:**
12. conduct practice sessions in preparation for team competitions and exhibitions
13. select individuals to perform during the exhibition portions of competitions
14. select an assistant or NCOIC to conduct practice sessions in the commander’s absence
15. maintain records of attendance/performance of team members
16. plan and coordinate choreography of drill routines with applicable instructor
17. insure all drill routines conform to rules of each competition
18. ensure sufficient numbers of cadets remain trained to meet all performance requirements
19. **Rocketry Club Officer is responsible for:**
20. management of rocket club meetings, training meeting agenda, and selection of required rocket club officials
21. maintaining records of attendance and performance of members
22. conducting training to teach members their responsibilities and safety procedures
23. monitoring launches for safety and success
24. annotating appropriate documents for awarding of the rocketry badge
25. **Weather Club Officer is responsible for:**

a. planning and conducting meetings to train individuals about weather terminology and basic weather phenomena

b. inviting guest speakers to further enhance meetings

c. monitoring U.S. weather conditions during the year

d. maintaining records of attendance/performance of members

e. showing initiative regarding weather club projects, events, trips, etc.

1. **Kitty Hawk Air Society Commander is responsible for:**
2. maintaining an “A” average in ROTC
3. maintaining a “B” average in all school courses
4. assisting cadets who desire help with various school subjects
5. coordinating a tutoring service for ROTC cadets
6. maintaining records of attendance/performance of members
7. planning agenda for regularly scheduled meetings
8. coordinating invitations for new members; providing their needs; coordinating an induction
9. **Awareness Presentation Team Officer is responsible for:**
10. developing programs with an Anti-Drug/Alcohol Theme IAW HQ AFROTC Directives
11. forming a team of volunteers

**POSITION DESCRIPTIONS (cont’d)**

1. conducting training sessions with team members to prepare for performances
2. performing at least twice per year at either a middle or high school
3. maintaining records of attendance/performance of members
4. **Flight Sergeant is responsible for:**
5. taking the class report, and reporting to the Flight Commander
6. instructing Element Leaders on reporting procedures, and checking their performance
7. suggesting to the Flight Commander those worthy of consideration for promotion, demotion, assignment of positions and awards
8. acting as Flight Commander during his/her absence
9. serving as a model cadet for other flight members
10. maintaining discipline and order within the flight
11. **Flight Guides are responsible for:**
12. proper display of the Guidon
13. acting as the focal point for members of the flight to form on
14. leading the direction of march for the flight
15. attending all meetings scheduled by the Group Guidon
16. **Element Leaders are responsible for:**
17. assisting the Flight Commander and Flight Sergeant as directed
18. acting as the Flight Sergeant, on a rotating basis, upon the absence of the Flight Sergeant
19. maintaining order of element members in class and on the drill pad
20. serving as a model cadet for other members of the element
21. insuring the area is properly cleaned up prior to departing for the next class
22. **Logistic Specialists are responsible for:**

 a attending all meetings scheduled by the Logistics Officer

 b learning procedures for issue, turn-in, and inventory of uniform items

 c accomplishing uniform issue and turn-in for the assigned flight

 d assisting the Logistics Officer with any logistical tasking

1. **Public Affairs Specialists are responsible for:**

 a. attending all meetings scheduled by the Public Affairs Officer

 b. collecting materials and writing articles for the ROTC Newsletter

 c. assisting the Public Affairs Officer in obtaining favorable publicity for ROTC

 d. assisting the Public Affairs Officer with any Public Affairs related tasking

1. **Physical Fitness Specialists are responsible for:**
	1. attending all meetings scheduled by the Physical Fitness Officer
	2. setting the example during physical fitness training
	3. leading the assigned flight in physical fitness training
	4. responsible for ensuring E2C program is followed and that data is input for their flight in CIMS
	5. assisting the Physical Fitness Officer with planning of Field Days, Picnic activities, and other tasks, as assigned
2. **Civil Engineering Specialists are responsible for:**

a. attending all meetings scheduled by the Civil Engineer Officer

b. assist the Civil Engineer Officer with cleaning, fixing, and replacing as needed

c. assist with field trip preparation and wrap-up, as needed

d. assist with projects as directed by the Civil Engineer Officer

1. **Finance Specialists are responsible for:**

a. attending all meetings scheduled by the Finance Office

 b. encouraging respective flight members to participate in fund raisers and charitable projects

c. assisting instructors with tracking collections and debts of those within the respective flight

d. assisting instructors with collection of funds, as needed and directed

e. assisting the Finance Officer with any related tasking

**28. Mission Support Squadron are responsible for:**

 **POSITION DESCRIPTION(cont’d)**

1. furnishing guidance and assistance to staff elements, arbitrating differences, and channeling effort to promote accomplishment of the mission
2. performing other duties as directed by the group commander or ASI’s when requested
3. advising commander of staff performance before group commander involvement

SC-031 ORGANIZATIONAL CHART



**UNIT MANNING DOCUMENT**

**SC31 AFJROTC Cadet Group**

 **Suggested**

**Function Position Maximum Grade**

**Commander Group Commander\* C/Col**

**Deputy Commander\* C/Lt. Col**

**Executive Officer\* C/Maj**

**First Sergeant\* C/CMSgt**

**Guidon Officer Group Guidon C/1Lt.**

### Operations Operations Officer\* C/Maj

**Drill Team Commander C/Capt**

**Color Guard Commander C/Capt**

**Finance Finance Officer\* C/Maj**

**Personnel Personnel Officer\* C/Maj**

**Personnel NCOIC C/TSgt**

**Logistics Logistics Officer\* C/Maj**

**Logistics NCOIC C/TSgt**

**Public Affairs Public Affairs Officer\* C/Maj**

**Public Affairs NCOIC C/TSgt**

**Rocket Club Rocketry Officer C/Capt**

**Kitty Hawk Air Society Kitty Hawk Commander C/Capt**

**Weather Club Weather Club Commander C/Capt**

**Information Management Information Manage Officer\* C/Maj**

**Information Manage NCOIC C/TSgt**

**Civil Engineering Civil Engineering Officer\* C/Maj**

**Civil Engineering NCOIC C/TSgt**

**Inspector General Inspector General Officer\* C/Maj**

**Flight Flight Commander\* C/Maj**

**Flight Sergeant C/MSgt**

**Guidon Bearer C/TSgt**

**Finance Specialist C/SSgt**

**Personnel Specialist C/SSgt**

**Civil Engineering Specialist C/SSgt**

**Logistics Specialist C/SSgt**

**Public Affairs Specialist C/SSgt**

**Element Element Leader C/SSgt**

NOTES: 1. Ranks shown above are maximum authorized for each position

1. Other positions may be authorized at the discretion of the SASI/ASI

### \* Indicates Primary Staff Member

1. Some positions may be temporarily vacant/new positions may be added by SASI

**CADET APPOINTMENT, PROMOTION,**

##  AND ROTATION SYSTEM

The SASI in coordination with the ASIs selects the Cadet Corps Commander. The Cadet Corps Commander with the assisting of the SASI/ASIs selects the subordinate commanders, and staff members as required filling the positions of the unit. The Flight Commander selects individual flight positions and makes recommendations to the instructor, who is the final approving authority. In the event of vacancies on the Cadet Staff, the Group Commander will make recommendations to the SASI, who is the final approving authority.

The following criteria should be considered in selecting a cadet for an appointment or promotion:

a. attitude f. trustworthiness

b. experience g. merit/demerit record

c. initiative h. academic record

d. maturity i. involvement in corps activities

e. willingness to work j. compliance with AFJROTC

 appearance and behavior

 standards

All cadets will have a permanent grade (rank) commensurate with the number of years of AFJROTC satisfactorily completed, and will receive this permanent grade at the second semester of each year, provided they have made satisfactory progress that year. The retention of permanent grades is contingent upon satisfactory performance and behavior, as determined by the instructor. Once officer status has been held for two or more semesters, then that cadet may remain in officer status for the remainder of time spent in the program, at the discretion of the SASI.

The permanent grade for the first year is Cadet Airman; the second year Cadet Airman First Class; the third year Cadet Senior Airman; and the fourth year Cadet Staff Sergeant –awarded at the beginning of the second semester. Cadets serving in a temporary grade in a staff position may revert to their permanent grade upon completion of those duties, with the exception of graduating seniors and third year cadets. At the discretion of the SASI, graduating seniors may retain the highest rank to which they have been promoted, regardless of course level. Third and fourth year cadets may be allowed to retain the highest rank held during their third/fourth year.

Cadets may also have a temporary grade, based upon a specific assigned position. The use of a temporary-permanent grade pattern is intended to serve as an administrative vehicle for rotation of responsibility and to avoid gross imbalances in grade structure. Cadets who fail to perform their duties will be reduced in grade.

The ASI may authorize one grade higher to flight commanders as a motivational device, to promote highly qualified cadets who are deserving of such promotions. The maximum grade authorization is cadet major.

Temporary promotions will be in accordance with the Unit Manning Document, if at all possible, and based on the criterion described. The IM Officer will publish orders for temporary promotions. Rotation of Cadet Corps positions will be on an "as required" basis, and will have no specific criteria or timetable. The need and criteria rests solely with the SASI/ASI.

Cadets serving in staff positions will ordinarily be at least a senior NCO or an officer. Promotions from cadet second lieutenant to higher grades should recognize and reward ability and effort.

Cadet grades will not be confused with United States Air Force grades. The word "CADET" must be a part of any written reference to a specific rank.

**PHYSICAL TRAINING**

All cadets are required to be in "reasonably good physical condition" as a requirement for enrollment in AFJROTC. This is both a local and AFJROTC requirement. This requirement is also stated in the cadet contract, which all cadets sign before entering into the AFJROTC program. No requirement exists for cadets to perform extraordinary physical feats, or even to be able to qualify for the Physical Fitness Ribbon; however, all cadets are required to be able to march for extended periods of time, be able to jog short distances, and participate in group exercises.

All cadets must be able to fit into a standard issue Air Force uniform, as a condition of enrollment in AFJROTC. Since JROTC counts as a physical education credit in school, we will have PT once a week. The exercise received in AFJROTC classes alone is not sufficient in quantity or in scope to serve as the sole source of exercise for cadets, so it is important for them to set up some kind of individual program to ensure they remain in good physical condition.

Dress for Success! All cadets are required to dress out for PT. There is no cost for AFJROTC PT attire if an item is lost or damaged the cost to replace each item will be as follows: T-shirt $8.00; shorts $8.00; Sweatpants $8.00; and sweatshirt $8.00.

Appropriate ***athletic*** shoes are ***required*** (running shoes are recommended). Fashion tennis shoes should not be allowed (shoes you can’t get dirty); sandals or going barefoot will not be allowed.

Non-suit Policy/Refusal to Dress (Local Procedures Apply)Cadets must wear AFJROTC PT to receive full participation credit. Cadets who refuse to dress out are defiant and in violation of the Physical Training Policy and will lose points off their grade.

Fitness testing will be conducted at the start of the school year for a benchmark and at the end of each semester period to measure improvement in strength, agility, endurance, and flexibility. Cadets obtaining the following benchmarks will receive recognition.

**The Presidential Physical Fitness Award Qualifying Standards:**

In order to qualify for this award, participants must achieve at least the 85th percentile in all 5 events and will receive the AFJROTC Fitness Ribbon.

**The National Physical Fitness Award Qualifying Standards:**

In order to qualify for this award, participants must achieve at least the 50th percentile in all 5 events and will receive the AFJROTC Fitness Ribbon.

**The Participant Physical Fitness Award Qualifying Standards:** Those who attempt all five events, but have one or more scores fall below the 50th percentile are eligible for this award.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **The Presidential Physical Fitness Award (This represents the 85th percentile.)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Age | Curl Ups | Partial Curl Ups | Shuttle Run | V-Sit & Reach | Sit & Reach | One Mile Run/Walk | Pull Ups | Right Angle Push Ups |
| Male | 14 | 56 | 62 | 9.1 | 4.5 | 36 | 6:26 | 10 | 40 |
| 15 | 57 | 75 | 9 | 5 | 37 | 6:20 | 11 | 42 |
| 16 | 56 | 73 | 8.7 | 6 | 38 | 6:08 | 11 | 44 |
| 17 | 55 | 66 | 8.7 | 7 | 41 | 6:06 | 13 | 53 |
|  |
| Female | 14 | 47 | 48 | 10.1 | 8 | 40 | 7:59 | 2 | 20 |
| 15 | 48 | 38 | 10 | 8 | 43 | 8:08 | 2 | 20 |
| 16 | 45 | 49 | 10.1 | 9 | 42 | 8:23 | 1 | 24 |
| 17 | 44 | 58 | 10 | 8 | 42 | 8:15 | 1 | 25 |
|  |

**The National Physical Fitness Award (This represents the 50th percentile.)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Age | Curl Ups | Partial Curl Ups | Shuttle Run | V-Sit & Reach | Sit & Reach | One Mile Run/Walk | Pull Ups | Right Angle Push Ups | Flexed Arm Hang |
| Male | 14 | 45 | 40 | 9.9 | 1 | 28 | 7:44 | 5 | 24 | 20 |
| 15 | 45 | 45 | 9.7 | 2 | 30 | 7:30 | 6 | 30 | 30 |
| 16 | 45 | 37 | 9.4 | 3 | 30 | 7:10 | 7 | 30 | 28 |
| 17 | 44 | 42 | 9.4 | 3 | 34 | 7:04 | 8 | 37 | 30 |
|  |
| Female | 14 | 37 | 30 | 11.2 | 4.5 | 33 | 10:06 | 0 | 10 | 9 |
| 15 | 36 | 26 | 11 | 5 | 36 | 9:58 | 0 | 15 | 7 |
| 16 | 35 | 26 | 10.9 | 5.5 | 34 | 10:31 | 0 | 12 | 7 |
| 17 | 34 | 40 | 11 | 4.5 | 35 | 10:22 | 0 | 16 | 7 |
|  |

**The Participant Physical Fitness Award**Boys and Girls who attempt all five items, but whose scores fall *below* the 50th percentile on one or more of them are eligible to receive the Participant Award. |

IMPORTANT: To participate in this program, the cadet must have a signed Cadet Health/Wellness Program consent form on file. **Regardless of your scores, you must be fully dressed out in AFJROTC PT uniform to earn any award.**

The following exercises are required for the PRESIDENTIAL PHYSICAL FITNESS AWARD:

1. Curl-Ups OR Partial Curl-Ups

2. Shuttle Run

3. One-Mile Run/Walk

4. Pull-Ups OR Right Angle Push-Ups

5. V-Sit OR Sit/Reach

**AWARDS**

1. Many different awards are available in AFJROTC. Basic requirements for eligibility for these awards are found in the AFROTC Uniform and Awards Guide, which is available for review through one of the instructors. It should be remembered that awards are for achievement above that normally expected, and that criteria for some of the awards is based upon the sustained superior performance of cadets throughout the school year.

2. National Awards are presented near the end of the year at an appropriate ceremony. These have fairly strict criteria for eligibility. Most awards consist of medals and certificates. They are made available from various national organizations, and are usually presented by a member of that organization, from the closest chapter. Examples are the Veterans of Foreign Wars, the Air Force Association, the Retired Officers Association, the American Legion, and the Sons of the American Revolution. Each award is presented only once during the year.

3. There are many awards available through ROTC channels. These have some criteria listed, but many allow much discretion through the unit. That is, each unit can decide some of the qualifications for some of the awards. These consist mostly of ribbons. An example is the ribbon given for Physical Fitness; we are allowed to determine the requirements and the number of times one can be eligible during the year.

4. Most of the awards are listed below:

1. Distinguished AFJROTC Cadet Award-given to one cadet each year; many requirements
2. Contest Awards: Aerospace Education Foundation Award, Freedoms Foundation Valley Forge Patriots Award, and Aerospace Education Foundation/US Space and Missile Center Aviation Challenge Scholarship Program; these three require entries into competitions; winners may receive cash awards, plaques, and scholarship monies.
3. Outstanding Cadet Ribbon-one to a cadet in each year group
4. Leadership Ribbon-to cadets in leadership training positions who excel
5. Achievement Ribbon-for significant achievement
6. Superior Performance Ribbon-for achievement or service on behalf of ROTC
7. Distinguished Unit Award/Outstanding Organizational Award Ribbon-to all cadets in good standing enrolled in a unit selected for the award
8. Science, Technology, Engineering, and Math Honors Camp Ribbon–Awarded for attendance at Honors Camp.
9. Top Performer Award–HQAFJROTC award presented to a maximum of 2% of the current unit cadet corps.
10. Academic Ribbon-for cadets with B average, and A in ROTC
11. Outstanding Flight Ribbon-to all cadets in good standing within a flight selected as the outstanding flight (Honor Flight) each semester
12. Summer Leadership School Ribbon-for all cadets who successfully complete the school
13. Co curricular Activities Ribbon-for leadership in co curricular activities
14. Drill/Color Guard ribbons- for members in good standing of those teams
15. Service Ribbon-for distinctive performance in school, community, or ROTC projects
16. Extreme Excellence Challenge (E2C) Ribbon-for cadets who meet physical fitness requirements (see physical fitness requirements in this handbook.)
17. Recruitment Ribbon-for cadets who recruit at least two cadets into ROTC
18. Activities Ribbon-for participation in a specified number of ROTC activities
19. Attendance Ribbon- no more than 4 excused absences and no unexcused absences in an academic term.
20. Good Conduct Ribbon-for cadets with no suspensions of any kind, no adverse reports from other staff or faculty in an academic term.
21. Dress and Appearance Ribbon-for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards for the year.
22. Longevity Ribbon-for successful completion of ROTC (one per year)
23. Flight Solo Badge-for any cadet who has a certified solo certificate by any certified flight instructor
24. Flight Certificate Badge-for any cadet who has a private pilot's certificate
25. Ground School Badge-for completion of a flight ground school
26. Awareness Presentation Team Badge-for performance in a minimum of two presentations
27. Kitty Hawk Air Society Badge-for members of the Kitty Hawk Air Society (ROTC's own honor society)
28. AEF Badge – Awarded to Rising Junior or Senior cadets for academic excellence by attaining an overall 3.5 GPA with no grade below “C” on their transcript.
29. Rocketry Badge – for Rocket Club members who successfully launch three model rockets

5. Cadets should refer to the ribbons chart to see all ribbons available and to determine how they are worn on the uniform. Exact requirements for ribbons will be determined by the instructors (for those where local discretion is allowed).

**CADET HONOR CODE**

**This page may be the most important in this Cadet Handbook.**

Do more than just read it. Read it.....think it over.....reread it......and be sure you understand its meaning and message. If there is a question about the message, ask questions until the answer if clear to you; then make your decision about remaining in the corps.

**THE CADET HONOR CODE**

**"I WILL NOT LIE, CHEAT, OR STEAL,**

**NOR TOLERATE AMONG US ANYONE WHO DOES."**

Those simple words provide the basis for a personal code of ethics that will last the remainder of your life. This honor code is specific and clear in what it demands. A cadet is expected to have complete integrity in both words and deeds; he/she avoids quibbling or evasive statements; he/she does his/her own work in class; and yet he/she is willing to assist others in a sense of cooperation and in reaching common group goals. The code belongs to the cadet. Maintaining its high standards of trustworthiness is the responsibility of each young man and lady in the Cadet Corps. This does require self-control and conscious effort at all times. Eventually, it becomes an ingrained habit and part of the cadet's total lifestyle. The honor code - by stressing that there can be no toleration of lying, cheating, or stealing - emphasizes that ***HONOR*** is a common standard of the cadet corps. The honor code adds training that molds, corrects, and perfects the mental faculties and moral character.

**AFJROTC 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 to myself. My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds. I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me. I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead. I am an Air Force Junior ROTC Cadet.

**ANNUAL INSPECTION**

1. Each year our Group will have an inspection. Conduct of the inspection, is determined by Headquarters Directive.
2. The Cadet Commander and the Primary Staff are responsible for preparation of the **“Process”** portion of the inspection, and will assist in preparation of all other areas of required compliance. Therefore, all Primary Staff will be knowledgeable in the inspection process and requirements.
3. During the first 45 days of each school year the Primary Staff will review previously accomplished inspection criteria and make additions, deletions, and revisions as needed, to Group Objectives. A plan will be made regarding what specific objectives are, how they can be measured, and how they will be tracked and documented.
4. The inspection plan will be coordinated with the SASI/ASI, and will be maintained in an inspection book. This book will be made available to the inspector.
5. The Primary Staff may task other cadet officers/NCOs with documenting and providing materials for their assimilation to track and document objectives. However, the responsibility for maintaining the official records rests with the Primary Staff and the SASI/ASI.
6. Group objectives will be related to improvement of the corps and thus accomplishing our mission to ***“develop citizens of character dedicated to serving their nation and community.”***

**FROM THE DESK OF LT COL FORD**

The ideas that follow are for the most part, not mine; they are all, however, strong beliefs of mine. These are just a few, but all are from brilliant men. So, if you don't like these rules for life, just whose would you use?.......... I love old, wise proverbs; you will hear them from me as long as I am your teacher. Most are true, have a significant meaning, and give good advice on some aspect of how to live your life.

**HONESTY IS THE BEST POLICY:** ( Franklin) This listed first, because it is possibly the most important lesson to learn in life. ("There is no God higher than truth" - Gandhi) Dishonesty almost always requires more dishonesty. ("He who permits himself to lie once, finds it much easier to do it a second time" - Jefferson) Sometimes it does hurt to tell the truth. But it is always the best option in the long term; and it is easier to tell the truth quickly than after much dishonesty. And, after all, if you are big enough to do something, you should be big enough to own up to it. Think about this concept: If everyone was honest, there would likely be no murder, rape, theft or other major crimes! To me, the worst of all sins is the lie, because without lies, the others would not likely ever even happen.

**ATTITUDE IS EVERYTHING:** You can make your own luck sometimes. You can often make good things happen. You can even do seemingly impossible things with your mind - some people have even walked on hot coals without being harmed! Even if you do not have all that much will power, by simply maintaining a good, positive attitude you can do things like having friends, having fun, and making good grades. ("I'm a great believer in luck, and I find the harder I work, the more of it I have" - Jefferson) If you have a good attitude, you will get to class on time. If you have a good attitude, you will do your assignments. If you have a good attitude, you will wear the right uniform on the right day..................

**YOU ARE RESPONSIBLE FOR YOUR ACTIONS:** Ultimately, you will be held accountable for your actions. If you will start doing it now, and do it voluntarily, you can save yourself a lot of wasted time, grief, and pain. You are responsible for your actions; no one else can possibly be! Quit making excuses. Grow up! Get ahead!

**IF SOMETHING NEEDS CHANGED AND YOU CAN CHANGE IT, DO SO. IF IT CANNOT BE CHANGED, ACCEPT IT:** When I first heard this, I didn’t like it. It sounded sort of "wimpy", like "giving up", when I wanted to fight something that was "wrong". But after thinking it through, it became an important lesson in life. Think about it - if something cannot be changed, then accept it. All the time you spend fighting something that cannot be changed is time you spend causing your own frustration, trouble, and misery. It is time wasted, getting you nowhere, when you should be getting ahead. In the end, if it cannot be changed, you will have only two options - either you waste your time beating your head into the wall trying to make the impossible happen, or you accept the facts. Acceptance of fact is logical, intelligent, and the mature way of doing business.

**"EDUCATION IS THE BEST PROVISION OF OLD AGE" - Aristotle**

### "TO KNOW WHAT IS RIGHT AND NOT TO DO IT IS THE WORST COWARDICE" - Confucius

**"ONLY THOSE ARE FIT TO LIVE WHO ARE NOT AFRAID TO DIE" – Mac Arthur**

**“COWARDICE IS IMMORAL” – Lt Col Billy Don Smith**

**“We are what we repeatedly do. Excellence, then, is not an act but a habit” – Aristotle**

**“A child miseducated is a child lost” – Kennedy**

**Policy Letter SC 031 AFJROTC #1**

**EXPECTATIONS**

1. Each cadet **ELECTS** to take **AFJROTC**. At the beginning of the year, each cadet is advised of the general requirements of the course. Subsequently, each cadet signs a contract agreeing to follow school and AFJROTC rules. I expect you to uphold your agreement as long as you are enrolled in AFJROTC.
2. The details of class rules and procedures are written in the Cadet Handbook. It is your responsibility to know them. They are available to you at any time. Should you have any questions, feel free to ask any of the instructors for clarification.
3. **General Conduct:** Poor or questionable conduct is not an attribute of an AFJROTC cadet and will not be tolerated.  All cadets are expected to adhere closely to the Cadet Honor Code and high personal standards both in and out of uniform. There are several policies with regard to conduct an AFJROTC cadet needs to pay particular attention to.

* 1. Public display of affection (PDA) **is not allowed.**  This includes kissing, hand holding, or any other form of physical affection in **any** Stall HS AFJROTC uniform combination, in class, or while at any AFJROTC function.
1. The official mission of AFJROTC is to: **“Develop citizens of character dedicated to serving their nation and community.”** We try to accomplish this by building good character, instilling self-discipline, promoting community service and giving instruction in many areas affecting your life.
2. In short, I expect a lot from you. I expect better citizenship and attitudes than the typical student taking another elective course. I will do my part, and I assure you that if you do yours, it will benefit you for many years to come.

LONNIE D. FORD, Lt. Col. USAF (Ret.)

Senior Aerospace Science Instructor

**Policy Letter SC 031 AFJROTC #2**

 **Classroom Requirements**

1. During the year you will be involved in various activities that require you to have different items with you in class, and days that your clothing will need to vary. Read the information below, so you will be aware of your needs for this course.
2. All cadets are required to pay a registration fee prior to being issued AFJROTC items. The fee is $25.00.We try to keep all expenses to an absolute minimum.
3. All cadets are required to have writing materials with them in class each day, regardless of what is on the schedule. Cadets are required to have a notebook specifically for ROTC, and it should be brought to class daily, along with a pen or pencil. **Many exams are on SCANTRON and require a pencil**. On days that academics are scheduled, you should bring appropriate books/workbooks also. On days drill or physical fitness training is scheduled; dress appropriately for the type of activity and the weather.
4. Cadets in the Survival course may need to purchase small items prior to field trips. A separate listing of recommended items will be provided. Those cadets in Survival are REQUIRED to participate on field trips or they will receive a zero grade on those items tested on the trips. Dates of the trips will be announced well in advance to allow personal planning.
5. First Year cadets will be given a name tag with their uniform. The replacement cost is $2.00.
6. We make every attempt to keep costs to a minimum. Most activities cost nothing, because they are paid with proceeds from fundraisers. Additionally, all extracurricular activities are voluntary (except Survival).

LONNIE D. FORD, Lt. Col. USAF (Ret.)

Senior Aerospace Science Instructor

**Policy Letter SC 031 AFJROTC #3**

**Fund Raisers**

1. This unit receives no financial support from Charleston County. Therefore, it is necessary for us to conduct fund raisers to support our activities, e.g., bus gas, picnic, ball, photographic supplies, etc.
2. While your participation in fund raising activities is not required, it is encouraged strongly. We simply cannot have a good program without raising funds.
3. The following policy is important for you to understand.
4. Only those who support the fundraiser in the fall are eligible to attend the annual ball.
5. Only those who support the fundraiser in the winter/spring are eligible to participate in the picnic.

It seems only fair to me, that those who raise the money should be the ones who benefit the most from it. It also seems fair to me that those who do not choose to help should not be allowed to reap the benefits of those who have worked to make it possible.

1. We are allowed to have two official fundraisers per year. We typically have one in the fall and another in the winter months. It is important for us to conduct these efficiently, for as many as possible to participate, and for those who do participate to turn in funds expeditiously

LONNIE D. FORD, Lt. Col. USAF (Ret.)

Senior Aerospace Science Instructor

**Policy Letter SC 031 AFJROTC #4**

**Coordination Listing**

1. Major functions within ROTC are listed below, along with the instructor who will assume primary responsibility for that task. Use this list to determine which instructor to approach regarding projects, meetings, etc. There are many tasks not listed here. If in doubt, ask.
2. All instructors will coordinate/work the following events: Ball, Picnic, Pass-In-Review/Awards, Field Trips, and Civil Engineering. Exams and grades should be referred to the instructor in charge of the applicable flight.

**Lt. Col. Ford** **MSgt. McCoy** **SMSgt Rickert**

Rocket Club lst yr. Flights Uniform Supply

Scrap Book/History Physical Fitness Kitty Hawk Air Society

Weather Club Color Guard/Drill Team Personnel Records

 Finance/Fundraisers Computers/Supp Publications

Cadet Staff Operations APT

Scheduling Physical Training 1st & 4th yr. Flight

2nd & 3rd yr Flights Information Mgt

LONNIE D. FORD, Lt. Col. USAF (Ret.)

Senior Aerospace Science Instructor

**Policy Letter SC031 AFJROTC #5**

**Cadet Computer Use**

Cadets may use computers possessed by AFJROTC, subject to the limitations prescribed in this policy letter.

1. Instructor’s computers are generally off-limits to cadets, unless special circumstances necessitate their use. In all cases, instructor permission must be obtained prior to use of their computers.
2. Computers are available for cadet use on a limited basis. Permission must be from an instructor prior to use. Priority goes to use for logistics, Cadet Newsletter, and publishing orders, then to other ROTC work.
3. Common sense should always apply.
4. No horseplay around computers. They should be handled carefully, and any action which might result in damage, must be avoided.
5. No eating or drinking on the computer tables or anywhere that would allow food or liquids to contact the equipment.
6. All computers, screens, and printers will be turned off after use.
7. Chairs should be left pushed under the table, papers picked up, and the area left clean.
8. Other specific rules also apply.
9. ROTC will approve all data storage devices. (thumb drive)
10. Run virus check to ensure that storage devices are not contaminated.
11. Cadets will not enter any passwords into computers or programs. The instructors will establish passwords and/or codes, when used.
12. Work materials should be stored on disc, not on the hard drive. Data saved on hard drives should be deleted as soon as possible.
13. Internet use.
14. Cadets using the Internet will receive prior training and be specially approved prior to entering the Internet on an ROTC computer.
15. Cadets using the internet will ensure they do not enter data bases/open windows that will cost the unit money.
16. Cadets will not enter data bases/open windows that reveal pornographic materials or reveal questionable/illegal materials. Use of the internet by cadets in ROTC is for educational purposes related to the ROTC program, or to other subjects taken as classes at R. B. Stall High School. **No access of MySpace or other similar programs is allowed**
17. All school rules relating to student internet usage apply when using ROTC computers.
18. Cadets will not send e-mail without permission. Additionally, e-mail transmissions will always include the cadet rank preceding the cadet’s name.
19. Downloading is prohibited unless prior permission is obtained.
20. Saving of materials on the hard drive should be avoided; materials should be saved on personal drive or disk.
21. All cadets using ROTC computers will read this policy letter, ensure they understand it, and comply with the rules above.
22. All cadets using cadet computers/Internet will read, understand, and sign the computer notebook prior to first time use.

LONNIE D. FORD, Lt. Col. USAF (Ret)

Senior Aerospace Science Instructor