



U.S. AIR FORCE



KINGWOOD PARK PANTHER GUIDE

PRINCIPAL'S WELCOME LETTER

Dear Cadets,

I want to take this opportunity to congratulate you on your decision to join the Air Force Junior Reserve Officer Training Corps (AFJROTC) team. You have indeed chosen to learn and live by a higher standard of excellence when you became an AFJROTC Cadet. You have decided to challenge yourself to be the best. Welcome to this outstanding program that “prepares leaders today for tomorrow.”

You should be aware of the direct impact the AFJROTC program has on your development as a productive citizen in American society. This impact is positive and long lasting. The learning experiences provided by this program support the mission of the Humble Independent School District and the goals and objectives of the District's Education Plan. Elizabeth Fagen Ed. D., Superintendent, Humble and I support this program strongly.

Please take the time to study and review your Cadet Handbook. Make yourself very familiar with the AFJROTC purpose, curriculum and credits, enrollment, transfer, disenrollment, cadet responsibilities and specific benefits of completing the total program.

In closing, I again commend you for accepting the challenge of being an AFJROTC Cadet and wish you the very best in this endeavor.

Sincerely,

Signed

Wesley Solomon
Principal
Kingwood Park High School

Humble Independent School District
Elizabeth Fagen, Ed. D., Superintendent

AFJROTC Department's Welcome Letter



TX-20092 AIR FORCE JUNIOR ROTC (AFJROTC)
Kingwood Park High School
4015 Woodland Hills Drive, Kingwood, TX 77339
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To: AFJROTC Cadets

On behalf of the Superintendent, Humble Independent School District and Director, Air Force JROTC Headquarters Air Force Reserve Officer Training Corps (AFROTC), we welcome you to AFJROTC. You will experience a unique course of instruction that will be educating, motivating, and rewarding. Many of you will get to do things that others can only imagine. Your experiences in AFJROTC are the foundation for life-long memories and close friendships. We sincerely believe you will benefit from the teamwork, self-discipline, and leadership experiences you encounter.

We are sure most students and parents have questions about AFJROTC. **First, let us assure you it is neither boot camp nor combat training.** AFJROTC is a class that will help you develop decision-making and communication skills while building self-confidence as a leader. If you have never been in charge or responsible for anything, get ready -- the opportunities are here! While our program will be challenging and demanding, we believe you will experience a sense of accomplishment and pride hard to put into words.

The Cadet Handbook is your guiding light in AFJROTC. All cadets must have a complete and clear understanding of the requirements, standards and policies prescribed for them. While the handbook is directive in nature, the final word on any issue rest with the principal and instructors. We urge your parents to read this handbook to gain valuable insight into AFJROTC. This handbook covers information that will answer a lot of their questions.

Again, welcome to AFJROTC. We look forward to working with each of you as members of our team and family. From this day on, you will have the opportunity to improve your interpersonal skills through a challenging leadership education program and increase your awareness of flight and space operations. We are proud to have you enrolled and stand ready to help you expand your knowledge and horizons. We are delighted to have you on the team!

Signed

Aerospace Science Instructor
TX-20092 AFJROTC
Kingwood Park High School

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CHAPTER 1 - MISSION AND OBJECTIVES

1-1 The Mission

a. Our mission is:

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

We accomplish our mission by providing an excellent curriculum and a challenging training environment where you can develop character, self-discipline, responsibility, teamwork, and pride in self and country. The Aerospace Science course introduces the historical, scientific, and technical aspects of aerospace. Leadership Education provides experiences to develop discipline, responsibility, communication skills, and citizenship. Leadership Education also includes wearing the Air Force uniform, the proper use of Air Force customs and courtesies, participating in drills and ceremonies, giving, and receiving instructions, and acting as leaders and members of the TX-20092 Cadet Corps. **You do not incur military service obligation by participating in the program.**

b. Legal and Regulatory Basis

1. PUBLIC LAW 88-647. The Reserve Officers' Training Corps Vitalization Act of October 13, 1964, is the authority to operate Air Force Junior Reserve Officers' Training Corps (AFJROTC) programs in secondary schools.
2. AFROTCI 36-2001, Air Force Junior Reserve Officer Training Corps (AFJROTC), describes the curriculum of the AFJROTC program and policies and procedures for AFJROTC units. It gives guidance for organizing the cadet Corps and provides other directions in the operation of TX-20092.

c. To be eligible for membership in the AFJROTC program you must:

- be enrolled in and attending a regular course of instruction at Kingwood Park High School.
- have completed the eighth grade.
- be physically fit to participate in AFJROTC training.

Note: Students may transfer from Army, Navy/Marines or other AFJROTC units. To receive full credit for training already received, the student must present documentation such as a cadet record or transcripts. Because programs vary from school to school, ranks held at a student's old school may not fully transfer to Kingwood Park. The instructors will conduct a complete review of the student's records and the appropriate rank will be awarded based on this review.

d. Attitude and behavior makes all the difference. Most cadets really enjoy the program. However, the few who struggle with the expectations and rules have a disproportionately

negative impact on the morale and welfare of the Cadet Corps. For these reasons, some cadets may be disenrolled from the program.

Below is a list of the most common reasons a student is disenrolled from AFJROTC. This list is not all inclusive.

- Failure to maintain acceptable course standards (academic, personal grooming, proper uniform wear, etc.).
- Inaptitude, indifference to training or disciplinary reasons involving undesirable traits of character (fighting, lying, cheating, stealing or failure to meet cadet responsibilities).
- Failure to remain enrolled in school and make satisfactory progress towards graduation.
- Individual request for release, consistent with current Kingwood Park HS drop/add policy.

NOTE: The Cadet Command Staff may recommend disenrollment of any cadet following a cadet review board. The SASI or ASI have final say on cadet disenrollment.

1-2 Air Force Core Values

Integrity First Service Before Self Excellence in All We Do

Integrity first is essential. Integrity is the inner voice, the source of self-control, and the basis for the trust that is imperative in today's society. It's doing the right thing when nobody is looking.

Service before self means professional duties take precedence over personal desires. A leader unwilling to sacrifice individual goals cannot convince other members to do the same. While personal goals hopefully coincide with AFJROTC goals, there is no room for personal agendas at the expense of the Cadet Corps.

Excellence in all we do directs us to develop a sustained passion for continuous improvement that will propel you into an upward spiral of goal accomplishment and performance.

The present times call for core values that serve as a beacon toward the right path. They set the standard for our behavior and our treatment of one another. AFJROTC Core Values are the foundation upon which a quality Cadet Corps is built.



1-3 Cadet Responsibilities

Each cadet will pledge to:

Create and maintain standards of the highest order.

Recognize and appreciate the sacrifices parents have made to further my education and to show them all due gratitude and respect.

Respect our administrators, JROTC instructors, teachers, and fellow cadets.

Respect our school's property to the fullest extent.

Respect country and flag.

Promote the best in school spirit.

Take pride in wearing my AFJROTC uniform.



Each cadet will memorize the Cadet Creed:

I am an Air Force Junior ROTC Cadet.

I am connected and faithful to every Corps of Cadets who served 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.

1-4 Course Descriptions

The complete course of instruction covers eight semesters. Each semester is a one-half credit course. Approximately 40% of each course focuses on Aerospace Science, 40% focuses on Leadership Education and the remaining 20% on Wellness. The Air Force Junior ROTC curriculum is based on integrating five themes: Aviation, National Defense, Careers, Space, and Leadership. Cadets can take field trips and visit various military and civilian installations/facilities as part of the curriculum-in-action program.

Aerospace Science

AS-100 A Journey into Aviation History – An aviation history course focusing on the development of flight throughout the centuries. It starts with ancient civilizations progressing to modern day. The emphasis is on civilian and military contribution to aviation. It introduces the principles of flight to include basic aeronautics, aircraft motion and control, flight power, and rockets.

AS-200 – The Science of Flight – A Gateway to New Horizons – An introductory course that focuses on how airplanes fly, how weather conditions affect flight, flight and the human body, and flight navigation. The course is designed to complement materials taught in math, physics, and other science related courses. and is aligned with the National Science Education Standards, the Math Standards and Expectations, and ISTE National Educational Technology Standards for Students.

AS-220 Cultural Studies: An Introduction to Global Awareness – Introduces students to the world's cultures through the study of world affairs, regional studies, and cultural awareness. The course delves into history, geography, religions, languages, culture, political systems, economics, social issues, environments concerns, and human rights. It looks at major events and significant figures that have shaped each region.

AS-300 Exploring Space: The High Frontier – This course covers the earliest days of interest in astronomy and early ideas of the heavens, through the Renaissance, and on into modern astronomy. It provides an in-depth study of the Earth, Sun, stars, Moon, and solar system, including the terrestrial and the outer planets. It investigates the importance of entering space and discusses manned and unmanned space flights, the Space Shuttle, space stations and beyond. It also examines the latest advances in space technology, including robotics in space, the Mars Rover, and commercial uses of space.

AS-400 Management of the Cadet Corps – This hands-on experience affords fourth year cadets in the Air Force Junior ROTC program the opportunity to put the theories of previous leadership courses into practice. All the planning, organizing, coordinating, directing, controlling, and decision-making will be done by the cadets. They will put into practice their communication, decision-making, personal-interaction, managerial, and organizational skills.

AS-410 Survival – This course provides training in skills, knowledge, and attitudes necessary to successfully perform fundamental tasks needed for survival. Survival also presents “good to know” information that would be useful in any situation. The information is just as useful to an individual lost hunting or stranded in a snowstorm.

Leadership

LE-100 Citizenship, Character, and Air Force Tradition – Introduces cadets to the Air Force Junior Reserve Officer Training Corps (AFJROTC) program providing a basis for progression while instilling elements of good citizenship. It contains sections on organizational structure, uniform wear, customs and courtesies, health and wellness, fitness, individual self-control, and citizenship.

LE-200 Communication, Awareness, and Leadership – Stresses communications skills and Cadet Corps activities. Much information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Written reports and speeches compliment the academic materials.

LE-300 Life Skills and Career Opportunities – This course is helpful to students deciding which path to take after high school. Information on how to apply for admission to college or vocational school is included. Information is also available about financial planning and how to save, invest, and spend money wisely, as well as how not to get caught in the credit trap. Students are informed about real life issues such as understanding contracts, leases, wills, warranties, legal notices, and personal bills. Citizen responsibilities include registering to vote, jury duty, and draft registration. There is also information on how to prepare a resume and the importance of good interviewing skills. Information is available for students interested in the military, federal government, or aerospace careers.

LE-400 Principles of Management – This course provides exposure to the fundamentals of management. Throughout the text are many ethical dilemmas, case studies, and role play activities. These activities are based on real life experiences and will allow students the opportunity to practice what they learn by getting involved in discussions and expressing their opinions.

LE 500 Drill and Ceremonies – This course provides an in-depth introduction to drill and ceremonies. The course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill.

Wellness Program

Wellness is an official and integral part of the Air Force Junior ROTC program. The objective of the Wellness Program is to motivate cadets to lead healthy, active lifestyles beyond program

requirements and into their adult lives. For classes awarding elective or PE credit for AFJROTC courses, 20% of available contact time must be devoted to Wellness instruction.

1-5 Grading Policy

Two evaluation areas will determine your final grade--Leadership and Aerospace Science. Uniform inspections, drill, wellness training (E2C), leadership tests, community service, and overall program participation make up the leadership grade. Your Aerospace Science grade consists of examinations and academic performance in Aerospace Studies. Grades are determined using the following scale:

A=90-100%, B=80-89%, C=79-75%, D=74-70%, F=69% and below.

Grade distribution is as follows:

Participation/Daily Grade	20%
Homework	05%
Wellness Training/Proper Dress	20%
Quiz	05%
Uniform Inspection	25%
Exams	25%

Any combination of unexcused absences, unexcused tardiness, no uniform, unprepared for class, and disruptive classroom behavior warrants a failing grade for a six-week period and/or semester. In order to be considered to receive the SASI's endorsement, Training and/or Completion Certificate you must maintain at least 75% or C academic average.

NOTE: Three UNEXCUSED absences in a six-week grading period warrants a failure grade.

1-6 FLIGHT COMPETITION

The flight to which you are assigned will be competing with all other flights for outstanding flight. Competition encompasses all activities in which you may be involved.

a. FLIGHT (Merit)	Max Points
1. Open ranks inspection (average grade)	100
2. Cumulative class academic average	100
3. 30-Step Drill Sequence (Flight drill)	100
4. Flight member attends Corps activities	(5 points per cadet)

b. FLIGHT (Demerit)

1. Misconduct or disrespect
2. Failure to respond or comply
3. Leaving items in AFJROTC classroom or leaving classroom unclean.

To be determined
by all Flight Commanders

c. Each member of the flight designated as the outstanding flight of the year will be authorized to wear the AFJROTC outstanding flight ribbon on their uniform. In addition, there will also be a special function (i.e. pizza party, trip, activity, etc.) at the end of the year for the outstanding flight. This will be determined by Flight Commanders and Vice Corp Commander. We encourage you to help make your flight the best in the Cadet Corps.

1-7 FLAG DETAIL

Each cadet in the Corps is required to learn how to raise, lower and fold the flag. Each flight will be responsible for flag detail one week each month. Flight Sergeants will be in charge of the detail and ensure each cadet in their flight performs this detail. If scheduled for a flag detail and unable to attend, you must find a substitute, or you will receive a “0” for participation grade.

1-8 AFJROTC BENEFITS

a. A **Certificate of Completion** is presented to a student in good standing who has successfully completed at least three years of the AFJROTC program. To receive the Senior Aerospace Instructor’s endorsement, the cadet must have maintained 75% or “C” academic grade. A cadet can receive additional entitlements if they have this certificate in their possession when enrolling in a college level ROTC program or enlisting in any branch of the Armed Forces.

If a cadet elects to enlist in the Armed Forces, the **Certificate of Completion** will allow the cadet to enlist at the rank of E-3. In the Air Force the rank of E-3 is an Airman 1st Class. Not only does the higher rank place them ahead of the other personnel enlisting at the same time, it also adds nearly \$275 each month to their basic pay.

b. A **Certificate of Training** is presented to a cadet in good standing who completes two years of the AFJROTC program. To receive the Senior Aerospace Instructor’s endorsement, the cadet must have maintained 75% or “C” academic grade. A cadet can receive additional entitlements if they have this certificate in their possession when enrolling in a college level ROTC program or enlisting in any branch of the Armed Forces.

If a cadet elects to enlist in the Armed Forces, the **Certificate of Training** will allow the cadet to enlist at the rank of E-2. In the Air Force the rank of E-2 is an Airman. Not only does the higher rank place them ahead of the other personnel enlisting at the same time, it also adds nearly \$185 each month to their basic pay.

Note: These certificates are not awarded automatically. Consideration is given to total performance and achievement as a member of the Cadet Corps. In order to receive the benefits, the Certificate of Completion or Certificate of Training must be endorsed and/or accompanied by a letter from the Senior Aerospace Science Instructor recommending enlistment at a higher grade. It is possible to receive the Certificate and NOT receive the endorsement and/or letter from the SASI.

CHAPTER 2 - STANDARDS

2-1 CADET HONOR CODE

"I WILL NOT LIE, CHEAT, OR STEAL, NOR WILL I TOLERATE THOSE WHO DO."

These simple words provide the basis for a personal code of ethics that will last the remainder of your life. They will be recited every day you attend class. This honor code is specific and clear in what it means. A cadet is expected to have complete integrity in both word and deed. The cadet honor code belongs to the Cadet Corps and provides a special bond between cadets. Every cadet is responsible for maintaining the integrity of the code. **VIOLATION OF ANY PART OF THE HONOR CODE IS GROUNDS FOR IMMEDIATE DISMISSAL FROM THE CORPS.**

The cadet honor code is the cornerstone of ethical training. This applies 24 hours a day, not just during AFJROTC class or activities. As a cadet, you should always set an example for others to follow. Your character must be above reproach and must also be strong enough to sustain you in stressful or tempting situations. Your words and actions must be above question. Others will not follow someone they cannot trust.

Doing what's right is not always easy. Sometimes you may have to pay a price for having the courage to stand by your convictions. You must believe in yourself and in what is right. Being a leader involves making and carrying out tough decisions regardless of the circumstances. If you tolerate a violation, you are as guilty as the one that commits the offense.

If you become aware of lying, stealing, or cheating, report the episode to the ASI or SASI. The SASI will take action deemed appropriate in each case.

NOTE: An individual failing to report (condoning) an Honor Code violation will be charged with an Honor Code violation.

2-2 INAPPROPRIATE BEHAVIOR (AFJROTCI 36-2001)

Inappropriate behavior, in or out of uniform, is prohibited as a member of Kingwood Park AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public display of affection (PDA) while in uniform or participating at an AFJROTC function, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks.

HAZING, PHYSICAL DISCIPLINE, or HARASSMENT of cadets IS STRICTLY PROHIBITED!!!

Hazing is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm. Any form of physical or mental abuse is **strictly prohibited**. Your receipt of this guide constitutes your understanding and acceptance of the prohibition on cadet hazing in Kingwood Park AFJROTC TX-20092.

Physical Discipline is defined as the practice of requiring someone to perform push-ups or any other physical activity as a form of punishment. Physical activities performed as part of a unit's regular wellness program or team practice are not considered physical discipline.

Harassment, such as improper or abusive language, and coercion of lower-class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned nor tolerated.

2-3 STANDARDS OF CONDUCT

You become a leader by exhibiting qualities of intelligence, good judgment, decisiveness, and initiative. You inspire others to follow you by setting examples of confidence, maturity, and respect. In order to realize your highest potential, you must maintain high standards of self-discipline, high ideals, good manners, social grace, appropriate dress (in or out of uniform), and good grooming.

You will display friendliness and respect to students, Kingwood Park High School faculty, Aerospace Science instructors and AFJROTC cadets. You will greet other cadets and Aerospace Science instructors in a pleasant manner, regardless of location.

Cadet Officers will exercise discretion in enforcing military courtesy. Cadets will not be placed in an embarrassing situation by a public reprimand. However, cadet officers have the authority and the responsibility to deal with violations of military customs or courtesies on the spot.

You will show your respect for Aerospace Science instructors and any guest speakers by addressing them as "sir" or "ma'am" and by responding to them in the same manner (e.g. yes/no sir/ma'am).

Enlisted cadets show their respect for cadet officers by addressing and responding to them as "sir" or "ma'am" and saluting them when outdoors.

You will not wear hats (uniform or civilian) indoors unless permission is obtained from the SASI/ASI. When you are in uniform you will wear the correct headgear outdoors.

You will follow procedures outlined in this cadet guide and will obey reasonable orders from all senior cadets, regardless of position or rank.

You will come to the AFJROTC classroom prepared to engage in AS/LE activities. Preparation includes completed assignments, proper textbooks, notepaper, pen/pencil, and an attitude conducive to learning.

You will not litter the classroom or leave study materials or personal items in the AFJROTC office, classroom, or logistics room. You will put your trash in the trashcans and leave tables and/or chairs correctly placed. Classes will not be dismissed until the room is neat and orderly.

You will not mark, scratch, or otherwise deface Air Force or Kingwood Park High School property.

2-4 AFJROTC CADET ROLES AND RELATIONSHIPS

a. CADET OFFICERS

1. Cadet Officers' role in TX-20092 is to provide overall Corps leadership. A Cadet Officer:
 - **Leads by example in bearing, behavior, and appearance.**
 - **Takes initiative.**
 - **Determines "what's right," not "who's right!"**
 - **Is an Advocate of AFJROTC**
 - **Is a Doer and Delegator**
2. The Cadet Officer must strive to maintain appropriate relationships with all members of the Cadet Corps. Without exception, all relationships will be based on mutual respect:
 - **Cadet Officer to AFJROTC Instructors:** Subordinate to superior.
 - **Cadet Officer to Cadet Officer:** Executive to executive, advisor, fraternal.
 - **Cadet Officer to Cadet NCO:** Superior to subordinate, senior partner, leader. It is important to keep in mind that this is a division of management, not a measurement of self-worth. Many officers have caused personal and organizational problems by either being arrogant towards enlisted members or by trying to be too friendly with enlisted members.
 - **Cadet Officer to Cadet Airman:** Superior to subordinate, leader. The same cautions apply as cited above. That does not mean cadet officers and cadet-enlisted members cannot associate, it does mean that friendships cannot interfere with the integrity of the Cadet Corps.

b. CADET NON-COMMISSIONED OFFICER (NCO)

1. The role of the NCO Corps is to be the backbone of TX-20092. The day-to-day operations of a successful Cadet Corps is determined by the quality of the Cadet NCO. A Cadet NCO:
 - **Sets the example on how to carry out orders.**

- **Is a Doer of “what’s right”**
 - **Is an Advocate for AFJROTC**
 - **Is a Maintainer of discipline and standards.**
2. Like the Cadet Officer, the Cadet Non-Commissioned officer (NCO) must strive to maintain proper relationships with other cadets:
- **Cadet NCO to AFJROTC Instructors:** Subordinate to superior.
 - **Cadet NCO to Cadet Officer:** Trusted subordinate to superior, advisor.
 - **Cadet NCO to cadet NCO:** According to rank, fraternal.
 - **Cadet NCO to Cadet Airman:** Superior to subordinate, leader.

2-5 GENERAL LEADERSHIP GUIDELINES

a. Praise in public and criticize in private (when and where appropriate).

- Be quick to publicly give credit when someone has done something worth praising. Don't go overboard, but a few sincere remarks will accomplish more than all the criticism in the world.
- Criticize in private when possible. If it is a behavioral issue, make sure the person knows it is the behavior that is being criticized and not them as an individual. Make sure they understand what is expected of them. If it is a performance issue, show them how to correct it. Respect their dignity.
- When criticism is necessary in public, try to avoid making it sound personal. There is a difference between observing that someone in formation needs a haircut and singling that person out for ridicule. Respect their dignity.

b. Be facilitators (people who help to make positive things happen).

Regardless of your position in the Corps, **you should always ask yourself in every situation "How can I make this work?"** By being a facilitator, you are helping to make the Corps a positive experience.

c. Accept criticism graciously.

Feedback is common in a structured environment; that is one way structure is maintained. When the feedback is negative, it's called criticism. **Do not take it personal. If you allow it to become personal, it can ruin your experience in the Corps.**

2-6 PUBLIC DISPLAY OF AFFECTION (PDA)

a. At no time, while in uniform, and preferable when not in uniform will cadets do the following:

- Hold hands with girlfriend/boyfriend.
- Kiss or close embrace.
- Sit on laps.
- Engage in any PDA which may reflect unfavorably on the AFJROTC program.

b. The reasons for this policy are as follows:

- The good order and discipline of the Cadet Corps
- Detracts from the image of the Corps.
- Potential undermining of superior to subordinate roles/relationships
- Changes relationships from professional to personal
- Gives rise to perceptions of favoritism within the Corps.

2-7 THE CHAIN-OF-COMMAND

a. A fundamental part of a structured environment. The military chain of command has been in existence for several millennia. The basic reason for the military's use of it is efficiency. It also:

1. Communicates objectives/information from **higher positions/functions** to **lower positions/functions**.
2. Communicates responses from **lower positions/functions** to **higher positions/functions**.
3. Allows cadets to voice grievances on policies, directives/orders, or perceived wrong doings (if the complaint is about an aerospace academic grade, the cadet should communicate directly with the SASI/ASI).

b. If you want to use the chain of command to voice a complaint, do the following:

- Talk with your immediate superior about the concern first. This is extremely important because most complaints are resolved at this level.
- If talking with your superior fails to resolve the problem, then use the organizational chart found in this guide to figure out who is next in the chain of command to express your grievance.

This process is repeated until the cadet feels that their grievance has been addressed to their satisfaction or they have reached the highest level in the chain of command. Although extremely unusual, it is conceivable for a complaint to go all the way to the SASI/ASI.

NOTE: It is important for all parties (complainant and those responding to the complaint) to act professionally and without recriminations as long as proper procedures are followed.

2-8 SALUTING AND PLEDGE

a. Saluting has always been a privilege enjoyed by military personnel of honorable standing. Not only was it used in the early days of recorded history as a greeting, but also to express mutual trust and respect. Today the salute is a respectful greeting exchanged between military personnel. Listed are several of the more important saluting rules. Your instructors will teach you the proper manner of saluting and the rules, which govern its use among the military services. They will also teach you the special rules on saluting at Kingwood Park High School.

- When you are in uniform and outdoors, salute all military officers in uniform, regardless of their branch of service. Except for formal reporting, you are not required to salute indoors.
- Cadet Officers in uniform are saluted by any cadet in uniform that is a lower rank than the cadet officer. Junior grade cadet officers will salute cadet officers with a higher rank when both are in uniform. Enlisted cadets are not required to salute each other.
- Salute, in or out of uniform, whenever you are required to report to the SASI in the AFJROTC office.
- Do not salute while running. Come to a walk, salute the senior ranking officer/cadet officer, then resume running if necessary.
- Salute an inspecting cadet officer when reporting for uniform inspection.
- Begin your salute in time to allow an approaching officer/senior cadet officer to return the salute prior to passing you.
- If you are carrying articles in both hands and moving them to one hand to render the proper salute proves too difficult, you do not need to salute but will provide an appropriate greeting to the approaching officer/cadet officer. If you are the senior cadet officer and are approached by someone in the same situation you will not be saluted by that individual but should be greeted with an appropriate greeting.
- When you are outdoors in uniform and the National Anthem is being played, come to attention, face the music and salute. If the flag is being raised or lowered at the same time, face the flag and salute. Hold the salute until the flag has stopped moving or the music stops playing. Anytime you are in uniform and observe the American flag

moving up or down the flagstaff, you will halt, come to attention and salute until the flag stops moving.

b. Pledge of Allegiance to the United States of America flag.

- When you are in uniform, outdoors, stand at attention and render the hand salute while reciting the pledge.
- When you are in uniform, indoors, stand at attention facing the flag and recite the pledge. Do not render the hand salute indoors.
- When you are in civilian attire, stand at attention with the right hand over the heart, face the flag and recite the pledge.

Note: Any cadet seeing a saluting violation by another cadet should discreetly point out the violation in a courteous and helpful manner. You are expected to accept these corrections in the same spirit.

2-9 CLASSROOM PROCEDURES AND PROTOCOL

a. STARTING CLASS:

1. All cadets will **FALL IN** on command. The Flight Commander (Flt CC) and/or Command Staff will enter the room last. The Flight Sergeant will call the room to **“ATTENTION”** when appropriate.
2. The Flight Commander (Flt CC) assumes position along with the Flight Sergeant. The Flight Commander then commands **“Recite Pledge”**. All cadets will face the Flag of the United States. (Personnel in uniform will remain standing at attention; those in civilian clothing will place their right hand over their heart.) When the Flight Commander has verified that everyone is ready, they will face the flag, assume the proper position, and in a clear command voice, lead the flight in the Pledge of Allegiance.
3. When the pledge is finished, the Flight Commander will face the class and command **“Recite Texas Pledge”**. The cadets will face the Texas Flag and the Flight Commander will lead the Texas Pledge.
4. The Flight Commander commands **“Receive the Report”**. The element leaders, in succession, will report the attendance for their element.
 - (a) The element leader, salutes (and holds until the salute is returned) and says **“Sir/Ma’am, (1st/2nd) element all present and/or accounted for”** OR **ADDS, IF NECESSARY, “with the exception of cadet(s) name(s).”**
 - (b) The Flight Commander returns each salute.

5. The Flight Sergeant records the attendance, reports to the Flight Commander, and in turn reports to the SASI/ASI.
6. After taking attendance, the Flight Commander will then command “Cadet Core Values” followed by “Recite Cadet Honor Code” and finally “Cadet Attitude Check.” Each flight is responsible for creating their version of Attitude Check.
7. The Flight Commander will “Publish the Orders.” After daily announcements, the Flight Commander will call the flight to attention and report to the instructor.

"Sir/Ma'am, (A, B, C, etc...) Flight is ready.

NOTE: Talking or moving around during the pledge or roll call is a violation of discipline.

b. FLIGHT RESPONSIBILITIES FOR ABSENT/TARDY CADETS

1. The Flight Commander is responsible for making sure absent or tardy cadets receive copies of notes, fliers, etc. The Flight Commander can delegate this duty to the Flight Sergeant.
2. Place the name of the missing cadet on the material(s) being held until their return and place it in a folder. If the cadet fails to show by the end of class, pick up the folder, add any new material and repeat the process the next class day.
3. Extended absences require cadet consultation with the SASI.

c. CLASSROOM RULES: (For the sake of the mission, the instructors, the flight, and you!)

1. DO

- (a) Act mature.
- (b) Treat each other with dignity and respect.
- (c) Be a good leader and a good follower.
- (d) Find ways to enjoy the Corps.
- (e) Bring all required materials to class every day.
- (f) Request permission before leaving your seat during class.
- (g) Use proper protocol when interacting with other cadets, asking SASI/ASI questions, etc.
- (h) Look at leadership class days and the academic class days as an opportunity to grow.
- (i) **Comply with Kingwood Park High School rules of conduct.**

2. **DO NOT (Unless specifically authorized by SASI/ASI)**

- (a) Chew gum or eat in the classroom!
- (b) Bring food, beverages (Except bottled water) into the classroom.
- (c) Wear hats in the classroom.
- (c) Leave your seat without permission.
- (e) Use headsets, or other electronic devices during class. (They will be confiscated and returned at the end of the week.)
- (f) Disrupt the class (talk; make noise, whistle, etc.).
- (g) Sit on table, desktops, or backs of chairs.
- (h) Do not place feet on tables or chairs.
- (i) Do not tilt chairs backwards or on rear legs. Keep four legs on the floor.
- (j) Use vulgar, obscene, or profane language.
- (k) Make improper gestures.
- (l) Address instructors with "yeah" or "nope."
- (m) Throw things around the classroom.
- (n) Engage in horseplay.
- (o) Make racial slurs or sexist comments.
- (p) Sleep in class. Cadets are authorized to stand at parade rest in the back of the class if they become sleepy.
- (q) Use of any Corps assets without faculty approval.
- (r) Disturb pictures, bulletin board items, flight boxes, or displays.
- (s) Enter classroom with shirt not tucked in pants. (Males)

d. MILITARY PROTOCOL

1. SASI/ASI is addressed by cadets in or outside the classroom by Rank and Last Name.
2. Cadets will address each other in class and while in uniform based on their rank and the rank of the individual they are addressing or referring to.

If the cadet you are addressing outranks you then *cadet and last name, or sir/ma'am* is appropriate way to address this individual.

If you are equal to or out rank the individual you are addressing *cadet and last name, last name only* or *first name only* is acceptable.

e. TARDY AND ABSENCE POLICIES: Refer to your Kingwood Park High School Student Handbook.

1. TX-20092 will comply with Kingwood Park High School policies concerning student absences and tardies.
2. The school policies will be reviewed at the beginning of each school year and when changes are made during the school year.

f. FLIGHT DISMISSAL

1. When the period is over, the Flight Commander will verify that the classroom is orderly and clean.
2. The Flight Commander issues the following commands to dismiss their flight:
 - (a) **"Flight, Attention!"** The flight responds by quietly, but quickly standing at attention next to their seats.
 - (b) The flight commander will face the instructor, (salute the SASI only) and state, **"Sir, _____ Flight is ready for dismissal."** The instructor will order the Flight Commander to dismiss his/her flight.
 - (c) Flight responds with their flight tag.
3. After dismissal cadets will quickly leave the classroom in an orderly manner!

g. REPORTING PROCEDURES:

1. Classroom reporting:
 - a. Reporting statements are always made from the position of attention.

- b. There are two reporting statements that can be used in the classroom.
 - i. The first reporting statement is made when a cadet is **asking** a higher-ranking cadet or instructor a specific question. The statement is as follows: “Sir/Ma’am, Cadet (your last name) reports”. Once acknowledged by the higher-ranking cadet or instructor you may proceed with your question.
 - ii. The second reporting statement is made when a cadet is **responding** to a question asked by a higher-ranking cadet or instructor. The correct reporting statement for this scenario is: “Sir/Ma’am, Cadet (your last name) reports as ordered. Once you have made the reporting statement you may proceed to answer the question.
2. Reporting to the ASI or SASI’s office:
- a. Stand at attention outside the ASI or SASI’s office.
 - b. From the position of attention, knock once on the door.
 - i. If, you are reporting to the office to ask a question you will state: “Sir/Ma’am, Cadet (your last name) reports”. Once acknowledged by the ASI/SASI you may come to the position of at ease and proceed with your question.
 - ii. If, you were called to the office or told to report to the office you will state: “Sir/Ma’am, Cadet (your last name) reports as ordered”. Once acknowledged by the ASI/SASI you may come to the position of at ease and respond as necessary to the directions of the ASI/SASI.
 - c. Once your meeting with the ASI/SASI is over, come to attention and ask “Sir/Ma’am, will that be all?”
 - d. When released by the ASI/SASI, (salute the SASI only then) about face and march out of the office.

CHAPTER 3 - AIR FORCE JUNIOR ROTC UNIFORMS

3-1 THE UNIFORM

The AFJROTC cadet uniform is, with few exceptions, the same as that worn by active-duty personnel. The reputation of the United States Air Force, as a professional military organization, is known worldwide and has no equal. The uniform you wear is a symbol of that reputation. You must keep ***your*** uniform clean, neat, correct in design and specifications, and in good condition at all times to include maintaining badges, insignia, and other metallic devices with the proper luster condition. The weekly uniform wear day is on **Tuesday** and you are expected to ***WEAR YOUR UNIFORM CORRECTLY AND PROUDLY all day***. This includes travel to and from school, unless excused by the SASI/ASI. Exceptions to this policy will be announced in advance by the SASI/ASI.

NOTE: New cadets must complete Panther Basic before receiving/wearing a uniform.

- a. Uniform items not issued by the SASI/ASI are considered optional items and require SASI approval prior to wear. These items must be purchased from private funds at no cost to the Air Force. (i.e. Coframe shoes)
- b. Service caps, taps may be worn by cadet officers and others approved by the SASI/ASI.
- c. After being issued the Air Force uniform, you will acknowledge receipt for items by signing a uniform issue receipt. By signing this receipt, you agree to exercise all reasonable caution and care to assure that items of Air Force property are cared for and not damaged due to carelessness, neglect, improper cleaning and/or laundering methods. **Further, you are required to return all uniform items, cleaned and laundered, to the ASI upon demand, or when you are no longer enrolled in the AFJROTC program.**
- d. You will be required to reimburse the Air Force for any lost or willfully damaged uniform item(s). **These items will be paid for by check or money order made payable to "Kingwood Park AFJROTC TX-20092"**. The total replacement cost for all standard issued items is approximately \$385.00.
- e. Wear the uniform as prescribed in DAFPAM 34-1203, Dress and Personal Appearance of Air Force Personnel; AFROTCI 36-2001, AFJROTC Uniform and Awards Guide; and The Cadet Guide. **When participating in orientation flights or field trips, you are required to wear the uniform combination prescribed by the SASI/ASI.**
- f. If you are currently on the Drill Team or Color Guard, you are authorized to wear team cords, berets, ascots, and belts **ONLY** during performances. These items are **NOT** authorized for regular wear. **All special uniform items must be approved by the HQ AFJROTC and SASI before wear.**

- g. Your service dress uniform must be worn when directed by the SASI/ASI. On other uniform days you will wear the uniform combination determined by the Corps Commander or Vice Corps Commander.

Uniform combinations are as follows:

- **Class A** is service dress uniform.
 - **Class B** is long-sleeve/short-sleeve shirt combo with or without a tie.
- h. You will be graded on your appearance on all inspection days. Categories will include uniform appearance and condition, placement of insignia, condition of shoes, military bearing, hair and grooming. Each inspection will be worth 100 points.

NOTE: If the ASI determines, during an inspection, that the uniform is excessively dirty that cadet will receive a 50 for that day's inspection and will have to make up the uniform wear after the uniform is properly cleaned. Maximum grade for this make up is 70.

- i. It is your responsibility to ensure that your uniform is available and in inspection condition Tuesday or the designated uniform day. **You will receive a "0" for not wearing the uniform when required.** If you continually fail to wear the uniform when required, you will be dismissed from the AFJROTC program.
- j. Failure to wear the uniform on designated days for the entire day will result in grade adjustments (arrangements to not wear the uniform for a particular class must be made in advance with the SASI/ASI)
- k. **Three unexcused "No Uniform" incidents per semester will result in a failing grade.**

NOTE: Failure to wear the uniform on the designated day can be made up. If failing to wear the uniform on the designated day was for acceptable reasons (excused absence, field trips, etc.), the cadet must wear it on the next AFJROTC class day to receive full credit. If failure to wear the uniform was for unacceptable reasons (unexcused absence, "in the cleaners," or "I forgot," etc.), the cadet must wear the uniform on the next AFJROTC class day for 70% credit. Failure to wear the uniform on the next AFJROTC class day will result in a "0" grade.

- l. You will **NOT** wear a mix of cadet uniform and civilian clothing items. If you have a legitimate excuse (medical) for not wearing certain uniforms items, shoes for example, you must see the SASI/ASI for possible waiver solutions.
- m. The DARK BLUE uniform items are DRYCLEAN only. They will be damaged by laundering, and you will be financially responsible. The LIGHT BLUE items should be LAUNDERED. Dry cleaning them will not get them thoroughly clean especially shirt/blouse collars.
- n. Do not place our hands or store bulky items in your uniform pockets. Do not place articles under the shoulder strap of the shirt or coat. Carry books and other objects in your left hand to free the right arm for saluting.

- o. You may not hitch hike, perform hard labor, or engage in sports activities while wearing the uniform. **DO NOT** wear the uniform during activities that can result in damage to the uniform (structural repair, some art classes, etc.). You should wear aprons, coveralls or change out of the uniform and change back in after the period.
- p. Optional authorized uniform items purchased/acquired by cadets must be approved and meet TX-20092 standards in order to be worn. **ONLY CADET OFFICERS ARE AUTHORIZED TO WEAR THE SHINY POROMERIC SHOE (coframes) OR SERVICE HATS WITHOUT PRIOR APPROVAL.**
- q. You will not wear uniform hats indoors unless permission is obtained from the SASI/ASI. You will wear the correct headgear outdoors.
- r. Because you wear the official United States Air Force uniform, objectionable behavior in public can create unfavorable reaction by the public toward the AFJROTC program and the United States Air Force. Conversely, proper conduct, actions and attitude can create and sustain favorable public reactions that will enhance the image of the Cadet Corps.

3-2 APPEARANCE STANDARDS

As an AFJROTC cadet, you must constantly strive to present a neat, clean, and well-groomed appearance. You will comply with the following standards of appearance while in uniform.

a. MALES

1. You will not wear, or carry, exposed on the service uniform, articles such as cell phones, handkerchiefs, pencils, pens, watch chains, pins, jewelry, wallets, or combs. You may wear wristwatches, identification bracelets, and no more than three rings. You may wear conservative sunglasses, but not in military formations. **You may not attach, affix, or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, eyebrows, lips, or any exposed body part when in uniform.**
2. Exposed tattoos are allowed in AFJROTC or when engaged in AFJROTC related activities.
3. Faddish hairstyles and unnatural colors are prohibited when in uniform or professional dress on uniform days. Your hair must be neat, clean, trimmed, and present a conservative well-groomed appearance. It must present a groomed, tapered appearance. A tapered appearance is one that when viewed from any angle outlines the individuals' hair so that it conforms to the shape of the head, curving inward to the termination point. The bulk (thickness) of the hair must not exceed ¼ inch at the termination point or 1¼ inch at its fullest point. Hair must not touch the ears or protrude below the front band of headgear. Only closely cut hair or shaved hair at the back of the neck may touch the collar. Braided hairstyles for males are not authorized while in uniform. In no case will the bulk or length of hair interfere with the proper wear of any Air Force headgear. If your hair is dyed, it must look natural (This will be determined by the SASI or ASI).

4. Your sideburns must be neatly trimmed in the same manner as the hair, must not extend beyond the bottom of the ear opening, must be straight and even in width, and end with a clean shaven, horizontal line.
5. Your face must be clean-shaven except that a mustache is permitted. Mustaches must be neatly trimmed, must not extend downward beyond the lip line of the upper lip and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth. When a physician prescribes that a patient not shave, the beard must be kept trimmed symmetrically and all beard hairs must be kept trimmed so that they do not protrude more than one quarter inch from the skin surface of the face.
6. You will not wear wigs and hairpieces except for cosmetic reasons to cover natural baldness or physical disfigurement. When worn, they will conform to 2 and 3 above.
7. You will keep your fingernails neat, clean, and trimmed.
8. Whenever you are wearing any combination of the Air Force blue uniform you must wear a plain white T-shirt free from designs and markings. When wearing the short-sleeved uniform shirt with an open collar, none of your T-shirt may show. This means you must wear a V-neck T-shirt with the short-sleeved shirt! Protect the shirt from perspiration and antiperspirant that will turn the shirts yellow/green – you will be held liable.

b. FEMALES

1. You will wear appropriate undergarments to present a conservative, feminine appearance. If they can be seen through the uniform, they must be white in color.
2. You will not wear, or carry, exposed on the uniform, cell phones, pencils, pens, handkerchiefs, and jewelry, including ankle bracelets. You may wear wristwatches, identifications bracelets and no more than three rings. You may wear small (not exceeding 6 mm in diameter) spherical, conservative (moderate, being within reasonable limits; not excessive or extreme) round white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If you have multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. You may wear conservative sunglasses, except in military formations. **You may not attach, affix, or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, eyebrows, lips, or any exposed body part when in uniform.**
3. Exposed tattoos are allowed in AFJROTC or when engaged in AFJROTC related activities.

4. Faddish hairstyles and unnatural colors are prohibited when in uniform or professional dress on uniform days. Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. It should be styled to permit proper wear of the headgear. Exaggerated styles with excessive fullness or extreme heights are also prohibited. The bulk (thickness) cannot exceed 3 inches. If pins, combs, barrettes, or similar items are worn, they should be plain (no ribbons or jeweled pins) and modest in size. Their color must be similar to the color of the hair. If your hair is dyed, it must look natural (This will be determined by the SASI or ASI).
5. Your cosmetics must be conservative and in good taste.
6. Hose must be worn with the skirt. The only acceptable colors are neutral, dark blue or dark brown. Black knee socks may be worn with the slacks, if preferred.
7. Your fingernails must be kept neat and clean and nail polish, if worn, must be in good taste and of a conservative color. It may not contain any ornamentation.
8. If you are pregnant and it becomes uncomfortable to wear the standard Air Force uniform, you will be required to purchase a maternity uniform at no cost to the Corps or school.
9. Whenever you are wearing any combination of the Air Force blue uniform you must wear a plain white T-shirt free from designs and markings. When wearing the short-sleeved uniform shirt with an open collar, none of your T-shirt may show. This means you must wear a U-neck or V-neck T-shirt with the short-sleeved shirt! Protect the shirt from perspiration and antiperspirant that will turn the shirts yellow/green – you will be held liable.

Note: Your uniform (with the exception of shoes and socks) and equipment items are loaned to you and remain the property of the United States Air Force. You must be able to account for all items at all times. If you lose or willfully destroy a uniform or equipment item, you will be required to pay for it at the cost in effect when the account is scheduled to be cleared. *Uniforms must be returned cleaned, pressed and on hangers. All grades will be suspended and the AFJROTC Certificate of Training or Certificate of Completion will not be awarded until all uniforms and equipment items have been turned in or paid.*

3-3 AFJROTC Physical Training (PT) Uniform.

- a. Shirts will be tucked in.
- b. Do not mix portions of the PT uniform with any combination of the Air Force uniform.
- c. The PT uniform is not to be substituted for the weekly uniform day.
- d. The PT uniform should **only** be worn when there is a scheduled AFJROTC event.

- e. The SASI will establish unit-specific policies on PT uniform wear.
- f. With SASI and Principal approval, units may substitute a unit-specific PT uniform for the Air Force PT uniform. Logos and emblems should be conservative and in good taste, must reflect affiliation with AFJROTC, and may reflect affiliation with the school.

3-4 OTHER UNIFORM WEAR.

Wearing any other uniform other than the AFJROTC issued uniform is **PROHIBITED!**

3-5 RIBBON PRECEDENCE

Ribbons are a colorful military tradition. They are a tapestry of personal valor, distinction, medals, citations, awards, etc. All members of the Armed Forces wear them with pride on their dress uniforms. AFJROTC members will wear the ribbons they are authorized on appropriate uniform combinations. Ribbons will be worn on the AFJROTC uniform in the following precedence indicated from highest to lowest (left to right starting at top row being the highest). Wear your ribbons proudly. You earned them!

AFJROTC VALOR AWARD (GOLD)
AFJROTC VALOR AWARD (SILVER)
CADET HUMANITARIAN AWARD
COMMUNITY SERVICE WITH EXCELLENCE AWARD
AIR FORCE ASSOCIATION AWARD
DAEDALIAN AWARD
AMERICAN LEGION SCHOLASTIC AWARD
AMERICAN LEGION GENERAL MILITARY EXCELLENCE AWARD
DAUGHTERS OF THE AMERICAN REVOLUTION AWARD
AMERICAN VETERANS (AMVET) AWARD
RESERVE OFFICERS ASSOCIATION AWARD
MILITARY ORDER OF WORLD WARS AWARD
MILITARY OFFICERS ASSOCIATION OF AMERICA AWARD
VETERANS OF FOREIGN WARS AWARD
NATIONAL SOJOURNER'S AWARD
SONS OF THE AMERICAN REVOLUTION AWARD
SCOTTISH RITE, SOUTHERN JURISDICTION AWARD
MILITARY ORDER OF THE PURPLE HEART AWARD
AIR FORCE SERGEANTS' ASSOCIATION AWARD
SONS OF UNION VETERANS OF THE CIVIL WAR AWARD
SONS OF CONFEDERATE VETERANS H.L. HUNLEY AWARD
TUSKEGEE AIRMEN INC. AFJROTC CADET AWARD
THE RETIRED ENLISTED ASSOCIATION AWARD
THE CELEBRATE FREEDOM FOUNDATION AWARD
NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812

AIR COMMANDO ASSOCIATION AWARD
DISTINGUISHED UNIT AWARD (with or without merit)
OUTSTANDING ORGANIZATION AWARD
OUTSTANDING FLIGHT RIBBON
TOP PERFORMER AWARD
OUTSTANDING CADET RIBBON
LEADERSHIP RIBBON
ACHIEVEMENT RIBBON
SUPERIOR PERFORMANCE RIBBON
ACADEMIC RIBBON
LEADERSHIP SCHOOL RIBBON
SPECIAL TEAMS COMPETITION
ORIENTEERING RIBBON
COCURRICULAR ACTIVITIES LEADERSHIP RIBBON
DRILL TEAM RIBBON
COLOR GUARD RIBBON
SABER TEAM RIBBON
GOOD CONDUCT
SERVICE RIBBON
HEALTH AND WELLNESS
RECRUITING RIBBON
ACTIVITIES RIBBON
ATTENDANCE RIBBON
DRESS & APPEARANCE RIBBON
LONGEVITY RIBBON
CIVIL AIR PATROL RIBBONS

NOTE: Bronze oak leaf clusters (BOLC) are used to designate the second and subsequent award of a ribbon. A silver oak leaf cluster is used to in lieu of five BOLCs.

CHAPTER 4 – DISCIPLINARY SYSTEM

4-1 DISCIPLINARY ACTION

You will be held accountable for infractions of school rules or policies, as well as TX-20092 regulations. The disciplinary system consists of Non-Review Board Discipline and a formal Cadet Review Board. Non-Review Board actions include: Verbal Counseling, Letters of Counseling, and Letters of Reprimand depending on the severity of the infraction. A Cadet Review Board will deal with infractions that could result in probation or actual dismissal from the Corps. The SASI/ASI are the final authority on Cadet Review Board recommendations.

1. NON-REVIEW BOARD DISCIPLINE

- a. **Verbal Counseling** is appropriate when the misconduct is minor and there is no history or pattern of misconduct. This type of counseling could also be used to positively motivate.
- b. **Letter of Counseling** may be issued if a cadet has already received three or more verbal counseling's and continues to have problems. In addition, a Letter of Counseling may be issued for more serious infractions such as:
 - 1. Conduct unbecoming a cadet.
 - 2. Failure to perform duties.
 - 3. Failure to wear the uniform.
 - 4. Lack of military courtesy
 - 5. Abuse of cadet officer or cadet NCO authority
 - 6. Missing a scheduled meeting
 - 7. Failure to turn in staff work.
 - 8. Horseplay in class
 - 9. Making improper gestures

The cadet's Flight Commander will issue a Letter of Counseling. A Letter of Counseling will remain in the cadet's records for a minimum of one month at which time the letter may be removed with the Flight Commander's approval.

- c. **Letter of Reprimand** Like a Letter of Counseling, a Letter of Reprimand can be issued for repeated infractions mentioned above or for a single infraction of the following:
 - 1. Cadet Honor Code Violation
 - 2. Insubordination or disobedience
 - 3. Unexcused missed formation such as parade, color guard or drill team performance, etc.
 - 4. Arguing with the SASI or the ASI
 - 5. Disrespect to cadet officer or cadet placed in position of authority.

6. Misuse of property
7. Profanity
8. Unauthorized body piercing

A Letter of Reprimand can be issued by a cadet's Flight Commander, the Command Chief, any Squadron Commander, the Vice Corps Commander or the Corps Commander. If the Letter or Reprimand is written by any authorized individual other than the Vice Corps Commander or the Corps Commander, a copy of the letter will be provided to the StanEval Commander who in-turn will review the letter and decide on whether to submit the cadet to a *Cadet Review Board* for further disciplinary actions. A Letter of Reprimand will remain in the cadet's records for a minimum of three months at which time the letter may be removed with the Corps Commander's approval.



4-2 CADET REVIEW BOARD

- a. The purpose of a Cadet Review Board is to recommend cadets for awards and special recognition as well as deal with disciplinary problems in the JROTC program.
- b. The cadet review is made up by the Corps Commander, Cadet Command Chief, Vice Corps Commander, StanEval Commander, and Mission Support Commander.
- c. When dealing with disciplinary issues, the Cadet Review Board can place cadets on temporary probation, impose a temporary reduction in rank, temporarily withhold a promotion, temporarily remove an individual from their assigned position. In addition, the Cadet Review Board can recommend to the SASI/ASI that these temporary discipline actions be imposed permanently or that a cadet be removed from the JROTC program. The SASI/ASI have final decision authority.

CHAPTER 5 - CADET CORPS ORGANIZATION

5-1 CADET CORPS COMMANDER (CC)

This individual must be at least a third-year cadet in good academic standing and must have attended at least one Summer Leadership Course (CLC) program.

The CC is responsible for:

- a. The overall appearance, discipline, efficiency, training, and conduct of the Corps.
- b. Ensuring that all members of the Cadet Corps have the opportunity to develop leadership commensurate with their individual abilities.
- c. Supervising Cadet Corps activities in accordance with Air Force, AFJROTC, Kingwood Park regulations, principles, and procedures. Supervising the Logistic functions of the Cadet Corps.
- d. Initiating cadet review boards (reference Chapter 4).
- e. Commanding Parade and Pass-in-Review.
- f. Presiding over key staff meetings.
- g. Master of ceremonies during military ball.
- h. Establish and submitting Corps goals in accordance with AFJROTC directives **(15 Sept suspense)**.
- i. Ensuring criteria is met for the distinguished unit award **(15 Mar suspense)**.

5-2 CADET VICE CORPS COMMANDER (CV)

This individual must be at least a third-year cadet in good academic standing and must have attended at least one Summer CLC program.

The CV is responsible for:

- a. Command of the Corps during the absence of the Cadet Corps Commander.
- b. Supervising the Support functions of the Cadet Corps.
- c. Posting uniform wear date and the uniform of the day.

- d. Posting key staff meeting dates and times.
- e. Assisting the Corps Commander in compiling the Corps goals and assessing each goal's impact on the community, school, and cadets.
- f. Assisting any Cadet Officer who has difficulties with the AFJROTC program.

5-3 CADET CORPS COMMAND CHIEF (CCC)

This individual must be at least a third-year cadet in good academic standing and must have attended at least one Summer CLC program

This individual is responsible for:

- a. All tasks assigned by the Cadet Corps Commander.
- b. Supervising First Sergeants and Flight Sergeants. Functioning as liaison between noncommissioned cadet officers and commissioned cadet officers.
- c. Attending Cadet Corps staff meetings and preparing the classroom for these meetings. Performs Sergeant-At-Arms during Commander's Call.
- d. Maintaining discipline, customs and courtesies at staff meetings, commander's call, and school assemblies as well as counseling lower ranking cadet noncommissioned officers.
- e. Ensuring that all members of the Cadet Corps have the opportunity to develop leadership commensurate with their individual abilities.
- f. Organizing the Corps for Pass-in-Review and parades.
- g. Assuming the position of "adjutant" for Pass-in-Review and parades.
- h. Assisting any enlisted cadet who has difficulties with the AFJROTC program.

5-4 OPERATIONS SQUADRON COMMANDER, [FLIGHTS](DOF)

This individual should be at least a third-year cadet that has attended a summer CLC program. This individual must be in good academic standing.

This individual is responsible for:

- a. Assuming command in the absence of the Cadet Corps Commander and Vice Corps Commander or when directed by the SASI/ASI.

- b. Organizing and supervising the Flight Commanders as directed by the Cadet Corps Commander.
- c. Setting the appearance, discipline, effectiveness, and conduct for all flight commanders to follow.
- d. Set the Panther Basic training schedule for all flight commanders to follow to ensure all new cadets exceed acceptable standards in military knowledge, dress and appearance, and drill and ceremony for performances.
- e. Planning and coordinating extracurricular and co-curricular activities with other JROTC school organizations and Air Force, Army, Navy/Marine JROTC units.
- f. Conducting Squadron staff meetings as required to ensure the administrative work for the Squadron is accomplished in a timely and accurate manner.

5-5 OPERATIONS SQUADRON COMMANDER, [TEAMS](DOT)

This individual should be at least a third-year cadet that has attended a Summer CLC program. This individual must be in good academic standing.

This individual is responsible for:

- a. Organizing and supervising the drill teams, saber team, color guard, orienteering team, and model rocketry club for performances.
- b. Scheduling an Honor Guard for all home varsity games, school assemblies, other school activities as required and community events.
- c. Conducting Squadron staff meetings as required to ensure the administrative work for the Squadron is accomplished in a timely and accurate manner.

5-6 STANDARDIZATION AND EVALUATION FLIGHT COMMANDER (StanEval)

This individual should be at least a third year cadet that has attended a Summer CLC program. This individual must be in good academic standing.

This individual is responsible for:

- a. Observing and evaluating the progress of the Cadet Corps in accomplishing its mission, and advising the Cadet Vice Corps Commander.

- b. Performing periodic self-inspection of the Corps and informing the Vice Corps Commander of results.
- c. Supervising Inspection Team and insuring organization according to regulations.
- d. Acting as Chief of Inspections.
- e. Insuring the AFJROTC cadet staff follows pertinent regulations and policies.
- f. Ensuring all cadet staff meet academic requirements.
- g. Conducting flight staff meetings as required to ensure the administrative work for the squadron is accomplished in a timely and accurate manner.

5-7 MISSION SUPPORT SQUADRON COMMANDER (MSS)

This individual should be at least a third-year cadet that has attended a Summer CLC program. This individual must be in good academic standing.

This individual is responsible for:

- a. Maintaining a complete record of all events and activities that take place.
- b. Assisting the SASI/ASI in scheduling cadets for base visits and similar activities.
- c. Ensuring all squadron staff meet academic requirements.
- d. Maintaining the official Cadet Corps personnel files.
- e. Conducting Squadron staff meetings as required to ensure the administrative work for the Squadron is accomplished in a timely and accurate manner.

5-8 LOGISTICS SQUADRON COMMANDER (LG)

This individual should be at least a third-year cadet that has attended a Summer CLC program. This individual must be in good academic standing.

This individual is responsible for:

- a. Assisting the ASI in the issue, maintenance and turn in of accountable property.
- b. Assisting the ASI in the inventory of accountable property.
- c. Maintaining accurate records of all accountable property.

- d. Providing guidance to the cadet staff on proper supply discipline.
- e. Maintaining a neat, clean and functional supply room.
- f. Insuring only authorized personnel have access to the supply room.
- g. Conducting Squadron staff meetings as required to ensure the administrative work for the Squadron is accomplished in a timely and accurate manner.

5-9 PHYSICAL TRAINING FLIGHT COMMANDER (PT)

This individual should be at least a third-year cadet that has attended a Summer CLC program. This individual must be in good academic standing.

This individual is responsible for:

- a. The development of a Corps weekly physical training plan that is consistent with AFJROTC directives and guidelines. This plan must contain both measurable and gradable objectives.
- b. Coordinating with Operations Commander to ensure teams are proficient in pushups, sit-ups, 1.5 mile runs and rifle runs.
- c. Provide a remedial physical training plan for any cadet in the Corps requiring assistance.
- e. Work with Flight Commanders to incorporate a proper physical fitness balance during PANTHER Basic training.
- f. Conducting Squadron staff meetings as required to ensure the administrative work for the Squadron is accomplished in a timely and accurate manner.

5-10 FLIGHT COMMANDERS (Flt CC)

These individual must be at least a second year cadet in good academic standing and should have attended a Summer CLC program.

These individuals are responsible for:

- a. Maintaining the appearance, discipline, effectiveness, training, and conduct of the flight.
- b. Providing drill and ceremonies training to element leaders and flight members as outlined in DAFPAM 34-1203.

- c. Maintaining order and discipline in the absence of instructors.
- d. Planning and coordinating activities within the flight.
- e. Recommending the top cadets within the flight for awards and recognition.
- f. Attending staff meetings (when appropriate).
- g. Keeping flight members informed of unit and school activities.
- h. Ensuring Flight Sergeant, Guide, and Element Leaders are academically eligible.

5-11 DRILL TEAM/HONOR GUARD/SABER/WINGMAN/MODEL ROCKETRY COMMANDERS

These individuals must be at least a second-year cadet in good academic standing and should have attended a Summer CLC program.

These individuals are responsible for:

- a. Supervising team activities.
- b. Assisting in the planning and coordination of competitions.
- c. Maintaining control and inventory of all team equipment.
- d. Tracking all cadets who participate to insure their eligibility.

5-12 SQUADRON FIRST SERGEANTS (1st Sgt)

These individuals must be at least a second-year cadet in good academic standing.

These individuals are responsible for:

- a. Assuming command of the Squadron in the absence of the Squadron Commander and ALL other officers assigned to that squadron.
- b. Maintaining discipline at squadron activities as well as supervising lower ranking cadet NCOs and airmen.
- c. Evaluating flight activities under the supervision of the Squadron Commander within the guidelines established by AFJROTC regulations.
- d. Assisting the CCC in organizing the squadron for pass-in-reviews and parades.
- e. Ensuring Squadron NCO staff are academically eligible.

5-13 FLIGHT SERGEANTS (Flt Sgt)

These individuals must be at least a second-year cadet in good academic standing.

These individuals are responsible for:

- a. Assuming command of the Flight in the absence of the Flight Commander and ALL other officers assigned to that Flight.
- b. Preparing the flight for inspection and assisting the Flight Commander in teaching drill and ceremonies.
- c. Taking attendance and reporting to the SASI/ASI.
- d. Ensuring Element Leaders and members of the flight are academically eligible and assisting cadets who have difficulties with AFJROTC.

5-14 INFORMATION MANAGEMENT (IM)

Each Flight will have at least one Information Manager. Individuals assigned to IM can be from any year group as long as they are in good academic standing.

These individuals are responsible for:

- a. Maintaining personnel records on all cadets and insuring only authorized personnel have access to them.
- b. Promptly posting any changes or additions, such as awards, position changes, promotions, etc.
- c. The compilation, submission, and posting of merits/demerits and service points earned by cadets.
- d. Maintaining attendance records for group staff meetings, briefings, leadership training, extracurricular and co-curricular activities, and special functions.
- e. Maintaining administrative files, correspondence, and ensuring all TX-20092 Forms are available.
- f. Keeping, publishing, and posting minutes of staff meetings.
- g. Maintaining the Corps organizational chart.

5-15 HISTORIAN (HI)

Each Flight will have at least one Historian. Individuals assigned to HI can be from any year group as long as they are in good academic standing.

These individuals are responsible for:

- a. The recording and recovery of historical information and data pertaining to Corps activities and working closely with Public Affairs to ensure photo opportunities aren't lost.
- b. The documentation of historical information and data pertaining to Corps activities on computer or electronic media.
- c. Maintaining the unit scrapbook, history, or other records reflecting the tradition, accomplishments, and activities of the unit.
- d. Performing other duties as assigned by the Mission Support Commander.

5-16 PHYSICAL FITNESS COORDINATOR (PTC)

Each Flight will have at least one PTC. Individuals assigned to PTC can be from any year group as long as they are in good academic standing.

These individuals are responsible for:

- a. The implementation of the Corps weekly physical training plan as developed by the PT Commander
- b. Coordinating with Flight Commanders to ensure flights are proficient in pushups, sit-ups, and 1.5 mile runs.
- c. Assist in the development and implementation of a remedial physical training plan for any cadet in the Corps requiring assistance.
- d. Work with Flight Commanders to incorporate a proper physical fitness balance during PANTHER Basic training.
- e. Performing other duties as assigned by the Physical Fitness Commander.

5-17 CHAPLAIN

This individual should be at least a third-year cadet and must be in good academic standing.

This individual is responsible for:

- a. The spiritual well-being of members of the Cadet Corps and recommending solutions to problems concerning morale and welfare issues to the Vice Corps Commander.
- b. Delivering inspirational services as required for Dining-Ins or Outs, Military Balls, Awards Brunches, and other Corps activities.
- c. Performing other duties as assigned by the Mission Support Commander.
- d. Representing all cadets in matters regarding disputes within the Corps.

5-18 AWARENESS PRESENTATION TEAM (APT)/PUBLIC AFFAIRS (PA)

These individuals must be at least a second-year cadet in good academic standing.

These individuals are responsible for:

- a. All cadet recruiting activities.
- b. Coordinating, under the direction of the SASI/ASI, with feeder middle schools to arrange recruiting events with their 8th Graders just before registration at those schools.
- c. Cadet Corps public relations and affairs.
- d. Publishing the Corps newsletter and maintaining a publicity bulletin board, or other internal information media.
- e. Ensuring the school's daily announcements are submitted 2 days prior to the day of the event.

5-19 ELEMENT LEADERS

Each Flight will have at least two element leaders. Individuals assigned as an Element Leader must be a second year or above and must be in good academic standing.

These individuals are responsible for:

- a. Training cadets in drill and ceremonies.
- b. Taking attendance of elements when in flight formation and assisting the flight commander and flight sergeant.
- c. Ensuring all cadets in their element are in good standing academically and assisting cadets who are experiencing difficulties in AFJROTC.

5-20 GUIDES/GUIDON BEARERS

Each Flight will have one Guide/Guidon Bearer. Individuals assigned to this position can be from any year group as long as they are in good academic standing.

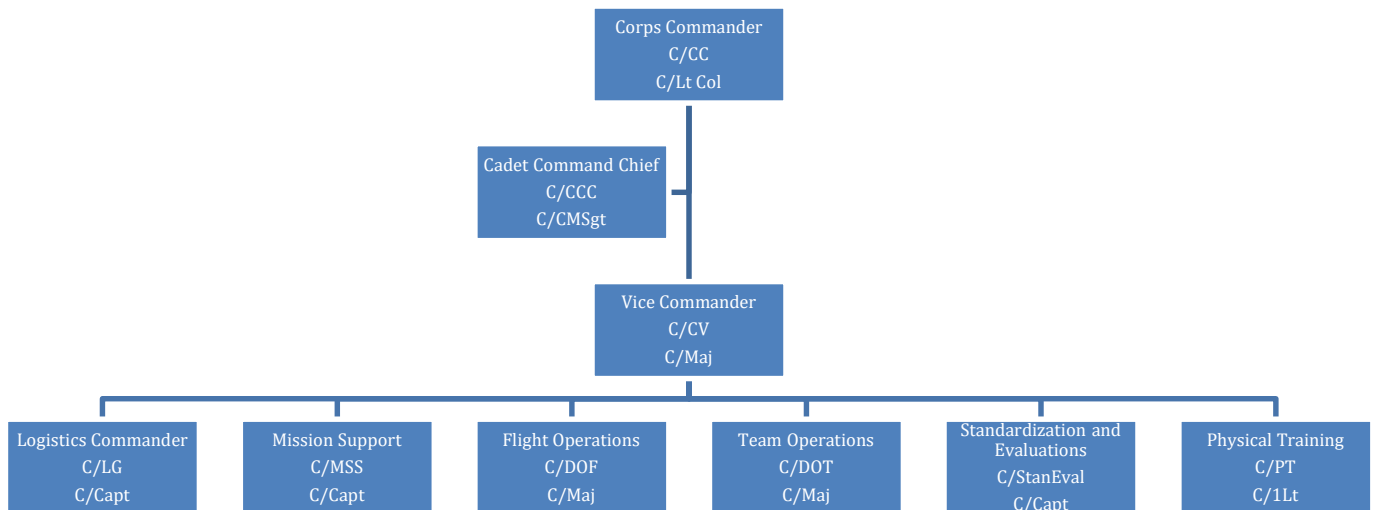
These individuals are responsible for leading the flight in the direction and cadence of march.

CHAPTER 6 – ORGANIZATION OF THE CADET CORPS

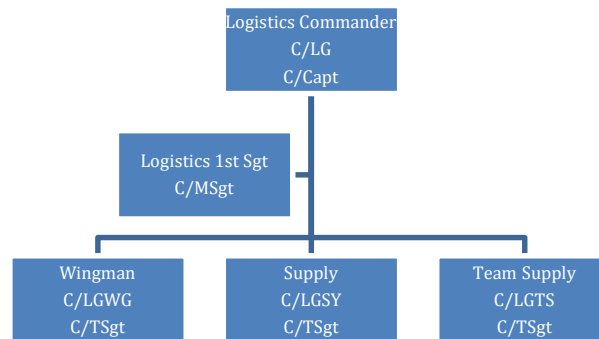
6-1 FUNCTIONAL BREAKDOWN

The organizational structure reflects the actual functions of the corps with command, staff, and rank identified. The functional organization of the corps is consistent with traditional military organizational principles.

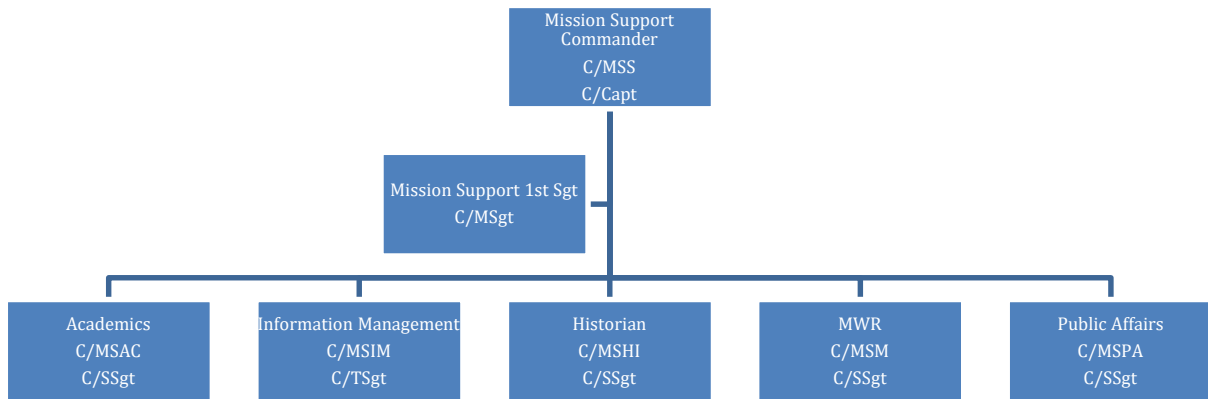
TX-20092 Command Staff



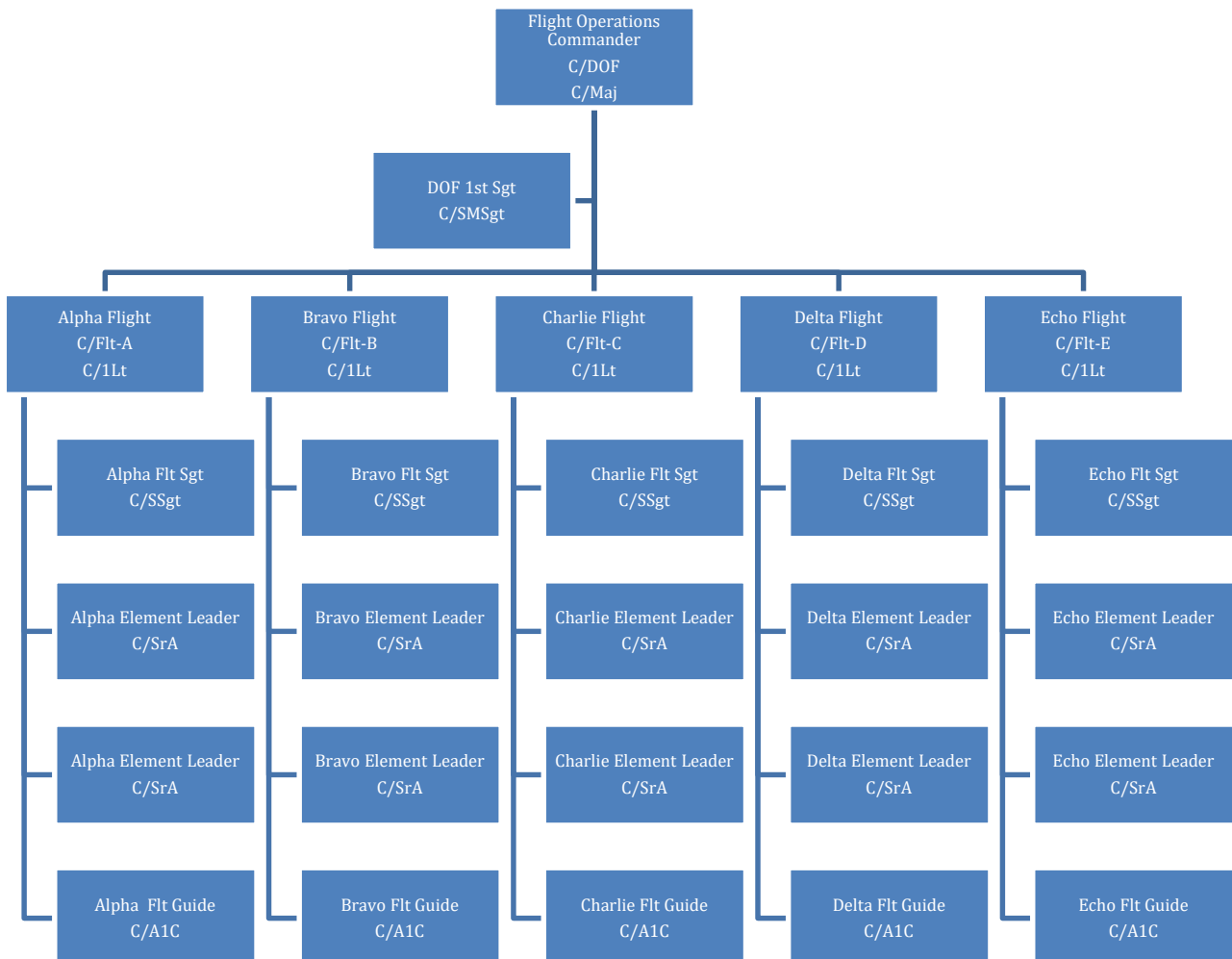
Logistics Squadron



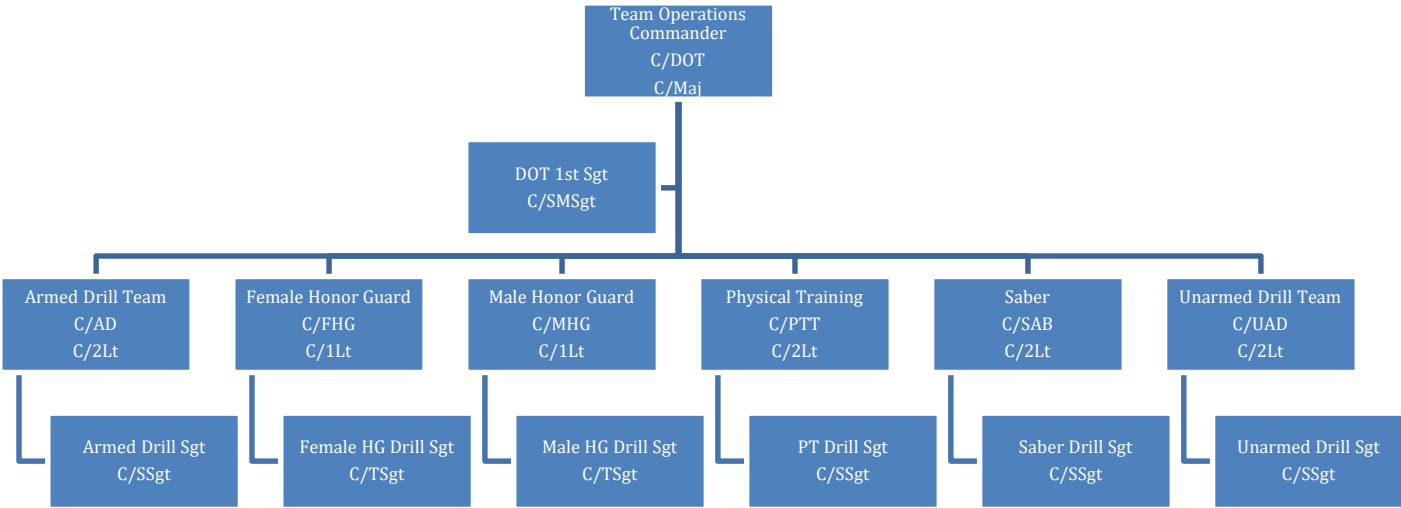
Mission Support Squadron



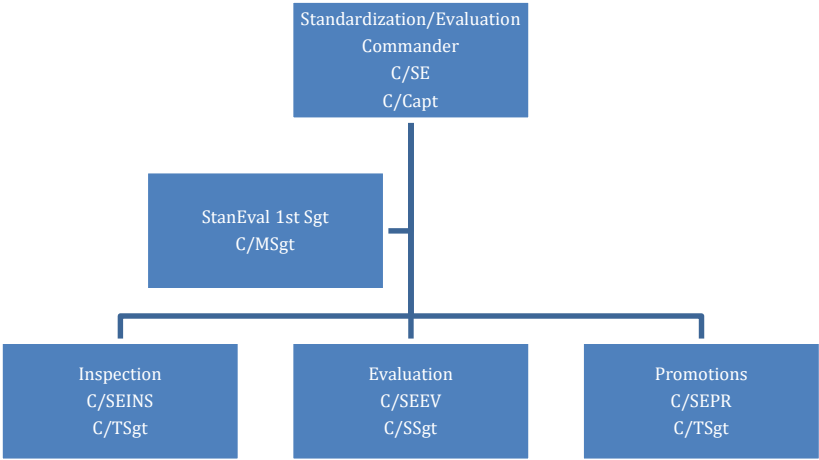
Flight Operations



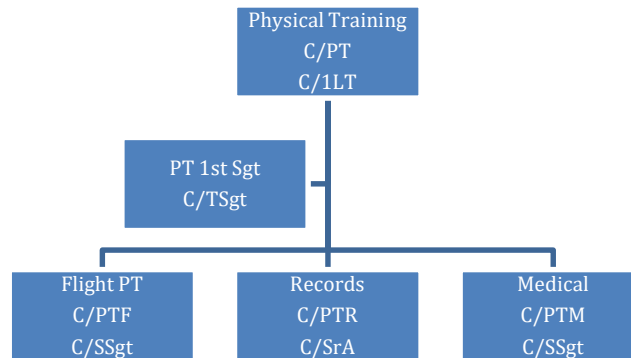
Team Operations



Standardization & Evaluation



Physical Training



6-2 TRANSFER CADETS

- a. With the exception of Cadet Officers and Cadet Senior NCOs, cadets transferring to TX-20092 will hold the same **permanent** rank held at their previous JROTC unit, regardless of branch of service. Cadets transferring from other than Air Force JROTC units will convert their rank to AFJROTC cadet rank of equal value. Cadets who held senior NCO or officer ranks will be evaluated and placed in an appropriate position and their rank will be adjusted accordingly.
- b. Rank must be verified by official documentation from the previous JROTC unit.
- c. All cadets transferring from other JROTC units must complete all TX-20092 promotion requirements for the rank held before becoming eligible for promotion. This policy applies to cadet officers as well as enlisted cadets.
- d. Awards and decorations from other service JROTC units will be worn below AFJROTC awards and decorations. Authorized Civil Air Patrol (CAP) ribbons will be worn below other service JROTC ribbons.

CHAPTER 7 - CADET PROMOTION SYSTEM

7-1 CADET GRADE/RANK

- a. Cadet “rank” and cadet "grade" are interchangeable -- they mean the same thing. It is the level of promotion a cadet has achieved.
- b. Cadets are required to know: the cadet rank structure; the names, ranks and titles of the cadets in their chain of command; and the names, ranks, and titles of the cadets in staff positions.

7-2 PROMOTION POLICY

- a. There are two types of ranks: Permanent and Temporary
- b. Promotions go to those who have earned it.
- c. Cadets **must be eligible** for promotion in order to be promoted. All cadets new to JROTC will enter as an Airmen Basic.
- d. The purpose of the promotion policy is twofold. First, to have a visible system of reward or recognition for cadets who consistently meet or exceed standards of behavior, appearance, leadership, and academic ability. Second, to give the cadet leadership an opportunity to evaluate the performance of others, recognize achievement and reward deserving cadets with advanced rank. The goal is to insure that cadets who contribute to the success of the group are recognized by advancement in rank. There will be 3 promotion cycles each year—the start of the 1st semester, the end of the 1st semester and the end of the 2nd semester. Promotions for exceptional performances will be at the SASI/ASI discretion and so designated on official orders.

7-3 PROMOTION SYSTEM

- a. **Promotion Cycles:** All cadets at or above the rank of airman are promotion eligible with the following exceptions: those who are/have been on Kingwood Park High School Suspension (in or out of school suspension), probation within the Corps, and students who are not academically eligible at the time of promotion.
- b. **Spot Promotions:** A cadet may be appointed to a higher rank on the spot for superior performance as deemed appropriate by the SASI. Spot promotions occur on **rare** occasions and only when it is in the best interest of the Corps. Cadets who have received a spot promotion during a semester will be ineligible for a regularly scheduled promotion that same semester.

c. Eligibility for Promotion

1. To be eligible for a promotion a cadet MUST have completed the following requirements:

- Promotion to Cadet Airman:

- ✓ A minimum of 6 weeks as a cadet Airman Basic.
- ✓ An 80% in Aerospace Science and Leadership.
- ✓ Zero detentions in AFJROTC and zero school suspensions in semester.
- ✓ 4 hours of AFJROTC community service on record.
- ✓ Know how to report properly.
- ✓ Recite the Cadet Creed from memory.
- ✓ Recite the Air Force Song
- ✓ Know the Phonetic Alphabet.
- ✓ Perform facing movements properly.
- ✓ Pledge, understand and write the Cadet Honor Code, Mission, &/or Core Values.

- Promotion to Cadet Airman First Class:

- ✓ A minimum of 9 weeks as a cadet Airman.
- ✓ An 80% in Aerospace & Leadership.
- ✓ Zero detentions in AFJROTC and zero school suspensions in semester.
- ✓ 8 hours of AFJROTC community service on record.
- ✓ Identify rank structure and recognize rank insignias.
- ✓ Attend 3 Commanders Call
- ✓ Perform 30-Step drill sequence with no more than 2 errors.
- ✓ Know the chain of command.
- ✓ Maintain a cumulative GPA of 2.5 or better.

- Promotion to Cadet Senior Airman:

- ✓ A minimum of 15 weeks as a Cadet Airman First Class.
- ✓ Zero detentions in AFJROTC and zero school suspensions in semester.
- ✓ An 80% in Aerospace Science & Leadership.
- ✓ 22 hours of AFJROTC community service on record. (10 hours of AFJROTC fundraising on record can be counted towards this requirement).
- ✓ Perform 30-Step drill sequence without error.
- ✓ Maintain a cumulative GPA of 2.5 or better.

- Promotion to Cadet Staff Sergeant:
 - ✓ A minimum of 15 weeks as a Cadet Senior Airman.
 - ✓ An 85% in Aerospace Science & Leadership.
 - ✓ Zero detentions in school.
 - ✓ 42 hours of AFJROTC community service on record. (20 hours of AFJROTC fundraising on record can be counted towards this requirement).
 - ✓ 14 hours of AFJROTC fundraising on record.
 - ✓ Perform open ranks inspection of a flight.
 - ✓ Maintain at least a cumulative GPA of 2.5 or better.

- Promotion to Cadet Technical Sergeant:
 - ✓ A minimum of 15 weeks as a Cadet Staff Sergeant.
 - ✓ An 85% in Aerospace Science & Leadership.
 - ✓ 62 hours of AFJROTC community service on record. (30 hours of AFJROTC fundraising on record can be counted towards this requirement).
 - ✓ Zero detentions in school.
 - ✓ Drill and march a flight properly.
 - ✓ Maintain at least a cumulative GPA of 2.5 or better.

- Promotion to "Top Three" (Cadet Master Sergeant, Cadet Senior Master Sergeant, Cadet Chief Master Sergeant) will be made on the basis of merit. Those cadets eligible for promotion into the top three enlisted grades must meet the following standards:
 - ✓ Recommendation by either the Cadet Corps Commander, CCC, ASI, or SASI.
 - ✓ Review by the Cadet Evaluation/Promotion Board.
 - ✓ Maintaining a 90% average in AFJROTC and an overall 2.5 GPA.
 - ✓ 82 hours of AFJROTC community service on record. (40 hours of AFJROTC fundraising on record can be counted towards this requirement).
 - ✓ Zero detentions in school.
 - ✓ Demonstrate the ability to lead a group.
 - ✓ Attend Advanced Summer Leadership Course

- Promotion to Cadet Officer: Promotion to cadet officer grades will be made on the basis of merit. All cadet officer grades, unless otherwise stated, are temporary and retention of these is contingent upon satisfactory performance and behavior. Those cadets eligible for promotion into the officer ranks must meet the following standards:
 - ✓ Recommendation by either the Cadet Corps Commander, CCC, ASI, or SASI.
 - ✓ Review by the Cadet Evaluation/Promotion Board.
 - ✓ Maintaining a 90% average in AFJROTC and an overall 2.5 GPA.
 - ✓ 102 hours of AFJROTC community service on record. (50 hours of AFJROTC fundraising on record can be counted towards this requirement).
 - ✓ Zero detentions in school.
 - ✓ Demonstrate the ability to lead a group.
 - ✓ Attend Advanced Summer Leadership Course
- Cadets may only be promoted at the end of each high school year. This policy is called “capping.” The guidelines are as follows:
 - 1st Year Cadets:** Cadet Senior Airman
 - 2nd Year Cadets:** Cadet Master Sergeant
 - 3rd Year Cadets:** Cadet Major

Note: Cadets in their final semester of AFJROTC may retain the highest rank to which they have been promoted, at the discretion of the SASI.

*****SASI may modify promotion guidelines at their discretion**

Temporary and Spot Promotion:

- a. At times, special operations may dictate a need to temporarily promote cadets to a higher rank. When this occurs, Cadets promoted to temporary ranks will wear the insignia of the temporary grade and are due all courtesies and respect due to cadets with equal rank.
- b. Spot promotions may be awarded to cadets who failed to meet all line items in the promotion criteria listed above. These promotions are extremely rare and will be based on attitude, effort, and overall contribution to the Cadet Corp. These promotions are at the discretion of the SASI and are limited to one permanent rank advancement.

*****In the unfortunate circumstance that a cadet’s behavior warrants it, a cadet may lose rank (be demoted) for infractions such as skipping school, fighting, etc. The SASI will have the final say for cadet demotions.**

CHAPTER 8 - CADET ACTIVITIES

8-1 Extra-Curricular Activities:

The AFJROTC Program will offer many voluntaries after school activities such as Color Guard, Physical Training, Drill, Saber, and Area Presentation teams. Cadets also stay after school to participate in leadership meetings, planning, organizing, and coordinating activities. Some of the cadet activities include field trips, community service projects, military ball, drill meets and athletic activities. Cadets are encouraged to participate in extra-curricular activities to help with their leadership development.

These activities bring cadets together with common interests, build esprit de Corps, and are ways to create lasting friendships, and guarantee a good time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. It is also a positive, visible way to publicize to the community the values we teach. The SASI and/or ASI will monitor all activities and will serve as advisors. Additionally, Active Duty/Reserve/National Guard military, parents or guardians may help monitor and teach these activities. The following description of activities is not all-inclusive and may change depending on what activities the TX-20092 cadets want to establish and support.

Model Airplane/Rocketry Team. This unit is open to all cadets. Activities include model aircraft building, and model rocketry plus discussions and presentations about the model aircraft and rockets built. They meet after school. Cadet's design, build and fly model rockets that are made of paper, plastic, balsa wood or other suitable lightweight material. Cadets who successfully build and fly a model rocket three times are awarded the Model Rocketry Badge.



The Awareness Presentation Team (APT) is an endeavor designed to provide positive role models for elementary and middle school students. Initially implemented to deliver an anti-drug message to younger students, it has expanded to cover topics such as peer pressure, conflict resolution, sexual issues, gang violence, and alcohol awareness. The team is composed of cadets who are selected by the SASI/ASI. Cadets research a subject, then prepare and deliver a presentation. Units with active programs make presentations to thousands of students annually and team members can qualify to wear the APT Badge on their AFJROTC uniform. AFJROTC also supports programs in the local communities such as the Drug Abuse Resistance Education (D.A.R.E.) and Big Brothers/Sisters.



The Unarmed Drill Team

is a highly competitive drill team that uses the same flanking, column and facing commands as the ones executed in the classroom. What makes this team stand out above the rest is the incorporation of “step” style sequences and the demanding precision of movement this team incorporates into their regulation and exhibition performances.



The Armed Drill Team is similar to the Unarmed Drill Team with the addition of exact military replica rifles. This team practices on the drill pad using not only the same commands and facing movements as the unarmed team but also incorporates a whole new set of regulation movements tied to their performance rifles. While most of the executed movements were inspired by United States Air Force Drill Team, many of them are original movements crafted and perfected by our team members. The unlimited opportunity to



spin, flip and toss a rifle is reserved for the best of the best at Kingwood Park.

The Honor Guard is an important function of JROTC. The Kingwood Park TX-20092 Honor Guard is responsible for presenting and showing respect for the American and Texas flags. Some of the duties involve presenting colors at school sporting events, drill meets and other competitions, important school functions, and at community events throughout the Houston/Texas area. **A person on this team must have a flexible schedule and be on call at a moment's notice.** A usual detail consists of four to six cadets. Selection for a Guard depends on your willingness, flexibility, and availability.



The Saber Team is a distinguished sword precision team that participates in ceremonial activities including awards, graduations, banquets, and weddings with the school and in the community.

The Physical Fitness Team is comprised of a select group of individual that train and compete against other JROTC Physical Training (PT) teams. Competition categories include long and short distance running, push-ups, sit-ups and other physically demanding activities. A ribbon is given to cadets for sustained participation and outstanding performance in a Fitness Program.



The Kitty Hawk Air Society (KHAS) is the official Air Force JROTC Honor Society. The name Kitty Hawk was chosen for the organization because it relates to the beginning of aerospace activities just as AFJROTC relates to the beginning of a cadet's aviation career.



This AFJROTC Honorary Society promotes academic excellence, service, and patriotism. An invitation to join will be extended only to cadets who have an “A” average in their AFJROTC courses and an overall “90%” school average. A distinctive badge will be awarded upon indoctrination into this elite society.

8-2 Other Activities

- a. **PANTHER Basic.** This is a six-to-nine-week comprehensive training program designed to teach you the critical importance of discipline, teamwork and foundational knowledge you'll need to succeed in the Cadet Corps. **PANTHER Basic (PIT)** will challenge you both physically and mentally. You'll learn to follow instructions, help others



and work as a team. You will grow with each success, and you'll gain confidence in your ability to achieve all of your dreams and goals. In the end, you will gain a better understanding of AFJROTC, and a better understanding of your own abilities. You will also learn the importance of the Corps Core Values that will help guide you as you lay the groundwork for becoming a more productive citizen in America! **PIT training is mandatory for all first-year cadets and** successful completion earns you the privilege of proudly wearing the blue uniform of the most powerful Air Force in the world.

- b. **Field Trips.** This is an important part of the AFJROTC curriculum. The SASI/ASI will permit only cadets, who are in good standing with no history of poor behavior or uniform personal appearance violations, to participate in field trips. The SASI will publish a

memorandum listing those selected, dress requirements, and other instructions that must be complied with to participate on the trip. The school must sanction all trips and cadets must have their parent/guardian's permission to participate. Trips will normally occur on school days, but may include evenings and/or weekends.

c. Fund Raising Projects. The Cadet Corps needs money to support many activities.

Various fund-raising activities are accomplished each school year to raise money. The extent that cadets and their parents/guardians support these activities will determine the level of funding the Corps has to minimize costs for social and formal functions and to purchase items that will enhance the Corp's operation and cadet esprit de corps.



d. Cadet Military Ball. The military ball is a formal military ceremony for all members of the Cadet Corps. Usually held late in the second semester, its purpose is to foster camaraderie strengthen esprit de corps, and celebrate a successful academic year. Participation in the military ball is mandatory for all cadets.



e. AFJROTC Awards Night. A traditional awards presentation held annually where National and local AFJROTC awards are presented to selected cadets. In addition to National and Local awards, achievement ribbons are also presented to deserving cadets based on their participation/performance in academics, leadership, athletics, and community service. All cadets are encouraged to compete for these awards.

f. Commander's Call. The Cadet Vice Corps Commander, with the assistance of the Mission Support Commander, will schedule, publicize, and prepare Commander's Call. This meeting will be once a month and provides for face-to-face communications between the SASI, ASI, Corps Commander and Corps. **Participation by all Cadets in the Corps is mandatory.**



CHAPTER 9 - AWARDS AND DECORATIONS

9-1 AUTHORIZATION:

A number of distinctive awards are authorized for AFJROTC cadets in recognition of outstanding performance in academics, leadership, or for specific displays of valor. AFJROTC awards and national awards are authorized by AFROTCI 36-2001 and are presented to cadets selected by the SASI and ASI. Awards will be presented at appropriate ceremonies and families and friends of recipients will be invited to attend.

- a. **Awards, decorations and devices must be earned and are not guaranteed.**
- b. Cadets are required to wear all awards, decorations and devices that go on the uniform. Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature. Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned ½ inch below bottom row of ribbons. Refer to DAFPAM 34-1203 for instructions on stacking multiple medals. The routine wear of both medals and ribbons is prohibited.
- c. Special Orders authorizing the wear of awards, decorations and devices are issued only after approved by the SASI or ASI.
- d. Cadets wearing awards, decorations or devices that they have not been appropriately awarded are violating the Cadet Honor Code.

9-2 AFJROTC VALOR AWARDS

AIR FORCE JROTC VALOR AWARD (Gold). Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.

AIR FORCE JROTC VALOR AWARD (Silver). Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

CADET HUMANITARIAN AWARD. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community.

COMMUNITY SERVICE WITH EXCELLENCE AWARD. Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.

9-3 NATIONAL ORGANIZATION-SPONSORED AWARDS

A list of the requirements for the seventeen National Awards is contained in AFROTCI 36-2001. To be eligible, a cadet must meet all requirements, whether it is for academic or moral standing. The National Awards are as follows:

AIR FORCE ASSOCIATION (AFA) AWARD. This AFA-sponsored award consists of a medal and ribbon and is presented annually at 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).

DAEDALIAN AWARD. The Order of Dedalian is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon.

This annual 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.

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 annually 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

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 annually 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.

DAUGHTERS OF THE AMERICAN REVOLUTION (DAR) AWARD. This award consists of a bronze medal and ribbon.

This award is presented annually 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.

AMERICAN VETERANS (AMVETS) AWARD. This award consists of a medal pendant and ribbon.

This award is presented annually 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.

RESERVE OFFICERS ASSOCIATION (ROA) AWARD. This award consists of a bronze medal, ribbon, and certificate.

This award is presented annually 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.

MILITARY ORDER OF WORLD WARS AWARD. This award consists of a bronze medal pendant, certificate, and ribbon.

This award is presented annually 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.

MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA) AWARD. This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon.

This award is presented annually 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.

VETERANS OF FOREIGN WARS (VFW) AWARD. This award consists of a medal pendant with ribbon.

This award presented annually 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.

NATIONAL SOJOURNERS AWARD. This award consists of a ribbon, medal pendant, and certificate.

This award is presented annually 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.

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.

SCOTTISH RITE, SOUTHERN JURISDICTION AWARD. This award consists of a medal, ribbon, and certificate.

This award annually 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.

MILITARY ORDER OF THE PURPLE HEART AWARD. This award consists of a medal pendant with a ribbon.

This award annually 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.

AIR FORCE SERGEANTS ASSOCIATION (AFSA) AWARD. This annual 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.

SONS OF UNION VETERANS OF THE CIVIL WAR (SUVCW) AWARD. This award consists of a medal pendant with a ribbon.

This award recognizes one deserving cadet annually (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.

TUSKEGEE AIRMEN INCORPORATED (TAI) AIR FORCE JROTC CADET AWARD. This TAI sponsored award consists of a ribbon and a certificate.

This award is presented annually 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.

THE RETIRED ENLISTED ASSOCIATION (TREA) AWARD. Awarded annually, at the SASI's discretion, 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.

THE CELEBRATE FREEDOM FOUNDATION. Awarded annually, at the SASI's discretion, for outstanding performance in academics and cadets corps activities as a first or second year JROTC cadet. This award consists of a ribbon and a certificate.

NATIONAL SOCIETY UNITED STATES DAUGHTERS 1812 AWARD. Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits. This award consists of a ribbon, medal and certificate.

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

9-4 AFJROTC SPONSORED AWARDS

DISTINGUISHED UNIT AWARD (DUA). Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition.

OUTSTANDING ORGANIZATION AWARD. Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition.

OUTSTANDING FLIGHT RIBBON. Awarded each academic term to members of the outstanding flight under criteria determined by the SASI.

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.

The award will recognize a cadet's performance in the following key areas:

- Leadership and job performance - in primary duty and specifically in preparation for the unit's annual assessment.
- Leadership qualities - involvement and positions held in extracurricular activities. Academic performance - nominee must be in good academic standing in all high school course work.
- Significant self-improvement.
- Community involvement.
- Other accomplishments.

OUTSTANDING CADET RIBBON. Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

LEADERSHIP RIBBON. Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

ACHIEVEMENT RIBBON. Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.

SUPERIOR PERFORMANCE RIBBON. Awarded annually at the SASI's discretion 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. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

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.

LEADERSHIP SCHOOL RIBBON. Awarded for completion of an approved leadership school program of at least 5 days duration. Silver star will be awarded for outstanding performance or leadership ability at a Leadership School.

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

ORIENTEERING RIBBON. Awarded to team members for completing unit specific Orienteering Program as part of unit curriculum.

COCURRICULAR ACTIVITIES LEADERSHIP RIBBON. Awarded at the SASI's discretion for leadership in AFJROTC cocurricular 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. An oak leaf cluster should be added to this ribbon for each additional award.

DRILL TEAM RIBBON. Awarded for distinguished participation in at least 75% of all scheduled drill team events, including practice.

COLOR GUARD RIBBON. Awarded for distinguished participation in at least 75% of all scheduled color guard events, including practice.

SABER TEAM RIBBON. Awarded for distinguished participation in at least 75% of all scheduled saber team events, including practice.

GOOD CONDUCT RIBBON. Awarded to cadet airmen and junior NCO's with no DMC's, suspensions, or Saturday D-Hall AND no adverse reports from other staff or faculty in a semester.

SERVICE RIBBON. Awarded at the SASI's discretion 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.

HEALTH AND WELLNESS RIBBON. Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the wellness program will receive the Health and Wellness Ribbon.

- All cadets who participate in the Presidential Physical Fitness Program and score in the 96-100 percentiles will receive a second Health and Wellness Ribbon and a Gold Star device.
- All cadets who participate in the Presidential Physical Fitness Program and score in the 85-95 percentiles will receive a second Health and Wellness Ribbon and a Silver Star device.
- All cadets who participate in the Presidential Physical Fitness Program and score in the 75-84 percentiles will receive a second Health and Wellness Ribbon and a Bronze Star device.

RECRUITING RIBBON. Awarded for outstanding effort in support of unit recruiting activities as determined by the SASI. A cadet may also receive this ribbon if they are directly responsible for at least two people joining the corps.

ACTIVITIES RIBBON. Awarded for participation in co-curricular activities other than those that qualify for the *Color Guard*, *Drill Team*, and *Special Teams Competition* ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year.

ATTENDANCE RIBBON. Awarded to cadets with no more than 2 excused absences and no unexcused absences in any class for a semester.

DRESS AND APPEARANCE RIBBON. Awarded for wearing the uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards.

LONGEVITY RIBBON. Awarded for completion of each AS year.

CAP AWARDS. Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform.

CHAPTER 10 – RIFLES AND SABERS

10-1 CADET BEHAVIOR:

The ASI must approve all cadets recommended by the drill team commander to handle rifles or sabers. Cadets approved to handle rifles or sabers must meet stringent standards of conduct.

a. Cadet Behavior Requirements for Rifles:

1. All aggressive or threatening behavior with a rifle is **strictly prohibited** (pointing at someone, acting like you are sighting at people/targets/etc).
2. Horseplay or irresponsible behavior with a rifle is **strictly prohibited**.
3. Cadets **WILL NOT** leave the supervision of AFJROTC staff when in possession of an AFJROTC rifle.
4. Only authorized cadets may handle rifles and only when permitted and supervised by the AFJROTC staff.
5. Cadets selected to be on the Armed Drill Team understand that any violation of the behavior requirements is cause for **immediate dismissal** from the drill team. Other disciplinary actions may be taken depending on the severity of the infraction.
6. A rifle handled properly in a ceremony lends dignity and solemnity to an event. A rifle handled improperly detracts from the goals of the AFJROTC program.





b. Cadet Behavior Requirements for Sabers:

1. All aggressive or threatening behavior with a saber is **strictly prohibited**.
2. Horseplay or irresponsible behavior with a saber is **strictly prohibited**.
3. Only authorized cadets may handle sabers and only when permitted and supervised by the AFJROTC staff.
4. The sabers are to be maintained with the factory dull, rounded edges.
SHARPENING THE BLADE IS EXPRESSLY PROHIBITED.
5. Cadets with sabers will be under constant supervision of the AFJROTC staff.
6. Only AFJROTC staff will have access to stored sabers.
7. Sabers will be used for ceremonial purposes only.
8. Cadets selected to handle sabers understand that any violation of safety or behavioral standards is cause for **immediate dismissal** from the Saber Team. Other disciplinary actions may be taken depending on the severity of the infraction.
9. A saber handled properly in ceremony lends dignity and solemnity to an event. A saber handled improperly is unsafe and detracts from the goals of the AFJROTC program.

NOTE: ALL MEMBERS OF THE CORPS HAVE THE RESPONSIBILITY TO REPORT TO THE ASI OR SASI ANY INCIDENT INVOLVING THE LOSS OF CONTROL OF RIFLES OR SABERS OR ANY IRRESPONSIBLE BEHAVIOR WITH THEM.

CHAPTER 11 – CADET AND ACTIVE DUTY RANKS

In order to be promoted through NCO ranks, cadets must know the ranks of both Air Force and active duty personnel and cadets. Also, cadets are subject to being tested on this information at any time instructors feel it is appropriate.











11-1 Cadet Enlisted Ranks

Cadet Ranks	Abbreviation	Air Force Pay-Grade Equivalent	Rank
C/Airman	C/Amn	E-2	
C/Airman 1st Class	C/A1C	E-3	
C/Senior Airman	C/SRA	E-4	
C/Staff Sergeant	C/SSgt	E-5	
C/Technical Sergeant	C/TSgt	E-6	
C/Master Sergeant	C/MSgt	E-7	
C/Senior Master Sergeant	C/SMSgt	E-8	
C/Chief Master Sergeant	C/CMSgt	E-9	



11-2 Cadet Officer Ranks

Cadet Ranks	Abbreviation	Air Force Pay-Grade Equivalent	Rank
C/Second Lieutenant	C/2LT	O-1	
C/First Lieutenant	C/1LT	O-2	
C/Captain	C/Capt	O-3	
C/Major	C/Maj	O-4	
C/Lieutenant Colonel	C/Lt Col	O-5	
C/Colonel	C/Col	O-6	

11-3 Active Duty Enlisted Ranks

No Insignia	AIRMAN BASIC (AB)		MASTER SERGEANT (MSGT)
	AIRMAN (AMN)		SENIOR MASTER SGT (SMSGT)
	AIRMAN FIRST CLASS (A1C)		CHIEF MASTER SGT (CMSGT)
	SENIOR AIRMAN (SRA)		COMMAND CHIEF MASTER SGT (CCM)
	STAFF SERGEANT (SSGT)		CHIEF MSGT OF THE AIR FORCE
	TECHNICAL SERGEANT (MSGT)		

11-4 Active Duty Officer Ranks

 <p>Second Lieutenant</p>	 <p>Colonel</p>
 <p>First Lieutenant</p>	 <p>Brigadier General</p>
 <p>Captain</p>	 <p>Major General</p>
 <p>Major</p>	 <p>Lieutenant General</p>
 <p>Lieutenant Colonel</p>	 <p>General</p>

AIR FORCE JUNIOR ROTC BADGES



OFFICERS
FLIGHT CAP
AND BERET
INSIGNIA



OFFICERS
SERVICE CAP
INSIGNIA



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



MODEL ROCKETRY
BADGE



AWARENESS
PRESENTATION
TEAM BADGE



DISTINGUISHED
AFJROTC BADGE



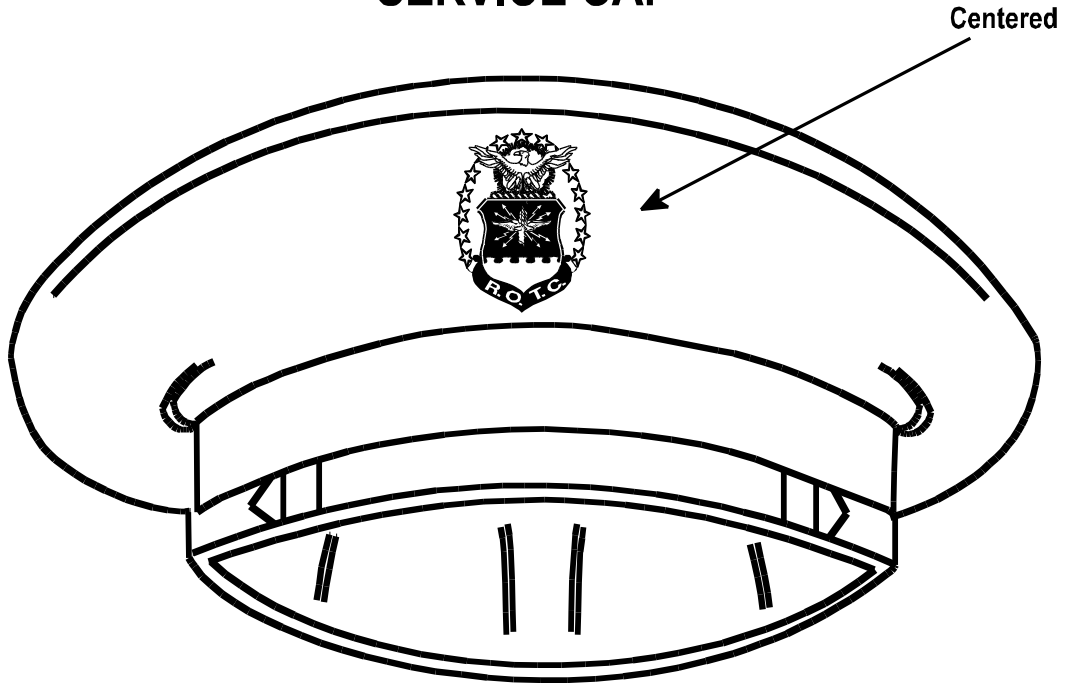
ACADEMY OF
MODEL AERONAUTICS
SILVER WINGS



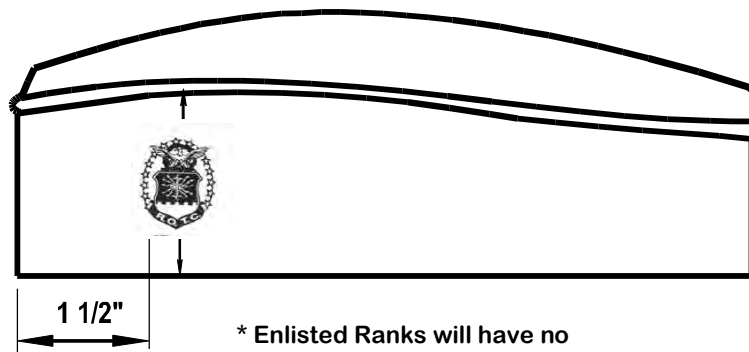
KITTY HAWK
AIR SOCIETY
BADGE

CADET MALE HEADGEAR

SERVICE CAP



FLIGHT CAP



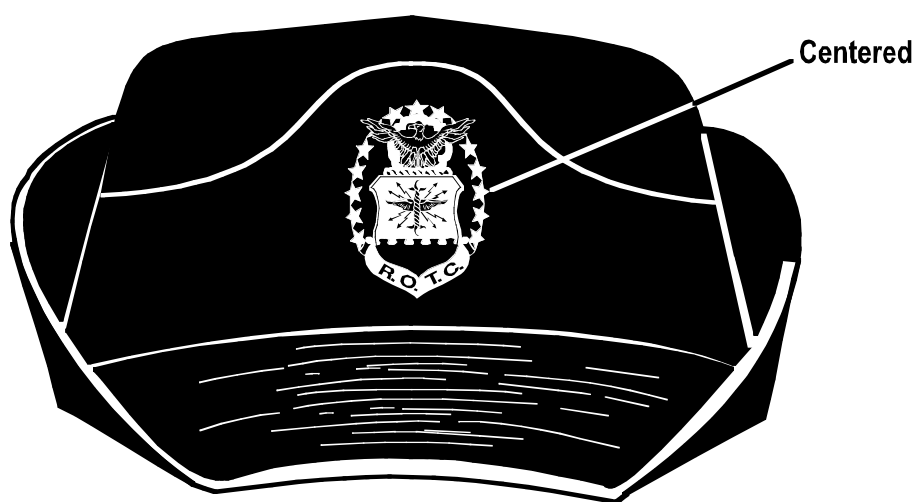
* Enlisted Ranks will have no
hat insignia on the flight cap

centered top to bottom and
1 1/2 inches from front of cap

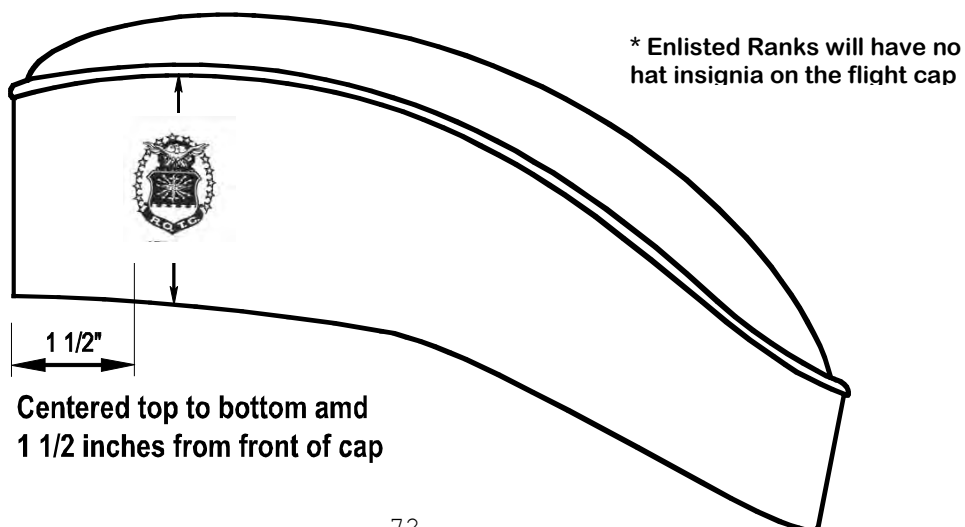
Officers wear hat insignia with stars

CADET FEMALE HEADGEAR

SERVICE CAP



FLIGHT CAP

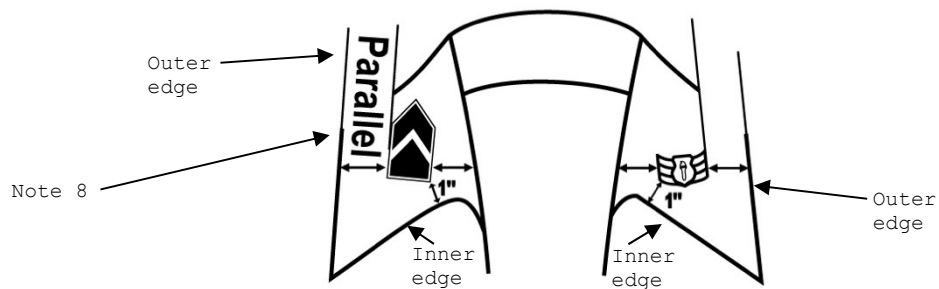
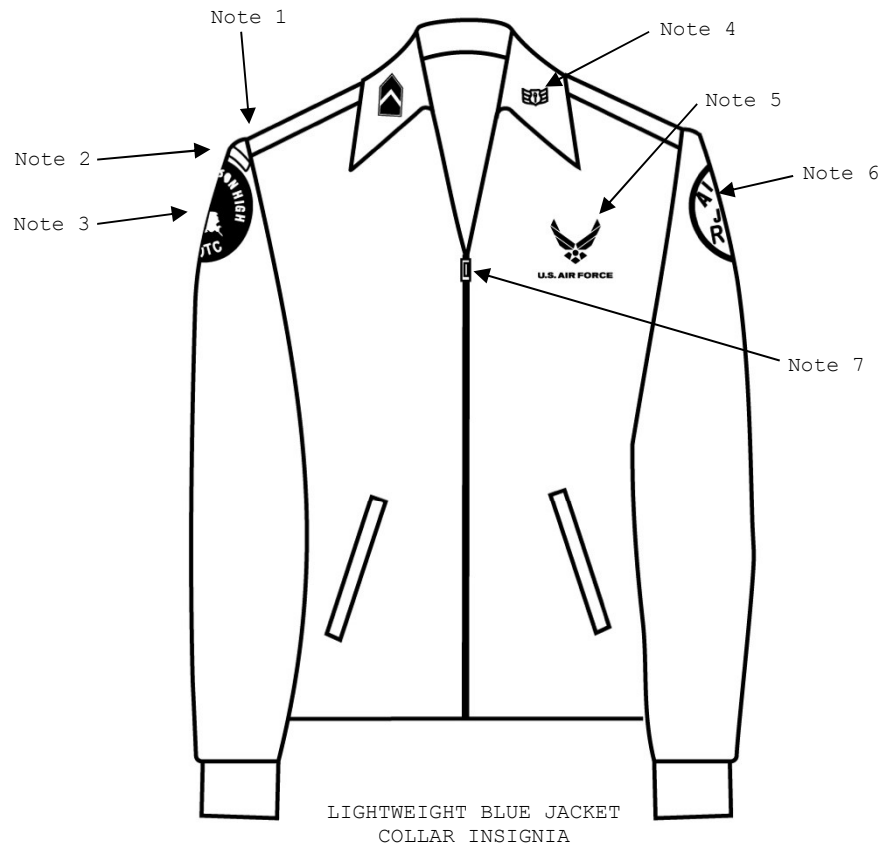


Centered top to bottom and
1 1/2 inches from front of cap

Officers wear hat insignia with stars
Insignia without stars is worn by enlisted

Attachment 3

CADET LIGHTWEIGHT BLUE JACKET

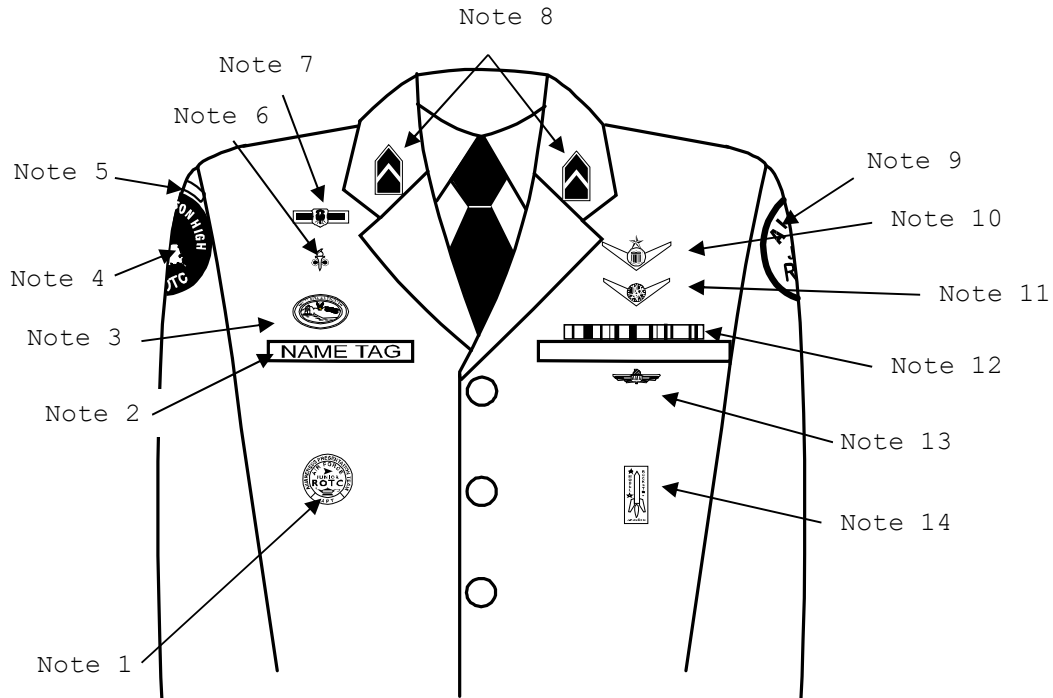


1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
6. AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

Attachment 4

CADET MALE 1620 SERVICE DRESS

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

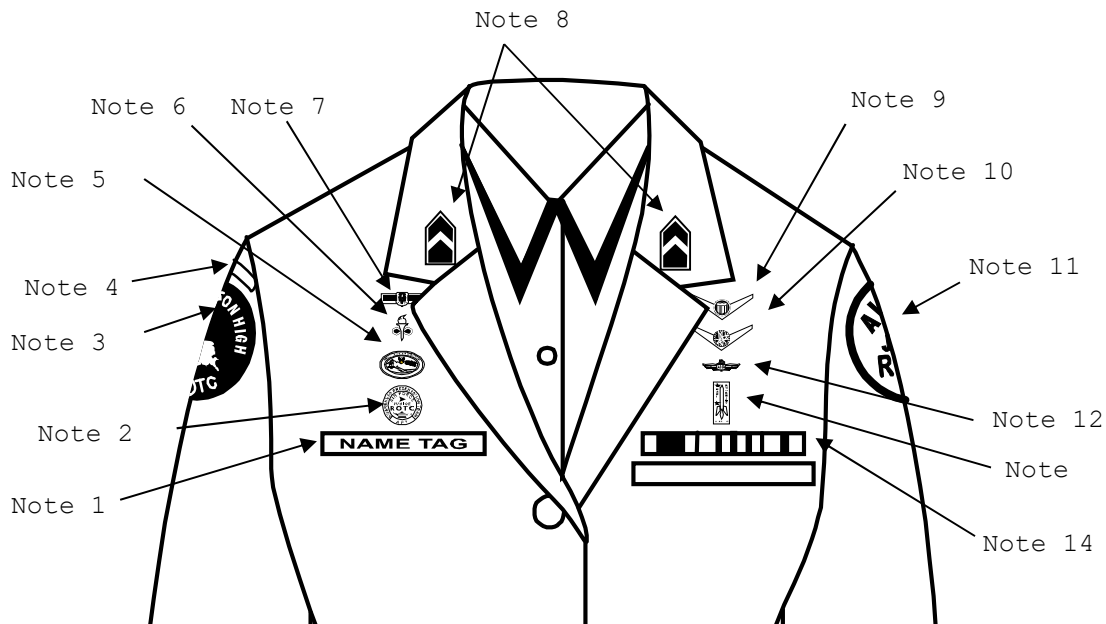


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. 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 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. AFJROTC Patch: Placed $\frac{1}{2}$ 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 or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

Attachment 5

CADET FEMALE 1620 SERVICE DRESS

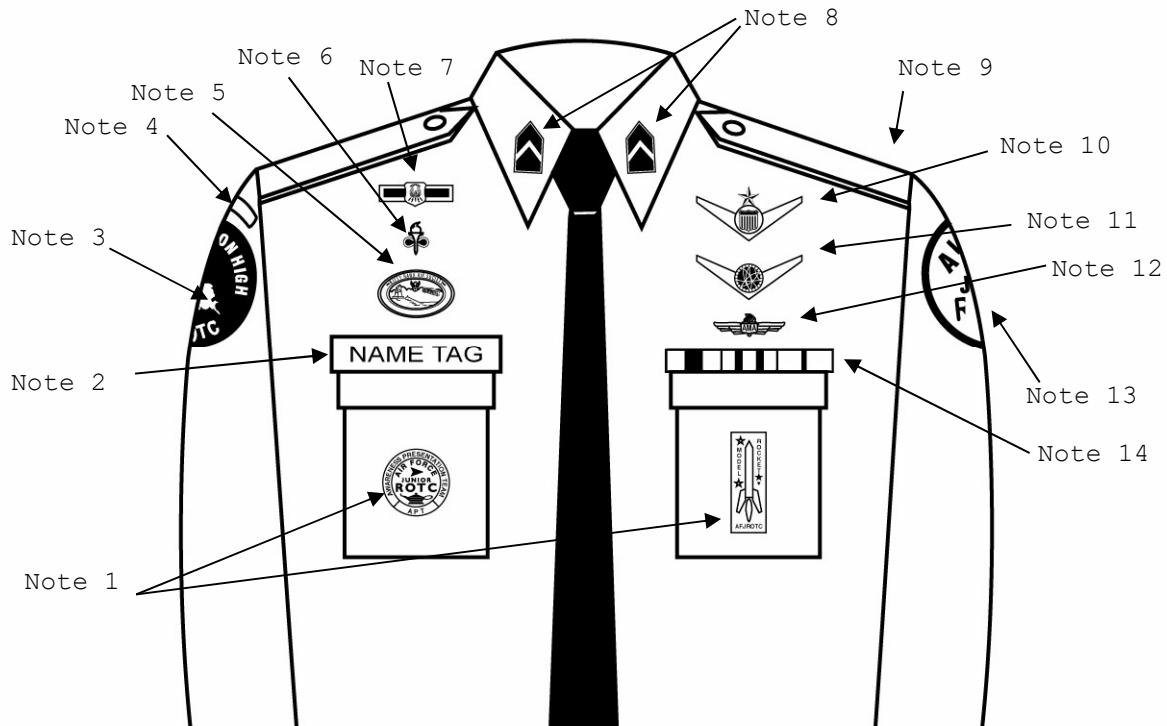
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 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 1/2 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 or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

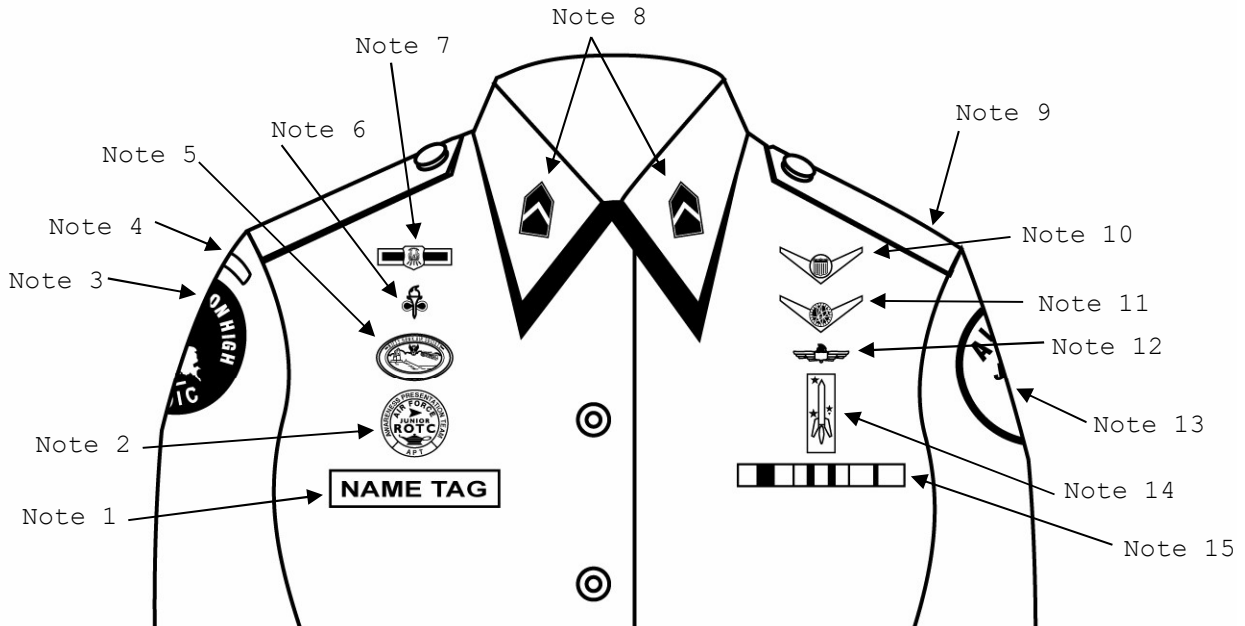
Attachment 6

CADET MALE BLUE SHIRT



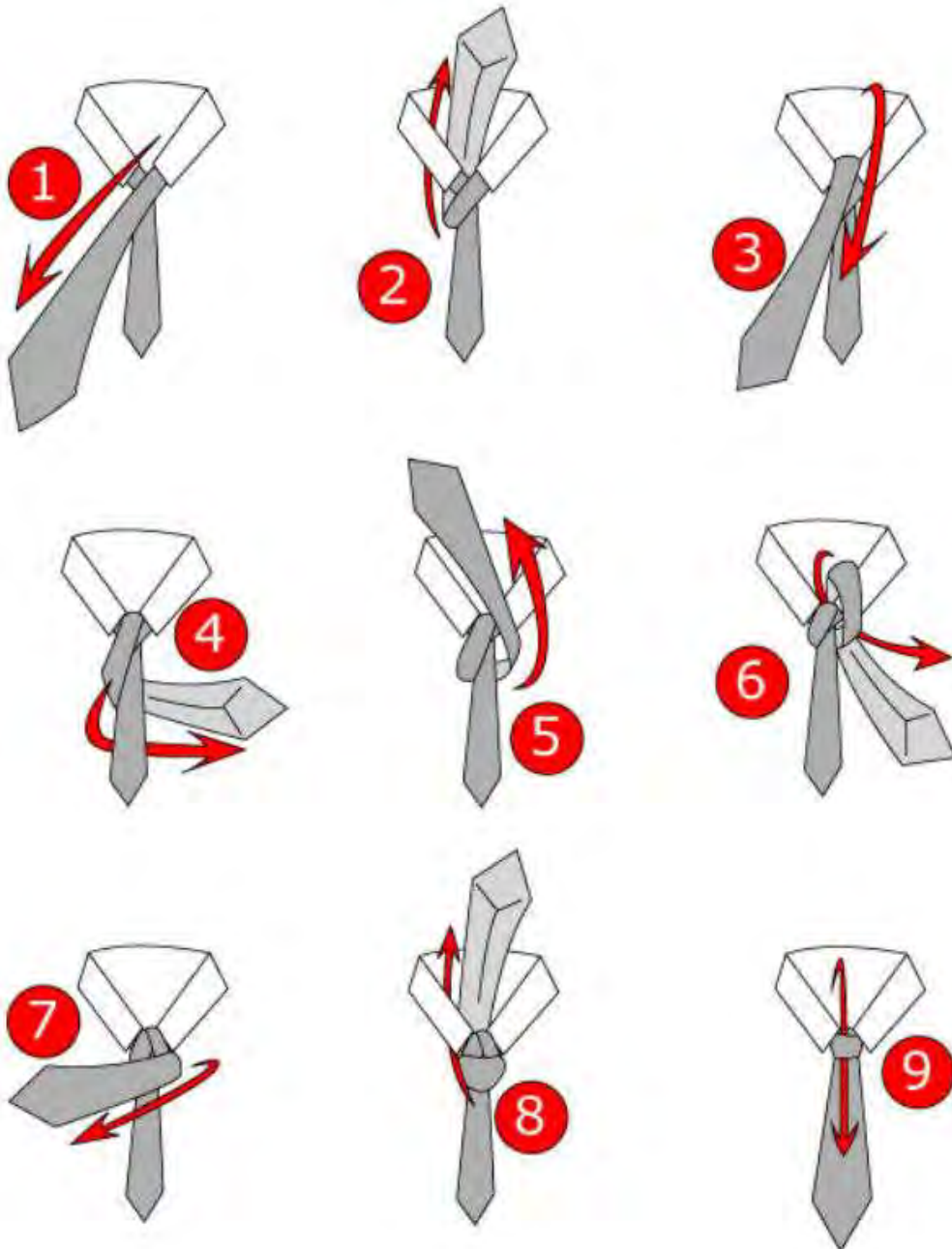
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
4. 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.
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 $\frac{1}{2}$ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

CADET FEMALE BLUE SHIRT



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 ½ inches higher or lower than the first exposed button.
16. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.

HOW TO TIE A TIE

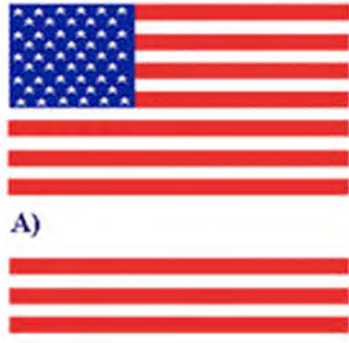


Attachment 9

FLAG DETAIL/FOLDING INSTRUCTIONS

As you lower the flag it is very important to make sure the flag never touches the ground. Once secured, the flag must be properly folded and stored in a safe, dry location. Use the following procedures to properly fold the flag:

(A) Straighten out the flag to full length and fold lengthwise once.



(B) Fold it lengthwise a second time to meet the open edge, making sure that the union of stars remains outward in full view.



(C) A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.



(D) The outer point is then turned inward, parallel with the open edge, to form a second triangle.



(E) The diagonal or triangular folding is continued toward the blue union until the end is reached, with only the blue showing and the form being that of a cocked (three-corner) hat.



COMPETITION STUDY GUIDE

NATIONAL ANTHEM

Oh, say can you see
by the dawn's early light
What so proudly we hailed
at the twilight's last gleaming?
Whose broad stripes and bright stars
thru the perilous fight,
O'er the ramparts we watched
were so gallantly streaming?
And the rocket's red glare,
the bombs bursting in air,
Gave proof through the night
that our flag was still there.
Oh, say does that star-spangled banner yet wave
O'er the land of the free
and the home of the brave?



AMERICAN FLAG FACTS

The Symbolisms of the United States Flag

The American Flag is symbolic in many ways. The alternating red and whites stripes represent the 13 British colonies that settled in America, while the stars represent each state. In regard to the Great Seal of the United States, as the book “Our Flag” published in 1989 by the House of Representatives states, “The colors of the pales (the vertical stripes) are those used in the flag of the United States of America; White signifies purity and innocence, Red, hardiness & valor, and Blue, the color of the Chief (the broad band above the stripes) signifies vigilance, perseverance & justice.” The colors originally were meant for the United States Seal but have since evolved to include meaning for the flag as well.

Other Names for the American Flag:

Stars and Stripes
Old Glory
The Star-Spangled Banner
The Great Seal of the United States

Chain Of Command

Commander in Chief – _____

Vice President – _____

Secretary of Defense – _____

Secretary of State _____

Secretary of the Air Force – _____

Chairman Joint Chief of Staff – _____

Air Force Chief of Staff – _____

Chief Master Sergeant of the Air Force – _____

Commander of Air, Education,
and Training Command – _____

Director Of AFJROTC – _____

Installation Commander – _____ Mr. Wesley Solomon

Senior Aerospace Science Instructor – _____

Aerospace Science Instructor – _____ Master Sergeant Anthony Bullock

Other Important People

Speaker of the House – _____

Senate Majority Leader – _____

Senators from Texas – _____

Texas State Governor – _____

Houston Mayor – _____

TEXAS STATE SONG



Texas, Our Texas! all hail the mighty State! Texas,
Our Texas! so wonderful so great! Boldest and
grandest, withstanding every test O Empire wide and
glorious, you stand supremely blest.

(chorus)

Texas, O Texas! your freeborn single star, sends out
its radiance to nations near and far, Emblem of
Freedom! it set our hearts aglow, With thoughts of
San Jacinto and glorious Alamo.

(chorus)

Texas, dear Texas! from tyrant grip now free, Shines
forth in splendor, your star of destiny! Mother of
heroes, we come your children true, Proclaiming our
allegiance, our faith, our love for you.

Chorus

God bless you Texas! And keep you brave and strong,
That you may grow in power and worth, throughout
the ages long. God bless you Texas! And keep you
brave and strong, That you may grow in power and
worth, throughout the ages long.

TEXAS FACTS

The red, white, and blue of the Texas State flag represent bravery, purity, and loyalty.

State Flower: Bluebonnet

State Bird: Mockingbird

State Animal: (small) Armadillo, (large) Longhorn

State Insect: Monarch Butterfly

State Tree: Pecan

Nickname: The Lone Star State

There has been six different nation flags flown over Texas: Spain
France
Mexico
Republic of Texas
Confederate States
United States

IMPORTANT DATES

Mar 2, 1836 – Birth date of Texas

November 11, 1919 – WWI Ends

December 7, 1941 – Attack On Pearl Harbor

September 18, 1947 – Birthday of the Air Force

April 6, 1917 – US Enters WWI

September 1, 1939 – Start of WW II

September 2, 1945 – End of WW II

September 11, 2001 – WTC Attack

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 hey)
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!

Minds of men fashioned a crate of thunder,
Sent it high into the blue;
Hands of men blasted the world asunder;
How they lived God only knew!
(God only knew then!)
Souls of men dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before and bombers galore.
Hey!
Nothing'll stop the U.S. Air Force!

ARMY SONG

March along, sing our song, with the Army of the free
Count the brave, count the true, who have fought to victory
We're the Army and proud of our name
We're the Army and proudly proclaim

First to fight for the right,
And to build the Nation's might,
And The Army Goes Rolling Along
Proud of all we have done,
Fighting till the battle's won,
And the Army Goes Rolling Along.

Refrain:

Then it's Hi! Hi! Hey!
The Army's on its way.
Count off the cadence loud and strong
"Two! Three!" is typically sung here but is not an official part of the song
For where e'er we go,
You will always know
That The Army Goes Rolling Along.



MARINES SONG



From the halls of Montezuma,
To the shores of Tripoli;
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title
Of United States Marine.
Our flag's unfurled to every breeze
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun;
In the snow of far-off Northern lands
And in sunny tropic scenes;
You will find us always on the job
The United States Marines.

NAVY SONG

**Stand, Navy, out to sea, Fight our battle cry;
We'll never change our course, So vicious foe steer shy-y-y-y.
Roll out the TNT , Anchors Aweigh. Sail on to victory
And sink their bones to Davy Jones, hooray!**

Verse 2

**Anchors Aweigh, my boys, Anchors Aweigh.
Farewell to foreign shores, We sail at break of day, of day.
Through our last night on shore, Drink to the foam,
Until we meet once more. Here's wishing you a happy
voyage home!**



YOUR FLIGHT

Name _____
 Hobby/Favorite Food/ 4th _____
 Favorite Color _____

**KNOW AND
 MEMMORIZE
 YOUR RIBBONS...
 IN WHAT ORDER
 ARE THEY?
 WHATS YOUR
 HIGHEST?
 LOWEST? HOW DO
 YOU EARN THEM?**

**KNOW YOUR
 ELEMENT AND
 THEIR HOBBIES
 AND FAVORITE
 FOOD. KNOW
 WHAT FOOT TO
 CALL EACH
 COMMAND ON.**

3rd _____

 2nd _____

 1st _____

(Commander) _____

HONOR GUARD

Name _____
 Hobby/Favorite Food/ _____
 Favorite Color _____

DK ONLY

M1903 Springfield Rifle Info

Designer - Springfield Armory
Weight - 8.65 lb (3.9 kg) depending on wood density
Length - 44.9 in (1,140 mm)
Barrel Length - 24 in (610 mm)
Cartridge - .30-03 Springfield; .30-06 Springfield
Action - Bolt Action
Muzzle velocity - 2,800 ft/s (853 m/s)
Feed system - 5-round, 25 – round (Air Service variant) stripper clip, internal box magazine
Sights - Leaf rear sight, barleycorn-type front sight M1903A3: Aperture rear sight, barleycorn-type front sight
 Sighted for 2,500 yd (2,300 m) and has a point-blank range of 500 yd (457 m)
 The maximum range of the ball cartridge, when elevated at an angle of 45°, is 4,890 yd (4.47 km), or 2.77 miles.
Shock Absorber – 2.0 lbs (.907 Kg) Used to absorb pressure of gun fire and to prevent any damage when slammed.



**MEMORIZE YOUR RIFLE
 SERIAL NUMBER**

PHONETIC ALPHABET

CHARACTER	PHONETIC	PRONUNCIATION
A	Alpha	(AL-FAH)
B	Bravo	(BRAH-VOH)
C	Charlie	(CHAR-LEE)
D	Delta	(DELL-TAH)
E	Echo	(ECK-OH)
F	Foxtrot	(FOKS-TROT)
G	Golf	(GOLF)
H	Hotel	(HOH-TEL)
I	India	(IN-DEE-AH)
J	Juliett	(JEW-LEE-ETT)
K	Kilo	(KEY-LOH)
L	Lima	(LEE-MAH)
M	Mike	(MIKE)
N	November	(NO-VEM-BER)
O	Oscar	(OSS-CAR)
P	Papa	(PAH-PAH)
Q	Quebec	(KEH-BECK)
R	Romeo	(ROW-ME-OH)
S	Sierra	(SEE-AIR-RAH)
T	Tango	(TANG-GO)
U	Uniform	(YOU-NEE-FORM)
V	Victor	(VIK-TOR)
W	Whiskey	(WISS-KEY)
X	Xray	(ECKS-RAY)
Y	Yankee	(YANG-KEY)
Z	Zulu	(ZOO-LOO)
1	One	(WUN)
2	Two	(TOO)
3	Three	(TREE)
4	Four	(FOW-ER)
5	Five	(FIFE)
6	Six	(SIX)
7	Seven	(SEV-EN)
8	Eight	(AIT)
9	Nine	(NINE)
0	Zero	(ZEE-RO)

ZULU TIME

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

Promotion Tracker

Name:	Date Accomplished	Initials	
		Flt/CC	MSS/CC
Cadet Airman			
<ul style="list-style-type: none"> A minimum of 6 weeks as a cadet Airman Basic 			
<ul style="list-style-type: none"> An 80% in Aerospace Science and Leadership 			
<ul style="list-style-type: none"> Zero detentions in AFJROTC and zero school suspensions in semester 			
<ul style="list-style-type: none"> 4 hours of AFJROTC community service on record 			
<ul style="list-style-type: none"> Know how to report properly 			
<ul style="list-style-type: none"> Recite the Cadet Creed from memory 			
<ul style="list-style-type: none"> Recite the Air Force Song 			
<ul style="list-style-type: none"> Know the Phonetic Alphabet 			
<ul style="list-style-type: none"> Perform facing movements properly 			
<ul style="list-style-type: none"> Pledge, understand and write the Cadet Honor Code, Mission, &/or Core Values 			
Cadet Airman First Class			
<ul style="list-style-type: none"> A minimum of 9 weeks as a cadet Airman 			
<ul style="list-style-type: none"> An 80% in Aerospace & Leadership 			
<ul style="list-style-type: none"> Zero detentions in AFJROTC and zero school suspensions in semester 			
<ul style="list-style-type: none"> 8 hours of AFJROTC community service on record 			
<ul style="list-style-type: none"> Identify rank structure and recognize rank insignias 			
<ul style="list-style-type: none"> Attend 3 Commanders Call 			
<ul style="list-style-type: none"> Perform 30-Step drill sequence with no more than 2 errors 			
<ul style="list-style-type: none"> Know the chain of command 			
<ul style="list-style-type: none"> Maintain a cumulative GPA of 2.5 or better 			
Cadet Senior Airman			
<ul style="list-style-type: none"> A minimum of 15 weeks as a Cadet Airman First Class 			
<ul style="list-style-type: none"> Zero detentions in AFJROTC and zero school suspensions in semester 			
<ul style="list-style-type: none"> An 80% in Aerospace Science & Leadership 			
<ul style="list-style-type: none"> 22 hours of AFJROTC community service on record. (10 hours of AFJROTC fundraising on record can be counted towards this requirement) 			
<ul style="list-style-type: none"> Maintain a cumulative GPA of 2.5 or better 			
<ul style="list-style-type: none"> Perform 30-Step drill sequence without error 			

Promotion Tracker

		Initials	
	Date Accomplished	Flt/CC	MSS/CC
Cadet Staff Sergeant			
<ul style="list-style-type: none"> A minimum of 15 weeks as a Cadet Senior Airman 			
<ul style="list-style-type: none"> An 85% in Aerospace Science & Leadership 			
<ul style="list-style-type: none"> Zero detentions in school 			
<ul style="list-style-type: none"> 42 hours of AFJROTC community service on record. (20 hours of AFJROTC fundraising on record can be counted towards this requirement) 			
<ul style="list-style-type: none"> 14 hours of AFJROTC fundraising on record 			
<ul style="list-style-type: none"> Perform open ranks inspection of a flight 			
<ul style="list-style-type: none"> Maintain at least a cumulative GPA of 2.5 or better 			
Cadet Technical Sergeant			
<ul style="list-style-type: none"> A minimum of 15 weeks as a Cadet Staff Sergeant 			
<ul style="list-style-type: none"> An 85% in Aerospace Science & Leadership 			
<ul style="list-style-type: none"> 62 hours of AFJROTC community service on record. (30 hours of AFJROTC fundraising on record can be counted towards this requirement) 			
<ul style="list-style-type: none"> Zero detentions in school 			
<ul style="list-style-type: none"> Drill/March a flight properly 			
<ul style="list-style-type: none"> Maintain at least a cumulative GPA of 2.5 or better 			
Cadet Master Sergeant, Senior Master Sergeant, Chief Master Sergeant			
<ul style="list-style-type: none"> Recommendation by either the Cadet Corps Commander, CCC, ASI, or SASI 			
<ul style="list-style-type: none"> Review by the Cadet Evaluation/Promotion Board 			
<ul style="list-style-type: none"> Maintaining a 90% average in AFJROTC and an overall 2.5 GPA 			
<ul style="list-style-type: none"> 82 hours of AFJROTC community service on record. (40 hours of AFJROTC fundraising on record can be counted towards this requirement) 			
<ul style="list-style-type: none"> Zero detentions in school 			
<ul style="list-style-type: none"> Demonstrate the ability to lead a group 			
<ul style="list-style-type: none"> Attend Advanced Summer Leadership Course 			

Promotion Tracker

		Initials	
	Date Accomplished	MSS/CC	C/CC
Cadet Officer			
<ul style="list-style-type: none"> • Recommendation by either the Cadet Corps Commander, CCC, ASI, or SASI 			
<ul style="list-style-type: none"> • Review by the Cadet Evaluation/Promotion Board 			
<ul style="list-style-type: none"> • Maintaining a 90% average in AFJROTC and an overall 2.5 GPA 			
<ul style="list-style-type: none"> • 102 hours of AFJROTC community service on record. (50 hours of AFJROTC fundraising on record can be counted towards this requirement) 			
<ul style="list-style-type: none"> • Zero detentions in school 			
<ul style="list-style-type: none"> • Demonstrate the ability to lead a group 			
<ul style="list-style-type: none"> • Attend Advanced Summer Leadership Course 			

Attachment 12

Community Service Tracker

Date	Event	Hrs	Flt/CC Initials

AFJROTC Letter Jacket Requirements

To qualify for an AFJROTC letter, a cadet must meet the following criteria.

CADETS MUST:

1. Have successfully completed two full years of AFJROTC.
2. Be in good academic standing with at least a B average in AFJROTC.
3. Have completed an AFJROTC Summer Leadership School.
4. Earn at least three ribbons during each school year.
5. Earn at least seven distinct ribbons.
6. Have accumulated 30 service hours.
7. Display good citizenship and be a positive role model in all classes as evidenced by
 - no conduct grade below S (Satisfactory);
 - few, if any, disciplinary actions, especially assignment to DMC;
 - no suspensions;
 - no removal from any position or temporary rank in JROTC;
 - no JROTC Honor Code violations; and
 - no behavior that reflects negatively on the AFJROTC program.
8. Accumulate 3000 points from the activities below.
9. Be recommended by both the SASI and the ASI.

ACTIVITIES		POINTS
DRILL/HONOR GUARD TEAM/other JROTC teams		
1.	Attend a session/practice in preparation for performance or competition	2
2.	Participate in a performance (school/community)	50
3.	Perform in competition	100
	• First Place	125
	• Second Place	100
	• Third Place	75
ALL CADETS		
1.	Achieve Leadership Positions:	
	• Cadet Officer	75
	• 1 st Sgt/Flight Commander	100
	• Squadron Commander	200
	• NCO/Guidon Bearer	25
	• NCOIC/Flight Sgt	50
2.	Become Cadet of the Month	100
3.	Earn Outstanding Cadet Award	125
4.	Become Flight Commander of the Month	100
5.	Become Flight Commander of the Semester	125

6.	Earn Leadership, Superior Performance, Achievement, Distinguished Cadet Award, and/or other performance award	100
7.	Receive National Award Recognition (AFA, VFW etc)	100
8.	AFJROTC and/or School Sanctioned/Sponsored Contest <ul style="list-style-type: none"> Submit an Entry Honorable Mention or Receive Recognition Winner 	50 75 100
9.	Unit Awards <ul style="list-style-type: none"> Distinguished Unit Outstanding Flight of the Semester Flight Drill Competition winner 	100 50 25
10.	Earn AFJROTC Sponsored Badge (Flight, Ground School, etc)	50
11.	Complete an Advanced Level Program, such as SCOTS (Senior Cadet Officer Training School), Aviation Ground School, etc	75
12.	Complete Summer Leadership School	75
13.	Receive Summer Leadership School honor/distinguished graduate	100
14.	Be a Leadership School Cadet Training Instructor	75
15.	Complete Summer Orientation	50
16.	Receive AFJROTC Sponsored Award Not Indicated Above (Activities, Academic, Service, Recruiting, etc.)	50
17.	Earn ribbon/cluster not already listed	25
18.	Participate in a performance (school/community) such as parade	50
19.	Participate in school/community service project (per hour)*	10
20.	Attend Dining In/Out, Military Ball or Awards Banquet	100
21.	Attend Field Day	50
22.	Attend Other Cadet Functions/ Field Trips	50
23.	Recruit a new cadet	250
24.	Receive a B in AFJROTC at Six-Weeks Report Card	10
25.	Receive an A in AFJROTC at Six-Weeks Report Card	25
26.	Be a member of Honor Flight of the Semester	50
27.	Meet requirements for Distinguished Honor Roll	100
28.	Meet requirements for Honor Roll	50
29.	Be a member of a HUMBLE ISD recognized National Honor Society	150
30.	Achieve Recognition in Academics or other Extracurricular Activities	75
31.	Earn perfect attendance for Six-Week Report Card Cycle	50
32.	Make Presentation to School or Community Audience (e.g., DARE, Recruiting, etc.)	75

*AFJROTC service projects only

Attachment 15

Letter Jacket Points Tracker

ACTIVITIES	POINTS EARNED																																								
DRILL/COLOR GUARD TEAM/other JROTC teams																																									
<p>1. Attend a session/practice in preparation for performance or competition (2 Points)</p> <p style="text-align: center;"><i>***Check Calendar For Participation Summary***</i></p> <table border="1" style="width: 100%; text-align: center; margin: 10px 0;"> <tr> <td>1st Semester # of Days</td> <td>2nd Semester # of Days</td> <td>3rd Semester # of Days</td> <td>4th Semester # of Days</td> </tr> <tr> <td>5th Semester # of Days</td> <td>6th Semester # of Days</td> <td>7th Semester # of Days</td> <td>8th Semester # of Days</td> </tr> </table> <p style="text-align: center;">Total # of Days _____ *2 = TOTAL POINTS _____</p>	1 st Semester # of Days	2 nd Semester # of Days	3 rd Semester # of Days	4 th Semester # of Days	5 th Semester # of Days	6 th Semester # of Days	7 th Semester # of Days	8 th Semester # of Days																																	
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<p>2. Participate in a performance (school/community) (100 Points)</p> <table border="1" style="width: 100%; text-align: center; margin: 10px 0;"> <tr><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td></tr> <tr><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td></tr> <tr><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td></tr> <tr><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td></tr> <tr><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td></tr> <tr><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td></tr> <tr><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td></tr> <tr><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td></tr> <tr><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td></tr> <tr><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td><td>Date of Event</td></tr> </table> <p style="text-align: center;"># of Performances _____ *100 = TOTAL POINTS _____</p>	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	Date of Event	
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Letter Jacket Points Tracker

ACTIVITIES		POINTS EARNED																																																																								
3. Perform in competition (100 Points) <ul style="list-style-type: none">First Place (125 Points)Second Place (100 Points)Third Place (75 Points)																																																																										
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<div><div># of Events</div><div>*100]</div><div>=</div></div> <div><div>+ [# of 1st Place</div><div>*125]</div><div>=</div></div> <div><div>+ [# of 2nd Place</div><div>*100]</div><div>=</div></div> <div><div>+ [# of 3rd Place</div><div>(*75)]</div><div>=</div></div> <div><div>= TOTAL POINTS</div><div></div></div>																																																																										

Letter Jacket Points Tracker

ACTIVITIES	POINTS EARNED																																
ALL CADETS																																	
<p>1. Achieve Leadership Positions:</p> <ul style="list-style-type: none"> Cadet Officer (75 Points) 1st Sgt/Flight Commander (100 Points) Squadron Commander (200 Points) NCO/Guidon Bearer (25 Points) NCOIC/Flight Sgt (50 Points) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td></tr> <tr><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td></tr> <tr><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td></tr> <tr><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td></tr> <tr><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td></tr> <tr><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td></tr> <tr><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td><td style="text-align: center;">Position Held</td></tr> <tr><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td><td style="text-align: center;">Points Earned</td></tr> </table> <p style="text-align: right; margin-top: 10px;">Add All Points Earned For Total Points</p>	Position Held	Position Held	Position Held	Position Held	Points Earned	Points Earned	Points Earned	Points Earned	Position Held	Position Held	Position Held	Position Held	Points Earned	Points Earned	Points Earned	Points Earned	Position Held	Position Held	Position Held	Position Held	Points Earned	Points Earned	Points Earned	Points Earned	Position Held	Position Held	Position Held	Position Held	Points Earned	Points Earned	Points Earned	Points Earned	
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<p>2. Become Cadet of the Month (100 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td></tr> <tr><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td></tr> <tr><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td></tr> <tr><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td></tr> </table> <p style="text-align: right; margin-top: 10px;"># Times Cadet of the Month ____ * 100 = TOTAL POINTS _____</p>	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR																	
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<p>3. Earn Outstanding Cadet Award (125 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td></tr> </table> <p style="text-align: right; margin-top: 10px;"># Times of Outstanding Cadet Award ____ * 125 = TOTAL POINTS _____</p>	MM/YR	MM/YR	MM/YR	MM/YR																													
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Letter Jacket Points Tracker

ACTIVITIES	POINTS EARNED																								
<p>4. Become Flight Commander of the Month (100 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td></tr> <tr><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td></tr> <tr><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td></tr> <tr><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td><td style="text-align: center;">MM/YR</td></tr> </table> <p># Times Flt/CC of the Month ____ * 100 = TOTAL POINTS _____</p>	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR	MM/YR									
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<p>5. Become Flight Commander of the Semester (125 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="text-align: center;">Semester/YR</td> <td style="text-align: center;">Semester/YR</td> <td style="text-align: center;">Semester/YR</td> <td style="text-align: center;">Semester/YR</td> </tr> </table> <p># Times Flt/CC of the Semester ____ * 1250 = TOTAL POINTS _____</p>	Semester/YR	Semester/YR	Semester/YR	Semester/YR																					
Semester/YR	Semester/YR	Semester/YR	Semester/YR																						
<p>6. Earn Leadership, Superior Performance, Achievement, Distinguished Cadet Award, and/or other performance award (100 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> </tr> <tr> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> </tr> <tr> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> </tr> <tr> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> </tr> <tr> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> </tr> <tr> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> </tr> </table> <p># of Awards Earned ____ * 100 = TOTAL POINTS</p>	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned	
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Date Earned	Date Earned	Date Earned	Date Earned																						
<p>7. Receive National Award Recognition (AFA, VFW etc) (100 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> </tr> <tr> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> </tr> <tr> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Award</td> </tr> <tr> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> <td style="text-align: center;">Date Earned</td> </tr> </table> <p># of Awards Earned ____ * 100 = TOTAL POINTS</p>	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned									
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Letter Jacket Points Tracker

ACTIVITIES	POINTS EARNED																					
<p>8. AFJROTC and/or School Sanctioned/Sponsored Contest</p> <ul style="list-style-type: none"> Submit an Entry (50 Points) Honorable Mention or Receive Recognition (75 Points) Winner (100 Points) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 25%; text-align: center;">Date</td> <td style="width: 40%; text-align: center;">Entry</td> <td style="width: 35%; text-align: center;">Points Earned</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Entry</td> <td style="text-align: center;">Points Earned</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Entry</td> <td style="text-align: center;">Points Earned</td> </tr> </table> <p style="text-align: right; margin-top: 10px;">Add all Points Earned for TOTAL POINTS</p>	Date	Entry	Points Earned	Date	Entry	Points Earned	Date	Entry	Points Earned													
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Date	Entry	Points Earned																				
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<p>9. Unit Awards</p> <ul style="list-style-type: none"> Distinguished Unit (100 Points) Outstanding Flight of the Semester (50 Points) Flight Drill Competition winner (30 Points) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 25%; text-align: center;">Date</td> <td style="width: 40%; text-align: center;">Award</td> <td style="width: 35%; text-align: center;">Points Earned</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Points Earned</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Points Earned</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Points Earned</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Points Earned</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Points Earned</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Award</td> <td style="text-align: center;">Points Earned</td> </tr> </table> <p style="text-align: right; margin-top: 10px;">Add all Points Earned for TOTAL POINTS</p>	Date	Award	Points Earned	Date	Award	Points Earned	Date	Award	Points Earned	Date	Award	Points Earned	Date	Award	Points Earned	Date	Award	Points Earned	Date	Award	Points Earned	
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<p>10. Earn AFJROTC Sponsored Badge (Flight, Ground School, etc) (50 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 25%; text-align: center;">Date</td> <td style="width: 40%; text-align: center;">Badge</td> <td style="width: 35%; text-align: center;">Points Earned</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Badge</td> <td style="text-align: center;">Points Earned</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Badge</td> <td style="text-align: center;">Points Earned</td> </tr> </table> <p style="text-align: right; margin-top: 10px;">Add all Points Earned for TOTAL POINTS</p>	Date	Badge	Points Earned	Date	Badge	Points Earned	Date	Badge	Points Earned													
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Letter Jacket Points Tracker

ACTIVITIES	POINTS EARNED								
<p>11. Complete an Advanced Level Program, such as SCOTS (Senior Cadet Officer Training School), Aviation Ground School, etc (75 Points)</p> <table border="1" style="width: 100%; margin: 10px 0; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; padding: 2px;">Program</td> <td style="width: 25%; text-align: center; padding: 2px;">Program</td> <td style="width: 25%; text-align: center; padding: 2px;">Program</td> <td style="width: 25%; text-align: center; padding: 2px;">Program</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">Date</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"># of Programs Completed ____ * 75 = TOTAL POINTS</p>	Program	Program	Program	Program	Date	Date	Date	Date	
Program	Program	Program	Program						
Date	Date	Date	Date						
<p>12. Complete Summer Leadership School (75 Points)</p> <table border="1" style="width: 100%; margin: 10px 0; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">School</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">School</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"># of Summer Leadership Schools Attended ____ * 75 = TOTAL POINTS</p>	Date	School	Date	School					
Date	School								
Date	School								
<p>13. Receive Summer Leadership School honor/distinguished graduate (100 Points)</p> <table border="1" style="width: 100%; margin: 10px 0; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; padding: 2px;">Date</td> <td style="width: 40%; text-align: center; padding: 2px;">School</td> <td style="width: 35%; text-align: center; padding: 2px;">Award</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">School</td> <td style="text-align: center; padding: 2px;">Award</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"># of Awards ____ * 100 = TOTAL POINTS</p>	Date	School	Award	Date	School	Award			
Date	School	Award							
Date	School	Award							
<p>14. Be a Leadership School Cadet Training Instructor (75 Points)</p> <table border="1" style="width: 100%; margin: 10px 0; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">School</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">School</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"># of Times a CTI ____ * 75 = TOTAL POINTS</p>	Date	School	Date	School					
Date	School								
Date	School								
<p>15. Complete Summer Orientation-Panther Basic (50 Points)</p> <table border="1" style="width: 100%; margin: 10px 0; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">Attended Panther Basic</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">Panther Basic Assistant</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">Panther Basic Assistant</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Date</td> <td style="text-align: center; padding: 2px;">Panther Basic Assistant</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"># of Times at Panther Basic ____ * 50 = TOTAL POINTS</p>	Date	Attended Panther Basic	Date	Panther Basic Assistant	Date	Panther Basic Assistant	Date	Panther Basic Assistant	
Date	Attended Panther Basic								
Date	Panther Basic Assistant								
Date	Panther Basic Assistant								
Date	Panther Basic Assistant								

Letter Jacket Points Tracker

ACTIVITIES	POINTS EARNED																																								
<p>16. Receive AFJROTC Sponsored Award Not Indicated Above (Activities, Academic, Service, Recruiting, etc.) (50 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"># of Awards Earned ____ * 50 = TOTAL POINTS</p>	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned																									
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Award	Award	Award	Award																																						
Date Earned	Date Earned	Date Earned	Date Earned																																						
<p>17. Earn ribbon/cluster not already listed (30 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> <td style="text-align: center; padding: 5px;">Award</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> <td style="text-align: center; padding: 5px;">Date Earned</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"># of Awards Earned ____ * 30 = TOTAL POINTS</p>	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned	Award	Award	Award	Award	Date Earned	Date Earned	Date Earned	Date Earned	
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Award	Award	Award	Award																																						
Date Earned	Date Earned	Date Earned	Date Earned																																						

**18. Participate in a performance (school/community) such as parade
(50 Points)**

Event Date	Event Date	Event Date	Event Date
Event Date	Event Date	Event Date	Event Date
Event Date	Event Date	Event Date	Event Date

of Events ____ * 50 = TOTAL POINTS

Letter Jacket Points Tracker

19. Participate in AFJROTC sponsored school/community service project (10 Points Per Hour)

Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date
Project/Hours	Project/Hours	Project/Hours
Date	Date	Date

Total Project Hours ____ * 10 = TOTAL POINTS

Letter Jacket Points Tracker

20. Attend Dining In/Out, Military Ball or Awards Banquet (75 Points)

Event	Event	Event	Event
Date	Date	Date	Date
Event	Event	Event	Event
Date	Date	Date	Date

of Events ____ * 75 = TOTAL POINTS

21. Attend Field Day (50 Points)

Date	Date	Date	Date
Date	Date	Date	Date

of Field Days ____ * 50 = TOTAL POINTS

22. Attend Other Cadet Functions/ Field Trips (50 Points)

Event	Event	Event	Event
Date	Date	Date	Date
Event	Event	Event	Event
Date	Date	Date	Date

of Events ____ * 50 = TOTAL POINTS

23. Recruit a new cadet (250 Points)

Cadet Recruited	Cadet Recruited	Cadet Recruited	Cadet Recruited
Cadet Recruited	Cadet Recruited	Cadet Recruited	Cadet Recruited

of Cadets Recruited ____ * 50 = TOTAL POINTS

Letter Jacket Points Tracker

24. Receive a B in AFJROTC at Six-Weeks Report Card (10 Points)

Freshman Year					
1 st	2 nd	3 rd	4 th	5 th	6 th
Sophomore Year					
1 st	2 nd	3 rd	4 th	5 th	6 th
Junior Year					
1 st	2 nd	3 rd	4 th	5 th	6 th
Senior Year					
1 st	2 nd	3 rd	4 th	5 th	6 th

of Six Week Periods with a B average ____ * 10 = TOTAL POINTS

25. Receive an A in AFJROTC at Six-Weeks Report Card (30 Points)

Freshman Year					
1 st	2 nd	3 rd	4 th	5 th	6 th
Sophomore Year					
1 st	2 nd	3 rd	4 th	5 th	6 th
Junior Year					
1 st	2 nd	3 rd	4 th	5 th	6 th
Senior Year					
1 st	2 nd	3 rd	4 th	5 th	6 th

of Six Week Periods with an A average ____ * 30 = TOTAL POINTS

26. Be a member of Honor Flight of the Semester (50 Points)

Freshman Year		Sophomore Year	
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester
Junior Year		Senior Year	
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester

of Honor Flight Awards ____ * 50 = TOTAL POINTS

Letter Jacket Points Tracker

<p>27. Meet requirements for Distinguished Honor Roll (50 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td colspan="2" style="text-align: center;">Freshman Year</td> <td colspan="2" style="text-align: center;">Sophomore Year</td> </tr> <tr> <td style="text-align: center;">1st Semester</td> <td style="text-align: center;">2nd Semester</td> <td style="text-align: center;">1st Semester</td> <td style="text-align: center;">2nd Semester</td> </tr> <tr> <td colspan="2" style="text-align: center;">Junior Year</td> <td colspan="2" style="text-align: center;">Senior Year</td> </tr> <tr> <td style="text-align: center;">1st Semester</td> <td style="text-align: center;">2nd Semester</td> <td style="text-align: center;">1st Semester</td> <td style="text-align: center;">2nd Semester</td> </tr> </table> <p style="text-align: center;"># of times Distinguished Honor Role ____ * 50 = TOTAL POINTS</p>	Freshman Year		Sophomore Year		1 st Semester	2 nd Semester	1 st Semester	2 nd Semester	Junior Year		Senior Year		1 st Semester	2 nd Semester	1 st Semester	2 nd Semester	
Freshman Year		Sophomore Year															
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester														
Junior Year		Senior Year															
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester														
<p>28. Meet requirements for Honor Roll (25 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td colspan="2" style="text-align: center;">Freshman Year</td> <td colspan="2" style="text-align: center;">Sophomore Year</td> </tr> <tr> <td style="text-align: center;">1st Semester</td> <td style="text-align: center;">2nd Semester</td> <td style="text-align: center;">1st Semester</td> <td style="text-align: center;">2nd Semester</td> </tr> <tr> <td colspan="2" style="text-align: center;">Junior Year</td> <td colspan="2" style="text-align: center;">Senior Year</td> </tr> <tr> <td style="text-align: center;">1st Semester</td> <td style="text-align: center;">2nd Semester</td> <td style="text-align: center;">1st Semester</td> <td style="text-align: center;">2nd Semester</td> </tr> </table> <p style="text-align: center;"># of times Honor Role ____ * 25 = TOTAL POINTS</p>	Freshman Year		Sophomore Year		1 st Semester	2 nd Semester	1 st Semester	2 nd Semester	Junior Year		Senior Year		1 st Semester	2 nd Semester	1 st Semester	2 nd Semester	
Freshman Year		Sophomore Year															
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester														
Junior Year		Senior Year															
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester														
<p>29. Be a member of a CFISD recognized National Honor Society (50 Points)</p>																	
<p>30. Achieve Recognition in Academics or other Extracurricular Activities (75 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="text-align: center;">Event</td> <td style="text-align: center;">Event</td> <td style="text-align: center;">Event</td> <td style="text-align: center;">Event</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="text-align: center;">Event</td> <td style="text-align: center;">Event</td> <td style="text-align: center;">Event</td> <td style="text-align: center;">Event</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Date</td> </tr> </table> <p style="text-align: center;"># of Events ____ * 75 = TOTAL POINTS</p>	Event	Event	Event	Event	Date	Date	Date	Date	Event	Event	Event	Event	Date	Date	Date	Date	
Event	Event	Event	Event														
Date	Date	Date	Date														
Event	Event	Event	Event														
Date	Date	Date	Date														

Letter Jacket Points Tracker

<p>31. Earn perfect attendance for Six-Week Report Card Cycle (25 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td colspan="6">Freshman Year</td> </tr> <tr> <td>1st</td> <td>2nd</td> <td>3rd</td> <td>4th</td> <td>5th</td> <td>6th</td> </tr> <tr> <td colspan="6">Sophomore Year</td> </tr> <tr> <td>1st</td> <td>2nd</td> <td>3rd</td> <td>4th</td> <td>5th</td> <td>6th</td> </tr> <tr> <td colspan="6">Junior Year</td> </tr> <tr> <td>1st</td> <td>2nd</td> <td>3rd</td> <td>4th</td> <td>5th</td> <td>6th</td> </tr> <tr> <td colspan="6">Senior Year</td> </tr> <tr> <td>1st</td> <td>2nd</td> <td>3rd</td> <td>4th</td> <td>5th</td> <td>6th</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"># of Six Week Periods with Perfect Attendance ____ * 25 = TOTAL POINTS</p>	Freshman Year						1 st	2 nd	3 rd	4 th	5 th	6 th	Sophomore Year						1 st	2 nd	3 rd	4 th	5 th	6 th	Junior Year						1 st	2 nd	3 rd	4 th	5 th	6 th	Senior Year						1 st	2 nd	3 rd	4 th	5 th	6 th	
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Senior Year																																																	
1 st	2 nd	3 rd	4 th	5 th	6 th																																												
<p>32. Make Presentation to School or Community Audience (e.g., DARE, Recruiting, etc.) (75 Points)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>Event</td> <td>Event</td> <td>Event</td> <td>Event</td> </tr> <tr> <td>Date</td> <td>Date</td> <td>Date</td> <td>Date</td> </tr> <tr> <td>Event</td> <td>Event</td> <td>Event</td> <td>Event</td> </tr> <tr> <td>Date</td> <td>Date</td> <td>Date</td> <td>Date</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"># of Events ____ * 75 = TOTAL POINTS</p>	Event	Event	Event	Event	Date	Date	Date	Date	Event	Event	Event	Event	Date	Date	Date	Date																																	
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Date	Date	Date	Date																																														
Event	Event	Event	Event																																														
Date	Date	Date	Date																																														
TOTAL POINTS TOWARDS LETTER JACKET																																																	

Attachment 16

TEAM PRACTICE TRACKER

Use the below calendar to track days you attended a session/practice in preparation for a performance or competition.

September						
S	M	T	W	T	F	S

October						
S	M	T	W	T	F	S

November						
S	M	T	W	T	F	S

December						
S	M	T	W	T	F	S

January						
S	M	T	W	T	F	S

February						
S	M	T	W	T	F	S

March						
S	M	T	W	T	F	S

April						
S	M	T	W	T	F	S

May						
S	M	T	W	T	F	S

June						
S	M	T	W	T	F	S

NOTES

Attachment 17

30 Step Drill Sequence

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



AIR FORCE JUNIOR ROTC



Wear Your Ribbons Proudly & Properly

- | | | | | |
|---|--|---|--|--|
| 1

Air Force JROTC
Valor Award (Gold) | 2

Air Force JROTC
Valor Award (Silver) | 3

Cadet Humanitarian
Award | 4

Community Service
with Excellence Award | 5

Air Force
Association Award |
| 6

Daedalian Award | 7

American Legion
Scholastic Award | 8

American Legion
General Military
Excellence Award | 9

Daughters of the American
Revolution Award | 10

American Veterans
Award |
| 11

Reserve Officers
Association Award | 12

The Military Order of
World Wars Medal | 13

Military Officers
Association Award | 14

Veterans of Foreign
Wars Award | 15

National Sojourners
Award |
| 16

Sons of the American
Revolution Award | 17

Scottish Rite, Southern
Jurisdiction Award | 18

Military Order of
the Purple Heart | 19

Air Force
Sergeant Association | 20

Sons of Union
Veterans of the
Civil War |
| 21

Sons of Confederate
Hunley Award | 22

Tuskegee Airmen Inc.
AFJROTC Cadet Award | 23

The Retired Enlisted
Association Award | 24

Celebrate Freedom
Foundation | 25

National Society United
States Daughters of 1812 |
| 26

ACA Medal | 27

Non Funded
National Award | 28

Distinguished
Unit Award | 29

Outstanding Organization
Award | 30

Outstanding Flight
Ribbon |
| 31

Top Performer
Award | 32

The Outstanding
Cadet Ribbon | 33

Leadership
Ribbon | 34

Achievement Ribbon | 35

Superior Performance
Ribbon |
| 36

Academic Ribbon | 37

Leadership School
Ribbon | 38

Special Teams
Competition | 39

Orienteering Ribbon | 40

Cocurricular Activities
Leadership Ribbon |
| 41

Drill Team Ribbon | 42

Color Guard Ribbon | 43

Sabre Team Ribbon | 44

Marksmanship
Ribbon | 45

Good Conduct
Ribbon |
| 46

Service Ribbon | 47

Health and Wellness | 48

Recruiting Ribbon | 49

Activities Ribbon | 50

Attendance Ribbon |
| 51

Dress & Appearance
Ribbon | 52

Longevity Ribbon | 53

Gen Carl Spaatz
Award (CAP) | 54

Gen Ira C. Eaker
Award (CAP) | 55

Amelia Earhart
Award (CAP) |
| | | 56

Gen Billy Mitchell
Award (CAP) | 57

Gen J.F. Curry
Achievement Award (CAP) | |