

MOSES LAKE
HIGH SCHOOL
MAVERICKS

AIR FORCE JUNIOR RESERVE OFFICER TRAINING
CORPS



MLHS AFJROTC CADET HANDBOOK

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CHAPTER 1: INTRODUCTION

The MLHS Air Force JROTC program is dedicated to “*Developing citizens of character.*” Our Corps interprets this to give every cadet the tools to become a prepared and successful adult following High School Graduation. The AFJROTC instructors are retired Air Force military personnel with 46 years of military experience and extensive backgrounds in professional military leadership, training, and education. The Aerospace Science Instructors are committed to meet this objective by using the AFJROTC Curriculum, Instilling Discipline, Teaching Cadets the value of “Responsibility” and “Service” to the community.” We are a leadership and citizenship training program. The goal of the AFJROTC program is to instill in high school cadets the values of citizenship, service to the United States, character, personal responsibility, and a sense of accomplishment and self-worth. We support the Air Force’s Core Values, which seek to develop integrity (honesty), a sense of service to the community, and a desire to achieve excellence. The Air Force Core Values, simply stated, are:

**Integrity first
Service before self
Excellence in all we do**

This Cadet Handbook is written to help Cadets understand the expectations, opportunities, procedures and benefits of the MLHS AFJROTC program.

WA-20201 Cadet CHAIN-OF-COMMAND

1. WA-20201 Corps Commander (CC): Prableen Kaur
2. WA-20201 Deputy Corps Commander (CD):
3. WA-20201 Operations (DO): Chloe Evans
4. WA-20201 Mission Support Squadron (MSG): Donovan Johnson
5. WA-20201 Air Expeditionary Squadron (AES):
6. WA-20201 Command Chief (CCM): Vincent Ely

Staff Cadre

Aerospace Science Instructor: Maj. James Barnett

Aerospace Science Instructor: Maj. W. Mike Phipps

CHAPTER 2. ADMISSION, TRANSFER AND DISENROLLMENT OF STUDENTS

1. To be eligible for membership in the JROTC program, a student must be:
 - a. Enrolled in and attending a regular course of instruction at a high school in Moses Lake or homeschool.
 - b. Of good moral character as determined by the Senior Aerospace Science Instructor (SASI) and school Principal.
 - c. Physically fit to participate in JROTC training. This includes drill, marching and physical fitness training (running, push-ups, sit-ups). A cadet is considered physically fit if he or she is qualified for the Moses Lake School District physical education program.
 - d. Students must also be able to read, write and speak intelligibly so that they can carry out assigned duties and leadership positions.
 - e. Selected by the SASI in coordination with the Principal or a designated representative to ensure enrolled students meet acceptable standards.
2. Transfer students from other Air Force, Army, Navy, Marine Corps, and Coast Guard JROTC units may be admitted or enrolled with credit given for training already completed. However, no guarantees can be made regarding a cadet's rank achieved in another program since cadet ranks in the WA-20201 are based on cadet positions. In addition, transfer students must be willing and able to accept and adjust to the different routines, policies and standards of the Moses Lake AFJROTC program.
3. A cadet may be disenrolled from the program for any of the following reasons:
 - a. Failure to maintain acceptable appearance standards (haircut, grooming, proper uniform wear, etc.). Cadets who refuse to wear their uniform or wear their uniform improperly as directed by the SASI/ASI may be removed from the program. **1st offense – counseling from instructor, 2nd offense – phone call to parent/guardian and Cadet Reflection Essay, 3rd offense – review board consisting of S/ASI and Cadet Corps Commander to determine removal from the program.**
 - 1) Based on the results of the review board, cadets may be recommended for disenrollment or placed on probationary status - probation details/terms will be determined by the AFJROTC instructors.
 - b. Inaptitude, indifference to training, failure to meet minimum performance standards, or disciplinary reasons as determined by the SASI and school Principal. Cadets who do not follow school rules and are assigned to ISS (in school suspension), or who are suspended from school may be removed from JROTC or placed on probation.
 - c. Failure to remain enrolled at a Moses Lake School District high school.
 - d. Individual request for release from the program, consistent with current school drop/add policy.
4. Reserve cadets: Cadets that are authorized to participate in JROTC activities, but are not enrolled in a JROTC class period, are very uncommon and can only be authorized by the SASI.

CHAPTER 4. WEARING THE UNIFORM

*Uniform Guidance can be found in DAFI 36-2903 and AFJROTCI 36-2010, Operational Supplement Ch. 7, Uniform and Awards. Since the uniform you wear is the same (except for a few modifications) as the active duty Air Force, you must take great care to wear it properly. **The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image.** The importance of this particular requirement cannot be over emphasized. Cadets are responsible for replacing lost or damaged uniform items including rips, tears, snags, etc. Example: Cadets who walk on the hem of their pants are responsible for replacing the slacks or pants. Uniforms (or uniform items) left in the JROTC area are the responsibility of the cadet, not the instructors or cadet staff. **The AFJROTC uniform must always be worn properly.**

UNIFORM WEAR:

Weekly wear of the AFJROTC uniform is intended to provide practical experience in military grooming, behavior, and personal appearance. **Thursday each week** is designated as “Uniform Day.” All cadets will be notified in advance if there is a change to the uniform wear day. Failure to wear the uniform on the designated day (unless excused in advance by SASI or ASI) will result in a failing uniform grade (zero) for that day. Unless excused by the S/ASI, uniform days cannot be made up

- Uniforms will be worn only at times and locations specified by the SASI/ASI .
- Unauthorized wear of the uniform, or distinctive items of the uniform, is prohibited.
- On designated Uniform Days, uniforms will be worn the entire school day. Cadets will change out of uniform for a class if the class requires it, there is a reasonable safety, function of wear, or a risk that the uniform could be damaged or soiled (e.g. PE, Shop, Science, etc.). However, cadets are required to change back into uniform following completion of that class period.
- Uniforms will not be worn anytime it would discredit the Armed Forces.
- The AFJROTC uniform will not be worn at work, while participating in student demonstrations, as guards, baggage handlers, for crowd control, or in any other inappropriate activity.
- On “Uniform Day,” the **uniform will be properly worn through the end of the school day in order to receive credit.** Cadets must have permission from the SASI or ASI to change out of the uniform early and still receive credit. Early dismissal for medical appointments or athletic events are typical of the exceptions that may be made if discussed with the SASI or ASI in advance. **Cadets who change out of the uniform during the day without permission will not receive credit for that day.**
- Make-up day for excused uniform day absences will be the next school day that the cadet is able to attend class.
- Cadets may remove exterior jackets inside the classrooms. Neckties will not be loosened or removed, shirt sleeves will not be turned up, and buttons will be kept fastened at all times.
- The tie must be worn whenever the Service Dress uniform is worn. The blue windbreaker jacket will be zipped at least halfway whenever worn.
- The uniform cap will be worn at all times whenever a cadet is outside. Cadets performing specialized duty may wear the cap indoors, when directed to do so by the SASI or ASI. Caps may be removed while driving or riding inside a vehicle or school bus.
- Civilian coats, scarves, and other non-military items will not be worn while in uniform.
- Cadets are prohibited from wearing any type of Active Duty rank, badges, ribbons, and/or decorations whether in uniform or civilian clothes.
- Cadets are not allowed to chew gum while in formation.
- Headphones are prohibited while in uniform, unless headphones are required by a teacher to complete classwork.
- If school is canceled for snow or other types of inclement weather, Cadets will not wear the AFJROTC uniform until directed to do so by the SASI/ASI

FAILURE TO WEAR THE UNIFORM:

Since Federal Law requires the uniform wear, cadets will wear the uniform as designated by the SASI/ASI.

- Cadets who fail to wear the uniform on the designated uniform wear day will receive a “0” for their grade that week. They will also receive verbal counseling/warning.
- If failure to wear the uniform becomes a trend, a JROTC instructor will contact their parent/guardian explaining the uniform expectations of the AFJROTC program.
- Further failure to wear the uniform will place the cadet in probationary status accompanied by a Probationary Agreement. The parents/guardians, Assistant Principal and Counseling Office will be notified of the Cadet’s Probationary status.
- Failure to meet the requirements outlined in the Probationary Agreement constitutes removal from the AFJROTC program, earning an “F” for that semester.

UNIFORM COMBINATIONS

- Combo 1** – Male Service Dress/Female Service Dress Uniform which includes service coat with Tie/Tie Tab as shown in Attachments 7-9 (Male) and (Female)
- Combo 2** – Blue Shirt/Blouse **with** Tie/Tie Tab as shown in Attachments 10 (Male) and 11 (Female)
- Combo 3** – Blue Shirt/Blouse **without** Tie/Tie Tab
- Combo 4** – Airman Battle Uniform (ABU) per Attachment 7-6 & 7-7 with sage green combat boots, sage green socks, pants bloused and Desert Sand colored (Tan) crew-neck T-shirts without pocket and the ABU Patrol Cap. See **NOTE 2**
- Combo 5** – Appropriate Fitness Attire which includes appropriate shirt, shorts, sweatshirt/pants, and athletic shoes. Muscle shirts, tank-tops and sports bras are not authorized, but may be worn underneath an appropriate t-shirt.
- Combo 6** – Professional Civilian Attire (PCA): Unit Polo shirt (Black Polo) with clean presentable pants/slacks, appropriate belt, and clean appropriate footwear. Pants type will be defined to ensure Corps uniformity.

NOTE 1: Insignia, ranks, ribbons, and badges must be properly worn with Combination 1, 2, & 3 as shown in Attachments provided.

NOTE 2: ABUs may be substituted for two regular uniform days per month with School principal approval.

***UNIFORM ISSUES AND TURN-INS;**

The uniform is Federal Government Property and is issued to the cadet free of charge. AFJROTC Department will provide each cadet with a clean uniform and will pay for any needed alterations. Payment will be made to the AFJROTC Department for any uniform item lost or damaged. Uniforms will be cleaned prior to turn in. Service coat, lightweight blue jacket with liner, slacks, and trousers must be dry-cleaned, not washed. Instructors will not accept a returning uniform if it is not properly cleaned.

***UNIFORM CLEANING**

Blue Service Dress Coat	Dry-Clean
Blue Lightweight Jacket with liner	Dry-Clean
Blue Pants	Dry-Clean
Blue Tie/Tie Tab	Dry-Clean
Blue Garrison Cap	Dry Clean
Blue Shirt/Blouse	Dry-Clean or Laundered w/light starch
PT Gear	Laundered
ABU/OCP utility uniform	Laundered

***OPTIONAL UNIFORM ITEMS**

Certain uniform items are considered optional. The Senior Aerospace Science Instructor designates which optional items may be worn by cadets and the circumstances under which they can be worn. Therefore, you should not purchase any optional uniform items without first checking with the SASI.

CHAPTER 5. CADET EXPECTATIONS

AFJROTC 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.

Classroom Procedures

Each class is designated as a “flight” and assigned a letter of the Phonetic Alphabet. For example, the first class of the day is designated as “A Flight”, pronounced “Alpha Flight.”

- A. Respect and promptness are objectives of this program. **Cadets are expected to be standing behind their desk, in formation, at “Parade Rest” prior to the tardy bell ringing.** Tardiness will affect your AFJROTC grade, promotion eligibility, field trip consideration, and award nomination. Excessive tardiness will result in disciplinary action by the administration.
- B. **Start of Class.** Flight Commanders will start each class by calling the room to “Attention” and reciting the pledge, followed by the taking of attendance, and a briefing on necessary Corps information. Each element leader will report attendance to their flight commander for their element using the following reporting statement:

Cadet (Last Name)...Element 1 all cadets present and accounted for.....with the exception of Cadet Smith (only if cadet is missing.)

When the flight commander receives the report from the element leaders, he/she will report to the SASI/ASI using the following statement: **NOTE:** The flight commander will salute when reporting attendance to the SASI.

Sir/Ma’am (use the appropriate greeting for the instructor present), Alpha flight all cadets present and accounted for...with the exception of (only list cadets who are not present)

- C. **End of Class.** When directed by the SASI/ ASI, the flight commander (flight leader) will call the flight to attention, make any announcements, and dismiss the flight. Cadets will pick up all trash around their tables and deposit it in the trash can. They will then gather their belongings & wait for the dismissal bell for the next period.
- D. S/ASI will be addressed with their appropriate rank/position and/or last name. For example, it would be appropriate to refer to any Non-Commissioned Officer as “Sergeant (last Name)” or by their rank i.e. Senior Master Sergeant Britt. Exceptions: Chief Master Sergeants will be addressed as “Chief” or Chief Master Sergeant Smith. Officers are addressed as Sir/Ma’am, or rank and last name i.e. Major Phipps or Major Barnett.
- E. Cadets will not slouch in their seats, put their feet on other chairs, sit on the tops of tables nor be inattentive to instruction. Cadets, who feel sleepy, may at any time without asking permission, stand respectfully at the rear or at the side of the classroom until they can remain awake. No disciplinary action will be taken. Cadets with their

heads down on the table are considered asleep. **This is your first warning!** Upon the second incident, disciplinary action will be taken.

- F. Water and flavored liquids are permitted in the classroom as long as the container has a closable lid. Snacks are permitted as long as it does not interfere with the learning environment or when authorized by the SASI/ASI.
- G. **Classroom distractions will not be permitted.** All cell phones will be turned on 'silent' mode and placed in the cell phone box or in the cadet's backpack before the start of class. All other electronic devices will be turned off and put away off the cadet's body before being called to parade rest to start class. Personal conversations are not permitted at any time during instruction. Cadets will not leave their seats without permission except to stand due to sleepiness. Unprofessional conduct will result in disciplinary action and a loss of privileges (e.g., drinks in classroom, field trips, promotions, AFJROTC co-curricular participation, etc.). Cadets whose conduct and attitude adversely affect the class continuously will **be subject to progressive discipline and may result in a recommendation to the Principal for disenrollment from the JROTC program and will result in an overall grade of "F" for the course.**
- H. **When outside in uniform, cadets will salute and address any military officer, the SASI, or cadet officers.**
- I. **IMPROPER USE OF RANK.** Cadets will not use their AFJROTC rank or position to obtain personal favors or gains. Cadet rank exists only when taking part in authorized AFJROTC activities. Misuse of cadet rank or authority will result in demotion, loss of position and possibly disenrollment.
- J. **INAPPROPRIATE BEHAVIOR.** Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC and will result in disciplinary action by the SASI and/or the school administration. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public display of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks. The initiation of a verbal threat or physical attack will be considered an assault, which is an illegal act and cause for disciplinary referral to the school administration and immediate disenrollment from the AFJROTC program. All inappropriate behavior is classified as "conduct unbecoming an AFJROTC Cadet."
- K. **HARASSMENT/BULLYING.** Harassment or bullying of any cadet by anyone of any rank is strictly forbidden. Examples of harassment or bullying are improper or abusive language (to include profanity, obscenity, "in your face" or screaming either face-to-face or electronically), gossip/rumor spreading, and unwanted physical contact (especially of a sexual nature).
- L. **PROHIBITION ON PHYSICAL DISCIPLINE AND HAZING.** Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. Requiring cadets to perform any physical action as a reprimand, punishment, or for failure to perform, will not be tolerated within any AFJROTC unit or activity. Examples of prohibited physical activities include, but are not limited to push ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
- M. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited. This prohibition is applicable to all AFJROTC unit activities including instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

- N. **SECRET ORGANIZATIONS.** Cadets are prohibited from organizing or belonging to formal or informal secret organizations including cliques and gangs. Participation in such groups will result in a recommendation to the principal for disenrollment from AFJROTC and a failing grade for the course.
- O. **OBSERVE MILITARY CUSTOMS AND COURTESIES:**
- a. Military customs and courtesies go beyond basic politeness. They play an important role in building morale, participation, and discipline. Customs and courtesies ensure proper respect of the chain of command and they build the foundation for the self-discipline that is important in times of crisis. The following customs and courtesies are specific examples that are unique to the military.
 - b. **MILITARY COURTESY:**
 - i. The practice of saying “YES SIR” or “NO SIR”, “YES MA’AM”, or “NO MA’AM”, is a common courtesy and a time honored military tradition. Cadets are expected to address instructors, teachers, and administrators in this manner.
 - c. **SALUTING:**
 - i. The salute is a traditional greeting between military personnel. It is a way of saying hello while showing respect. Cadets must salute all commissioned officers and cadet officers. The salute should always be rendered whenever you are outside and see a commissioned officer, or when the colors are being presented. While rendering a salute, the cadet should say, “Good morning, Good afternoon, or Good evening, sir/ma’am.” to the passing officer. Do not salute indoors or when out of uniform.
 - d. **REPORTING TO SASI’S OR ASI’S OFFICE (LE100, pgs. 48-49):** Cadets will NEVER enter the SASI’s or ASI’s office without permission! To do so is a violation of custom and courtesy and shows disrespect.
 - e. **POSITION OF HONOR:**
 - i. According to military customs and courtesies, the position of honor is always to the right. When walking with an officer or cadet of a higher rank, the cadet will place him/herself to the left of the senior.
- P. **PROGRESSIVE DISCIPLINE.** Cadets will conduct themselves at all times to reflect credit upon themselves, their parents/guardians, Moses Lake High School, and the United States Air Force. Failure to meet JROTC expectations will result in Progressive Discipline, such as:
- a. Verbal Counseling
 - b. Assignment to complete Responsibility Essay
 - i. Parent Contact
 - ii. Parent-Teacher Conference
 - c. Referral to Administration
 - i. Probationary Contract
 - d. Disenrollment from JROTC program. Parents, Administrators, and Counselors will be contacted if Cadet is being considered for disenrollment.

CHAPTER 6. PROMOTIONS

PURPOSE.

The purpose is to establish Cadet promotion criteria and procedures to motivate Cadets to develop and grow their leadership potential and experience.

PROMOTION PROCESS

Promotions recognize achievement in AFJROTC and the potential to perform in a position with greater authority and responsibility. Cadets are considered for promotion once per quarter. To earn a promotion, cadets are required to meet the minimum rank requirements, as outlined on the back of the Cadet Promotion Application form (Attachment 7-20).

Out-of-cycle promotions may be made at any time by the SASI.

SELECTION PROCESS.

At the end of every quarter, all cadets will complete the Promotion Application form (Attachment 7-20). If cadets failed to meet the minimum requirements for the rank they are applying for, they may draft 5 resume bullets explaining what they did accomplish that quarter to be considered for promotion. Cadets applying for an officer rank will draft 5 resume bullets explaining their accomplishments that warrant their promotion.

Element leaders and flight commanders will validate the cadet meets all minimum requirements and make an approval/disapproval recommendation to the senior staff. Senior staff will review all promotion applications and make an approval/disapproval recommendation. The S/ASI's will review all Promotion Applications and make the final decision to promote or not promote a Cadet.

All promotion applications will be returned to the Flight Commanders to provide any necessary feedback to those not getting promoted.

STRIPES FOR EXCEPTIONAL PERFORMERS (STEP)

Any cadet, at the SASI's discretion, can be promoted through the Stripes for Exceptional Performers Program. The criteria used for selection is not based on the standard cadet promotion system. The promotions through this program are based solely on the SASI observance of exceptional performance by a cadet. This performance is not a one time event, but a consistent display of the core values, diligence and hard work focused on supporting or improving the unit.

- A. Over the course of an academic year, the SASI may promote up to 5% of the current cadet corps through this program.
- B. STEP promotions are not asked for by a cadet seeking to be promoted. However, a cadet officer or the First Sergeant may recommend a particular cadet to the SASI for a STEP promotion.
- C. Step promotions usually coincide with the traditional promotion cycle.

DEMOTIONS.

Cadets promoted/appointed to a new rank/position will be given training to learn the responsibilities of the rank/position. Following the training period, the cadet is expected to satisfactorily carry out the responsibilities of the rank/position. Individuals unwilling or unable to perform required duties, or who clearly show they do not accept all the responsibilities of the rank/position, may be demoted to their minimum (permanent) enlisted rank or to Cadet 2Lt as appropriate. **Cadets will be demoted a minimum of one rank if they:**

1. Consistently fail to comply with cadet rules and regulations, including uniform wear and grooming, and accomplishment of assigned duties and responsibilities.
2. Commit a major infraction of school rules resulting in out-of-school suspension.
3. Consistently display disrespect toward the SASI, ASI, or cadet officers and NCOs of higher rank. This includes persistent or intentional failure to use the individual's rank or the words "Sir" or "Ma'am" when addressing them.
4. Have missed any uniform wear days during the quarter without a valid excuse.
5. Consistently display a negative attitude toward AFJROTC, the Cadet Corps, or flight (class) activities, honor code violations, discipline referrals, cadet evaluations.

CHAPTER 8. CORPS STRUCTURE (Unit Manning Document/Job Descriptions)

Introduction:

WA-20201 is our unit designation. MLHS Air Force JROTC unit WA-20201 is considered a Group and has two Squadrons (Operations Squadron and Mission Support Squadron) that fall under the Cadet Corps Commander's authority.

General Leadership Position Responsibilities:

All Cadets who assume a leadership position are responsible to:

1. Lead by setting a good example for the cadets to follow.
2. Ensure cadets comply with all Air Force Instructions, especially DAFI 36-2903 and AFJROTC Operational Supplement Chapter 1.
3. **Be knowledgeable and comply with unit Cadet Guide**
4. Work as a team with your peers and ensure Corps Success overrides personal success.
5. Conduct your behavior to meet the intent of the Core Values.
6. Fulfill all responsibilities assigned to the leadership position you hold.
7. Attend all Staff Meetings.
8. Be responsive to the lawful direction of those in the Chain of Command.
9. Promote the JROTC program in a way that builds and maintains a positive reputation for AFJROTC.
10. Be actively involved and visible in JROTC events, activities, and teams.

Specific Leadership Responsibilities:

Each leadership position and Squadron has distinct responsibilities. Leadership positions with an "*" are considered Senior Staff. These positions and responsibilities are listed below:

***CADET CORPS COMMANDER (CC): Wears the Grey Cord**

The Cadet Group Corps Commander is the senior cadet officer of the Cadet Corps, and he/she is responsible for the effective operation of the Corps. He/She is responsible for the fulfillment of the goals, objectives, and operations he/she receives from the SASI upon assuming command. Some of the primary duties are as follows:

1. The coordination of the appearance, discipline, efficiency, training, and conduct of the Corps.
2. Develop two goals in the following categories- Cadet Impact, School Impact, and Community Impact.
3. Plan and coordinate all squadron activities, facilities, and resources.
4. Lead and organize an effective senior staff to accomplish the goals of the academic year.
5. Coordinate with the SASI and ASI to ensure the goals of the cadet corps are met.
6. Orchestrate planning of all Corps events.
7. Leads and attends all Staff Meetings.
8. Liaison between corps and instructor staff.
9. Reports to SASI and ASI.

***DEPUTY CORPS COMMANDER (CV): Wears the Gold Cord**

1. Plans, coordinates, and manages all Staff Meetings.
2. Assists CC in leading and attends all Staff Meetings.
3. Drafts minutes within 1 day following each Staff meeting and turns it into CC & S/ASI
4. Updates and manages the JROTC Calendar and advises of any scheduling conflicts
5. Leads all Quality Assurance (QA) functions to include conducting annual self-inspections and preparing for upcoming HQ JROTC inspections
6. Maintains and updates slides used during the staff meetings
7. Oversees and manages the Military Ball Planning Committee.

8. Tracks and updates the squadron on the status of meeting any goals set by the squadron staff
9. Reports to the CC and S/ASI.

***COMMAND CHIEF (CCC): Wears the green shoulder cord**

1. Advise the CC on health, morale, and welfare of the corps and suggest possible solutions.
2. Bring any and all complaints or grievances to the attention of the Senior Staff for review.
3. Responsible for planning and coordinating all promotion ceremonies (script, practices, venue, key players, etc.)
4. Responsible for all enlisted cadet promotion process
5. Plans and sets Flight Commander/NCO suspenses for each promotion ceremony.
6. Will be responsible for all team leads to input events into wings.
7. Perform any other tasks assigned by the Senior Staff.
8. Reports to CC.

***OPERATIONS SQUADRON COMMANDER (OPS/CC)/NCO: Wears the Gold shoulder cord**

1. Oversees and manages all Flight Commanders and NCOs, Community Service, and competitive teams.
2. Ensures all Flight Commanders/NCOs meet all Senior Staff and S/ASI suspenses.
3. Schedule and conduct routine meetings with all Flight Commanders/NCOs.
4. Responsible for conducting and executing the Awards Banquet.
5. Collects all necessary data for promotions, awards, and ribbons from Flight Commanders/NCOs.
6. Works with CCC to ensure Cadets properly receive earned promotions and awards/ribbons.
7. Will update the Program of Work and show every week at Command Staff meetings.
8. Reports to CC.

***SUPPORT SQUADRON COMMANDER (SPT/CC)/NCO: Wears the Gold shoulder cord**

1. Responsible for all Support related functions.
2. Assigns Cadets to each Support Related function and provides job-specific training to those assigned.
3. Routinely meets with each support function to ensure the tasks are being completed and identify any further support they may need.
4. Coordinates with all Senior Staff, S/ASI's, and necessary leaders to accomplish all support functions tasks.
5. Communicates any concerns, problems, and solutions to the Senior Staff.
6. Charged with maintaining and updating the Cadet Guide.
7. Reports to CC.

***CO-CURRICULAR COMMANDER (LDR/CC)/NCO: Wears the blue shoulder cord**

1. Oversee the training, standardization, and ensuring drill and ceremonies are conducted properly for all events.
2. Oversee the leadership of all Special Teams and assign necessary tasks for Special Teams Leadership.
3. Ensure all Special Team leaders are trained on WINGS to document team practices, competitions and events.
4. Ensure that special Team leaders routinely identify their training goals and track their progress towards such goals.
5. Establish, maintain, and update the weekly/monthly practice schedules.
6. Oversee all preparation requirements for all events and competitions; to include ensuring each Team commander has a logistics checklist identifying items needed for each event.

7. Establish a timeline to identify who is eligible to attend upcoming competitions/events (grade checks).
8. Work with Flight Commanders and SPT/CC to build a 5-person Support Team as needed for competitions/events.
9. Assume command of all Cadets attending any drill competitions or major events involving Special Teams.
10. Ensure all Special Team Leaders are tracking attendances at practice, co-curricular (LDR) and Community Service hours appropriately and entered into Wings (Completed forms)
11. Work with Team Leads and Logistics to identify any uniform items or equipment needed for team success.
12. Reports to CC.

COMMUNITY SERVICE/KITTY HAWK COMMANDER/NCO: Wears the green shoulder cord

1. Routinely meet with Flight Kitty Hawk representatives / Community Service Officer/NCO to discuss and plan all Community Service opportunities.
2. Schedule all Community Service opportunities.
3. Take the lead for planning and coordinating the food/snacks/drinks for any applicable JROTC event.
4. Responsible for coordinating/planning all socials.
5. Track all Community Service hours and brief the hours at the Staff Meetings.
6. Reports to the SPT/CC.

FLIGHT COMMANDER/NCO: Wears the Black shoulder cord

1. Takes Command of assigned flight by leading by example.
2. Leads and manages all classroom responsibilities to include; class start-up, announcements, attendance, managing class discipline, and ensuring class is prepared for instruction and completing all assigned tasks from S/ASI.
3. Leads and manages all flight responsibilities during special events like promotion ceremonies.
4. Recognize all positive behaviors and correct any negative behaviors and promote strong morale in their unit.
5. Promote strong communication among cadets including in-class and electronic communications
6. Attend all Staff Meetings and Flight Commander/NCO meetings.
7. Meet all suspensions given by the S/ASI or the OPS/CC.
8. Explain the Flight Promotion and Awards/Ribbons process, by completing all related tasks on time and preparing all required items for Promotion ceremonies and help cadets set appropriate goals.
9. Assign members of the flight to fulfill all required Support Squadron roles and ensure they attend all meetings and complete all assigned tasks.
10. Lead flight during drill days
11. Reports to OPS/CC.

ELEMENT LEADERS: Wears the Maroon and Gold shoulder cord

1. Take command of assigned element by leading by example
2. Report attendance, manage element discipline and ensure cadet morale
3. Recognize all positive behaviors and correct any negative behaviors and promote strong morale in their unit.
4. Promote strong communication among cadets
5. Assist with uniform inspections and provide corrections for their element
6. Act as element leader during drill and be able to teach element members drill procedures
7. Explain the Flight Promotion and Awards/Ribbons process, by completing all related tasks on time and preparing all required items for Promotion ceremonies and help cadets set appropriate goals.

8. Reports to Flight Commander

FLAG DETAIL CADET: Wears the White shoulder cord

1. Build and train a team of Cadets to ceremoniously raise and lower the U.S. Flag for all school days.
2. Track all community service hours from Flag Detail and enters information into WINGS.
3. Builds and manages MLHS Flag Detail (Reveille and Retreat), to include tracking the Community Service hours.
4. Reports to LDR/CC.

SPECIAL TEAMS CADET (Unarmed Drill, Armed Drill, Marksmanship, Cyber Patriot, Color Guard, PT, StellarXplorer, etc.):

1. Recruit and build a team that can meet Corps taskings/events/competitions.
2. Trained how to annotate all team practices, competitions and events in WINGS
3. Complete/Maintain Attendance Rosters for each Practice.
4. Build/Maintain current team roster with all contact info.
5. Turn-In all co-curricular hours for team by Monday and logged into WINGS
6. Turn-In completed Event Tracking/Community Service sheets to WINGS within 3 days of event completion
7. Draft a practice plan for each quarter, listing objectives for that quarter.
8. Fill all taskings with trained Cadets, as assigned thru.
9. Start and end all practices on time and maximize all scheduled practice times.
10. Build and maintain a positive culture of support and teamwork by managing team discipline and recognition.
11. Be a good steward for all logistical equipment/uniform assigned to your team.
12. Identify and report any training or logistical needs to LDR/CC.

PERSONNEL CADET: Wears Blue shoulder cord

1. Establishes, maintains, and updates all processes involving Academics, Promotions and Awards/Ribbons.
2. Responsible for updating the JROTC Cadet Roster in WINGS within 30 days of the beginning of each semester.
3. Oversees the Awards and Ribbons process by working with Operations Squadron Commander.
4. Responsible for organizing and storing all commonly used JROTC forms (Event Tracker, PT Tracking Tool, Promotion Applications, Ribbon Applications, etc.)
5. Reports to SPT/CC.

WINGS OFFICER/NCO:

1. Work with Flight Commanders to assign at least 2 WINGS representatives from each Flight.
2. Conduct routine training for all Flight WINGS representatives.
3. Provide direction to Flight WINGS representatives to update the WINGS database for all issued Uniform items, Community Service Hours, Promotions, Awards and Ribbons, Presidential Fitness Assessment Data, and individual Personal Data.
4. Reports to SPT/CC.

LOGISTICS CADET: Wears Blue Shoulder cord

1. Responsible for all Logistics tasks.

2. Work with Flight Commanders to assign at least 2 logistics Technicians for each Flight (1 male/1 female).
3. Routinely meets with Flight Logistics Technicians to train them on their duties and assign them tasks.
4. Ensures that all uniform and equipment inventories are conducted at least twice a year.
5. Responsible for the cleanliness and orderliness of the logistics storage areas.
6. Oversees all uniform/equipment issuing and returning for the entire Corps.
7. Ensure proper issuing and receiving of leadership Cords, Berets, Caps, and Ascots.
8. Ensure that all cadets are issued proper uniform and uniform accessories.
9. Assist in the ordering and disposal of cadet uniform items.
10. Ensure all logistics hand receipts are logged into WINGS.
11. Ensure all logistics hand receipts are filed properly in the Uniform Hand Receipt Book.
12. Prepare all required materials for activities. (i.e. Drill meets, color guards, etc.).
13. Advise S/ASI on Uniform, Equipment, and Accessory purchase requirements.
14. Reports to SPT/CC.

FINANCIAL CADET: Wears Blue shoulder cord

1. Oversees/Directs all Fundraisers.
2. Build a plan to execute necessary fundraisers.
3. Track and manage the JROTC budget.
4. Brief Corps on Financial Issues at Staff Meeting at least once a month.
5. Work with SASI/ASI on any needed purchases.
6. Reports to SPT/CC.

AWARENESS PRESENTATION TEAM (APT) CADET: Wears Blue shoulder cord

1. Build and organize APT teams.
2. Train on Wings to enter all presentations events for proper community service documentation
3. Supervise the preparation, presenting, and recruiting for elementary, middle school, and high school students.
4. Build a practice schedule that ensures cadets conduct research, rehearse, and are familiar with presentation.
5. Build and implement several approaches to promoting the JROTC recruitment program.
6. Support Community Service mission (planning, etc.)
7. Assist SASI/ASI in arranging presentations.
8. Will create morale events once a month.
9. Will execute a Staff of the Month for MLHS Staff members.
10. Reports to SPT/CC.

PUBLIC AFFAIRS CADET: Wears Blue shoulder cord

1. Work with Flight Commanders to get a PA representative from each Flight
2. Routinely meet with Flight PA representatives to provide training and assign tasks to PA Staff.
3. Schedule PA members to attend all major Corps events to take pictures and write a 1-3 paragraph summary of the event.
4. Submit summaries and photos to social media sites within 1 day of the event.
5. Submit summaries with photos to school, district and local News sources within 2 days after event with S/ASI final approval
6. Maintain all Social Media Sites and JROTC Website
7. Work with XO to update Calendar on the JROTC website every month.

8. Reports to SPT/CC

WARRIOR CADET: Wears Blue shoulder cord

1. Will create Warrior Days for PT; Mandatory once a month.
2. Will create criteria for Honor Flight.
 - a.
3. Will create criteria for Warrior Flight.
 - a.
4. Will get information from Flight leaders to nominate a Cadet of the Month. Will create rules for what cadets need to do to qualify as a Cadet of the Month.
5. Will work with APT to create morale events.
6. Will manage the Ace of Aces program.

The ***Ace of Aces*** award program, at the discretion of the SQ/CC, is awarded to cadets who meet the criteria for Ace of Leadership, Academics, Physical Fitness, and Community Service. The recipient will receive a certificate and their photo will be posted on the ***Ace of Aces*** board. Will have cadets receive awards for every semester.

1. Ace of Leadership:
 - Uniform Inspection Average of 15 with at least one 17 for that semester.
 - Displays leadership in AFJROTC and actively participates in scholastic extra-curricular activities.
2. Ace of Academics:
 - A grade point average (GPA) of 3.0 or better with no F's or incompletes.
 - A "B" or better in AFJROTC.
3. Ace of Physical Fitness:
 - Perform in the 80th percentile on the Air Force Physical Fitness test.
 - Actively participate in Physical Fitness on a weekly basis.
4. Ace of Community Service:
 - Participate in two JROTC community service events for every semester.
 - Be on track to earn 15 hours of community service for the semester.

MAINTENANCE OFFICER/NCO:

1. Responsible for the physical organization and cleanliness of all JROTC areas.
2. Complete all tasks assigned by SPT/CC, Senior Staff, and S/ASI.
3. Reports to SPT/CC.

CHAPTER 10. AFJROTC RESERVE PROGRAM

Students who are not assigned to a class period, but wish to be a part of the AFJROTC Reserve program may do so if they meet the following criteria:

- Must have completed at least 1 year of JROTC
- Must abide by the Core Values
- Must keep their grade point average above a 2.0 and not have any “F’s”
- Must wear the uniform properly when allowed
- Must respect and follow the AFJROTC Chain of Command
- Must comply with all AFJROTC standards

Attachment 7-17

The Air Force Song/AFJROTC Creed

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

Additional verses:

Brilliant minds fashioned a crate of thunder,
Sent it high into the blue;
Valiant hands blasted the world asunder;
How they lived God only knew! (God only knew!)
Boundless souls 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!

Bridge: "A Toast to the Host"

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

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

AFJROTC Cadet Creed

I am an Air Force Junior ROTC Cadet
I am connected and faithful to every Corps of Cadets who serve their
community and nation with patriotism.
I earn respect when I uphold the Core Values of Integrity First,
Service Before Self, and Excellence in All We Do.
I will always conduct myself to bring credit to my family, school,
Corps of Cadets, community, and 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 who 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

Cadet Promotion Application

(Complete form entirely and write neatly or your application may not be considered)

Name (Last, First): _____

Flight: _____

Date: _____

DID CADET MEET RANK REQUIREMENTS? <i>Initial to verify Cadet meets rank requirements</i>			
MILITARY APPEARANCE	Applying Cadet's Initials: _____	Element Leader Initials: _____ Met standard? YES or NO	Comments:
DRILL PERFORMANCE	Applying Cadet's Initials: _____	Element Leader Initials: _____ Met standard? YES or NO	Comments:
PHYSICAL FITNESS	Applying Cadet's Initials: _____	Element Leader Initials: _____ Met standard? YES or NO	Comments:
COMMUNITY SERVICE HOURS	Applying Cadet's Initials: _____	Element Leader Initials: _____ Met standard? YES or NO	Comments:
ACADEMICS	Applying Cadet's Initials: _____	Element Leader Initials: _____ Met standard? YES or NO	Comments:
LEADERSHIP/ ENGAGEMENT	Applying Cadet's Initials: _____	Element Leader Initials: _____ Met standard? YES or NO	Comments:
Discipline	Applying Cadet's Initials: _____	Element Leader Initials: _____ Met standard? YES or NO	Comments:

Current Rank: _____

Rank You Are Applying For: _____

Complete the table below for further promotion consideration. Explain the area you fell short in and provide 5 resume bullets supporting your request to be promoted to the next rank. (Mandatory for Officer Ranks)

What Promotion standard did you fall short in? Explain why?		
A) What did you do? (Event and action verb- Led, managed, assisted...)	B) How did you do it? (give further details on the tasks you completed)	C) What was the impact? (add dollars saved, hours earned, guests attending- what was the big deal?)
1-		
2-		
3-		
4-		
5-		

Element Leader: **Recommend Approve** or **Recommend Disapprove** (provide reason below)

Flight Commander/NCO: **Recommend Approve** or **Recommend Disapprove** (provide reason below)

Senior Staff (Circle one): **Recommend Approve** or **Recommend Disapprove** (provide reason below)

Aerospace Science Instructor (Circle one): **Approved** or **Disapproved**

If disapproved; Flight Commander/NCO or Element Leader must give feedback to Cadet as to why it was disapproved. Initial once feedback was given. Date feedback was given: _____

Person giving feedback initials: _____ Cadets initials: _____

Ranks

Rate		C/AB	C/Amn	C/A1C	C/SrA	C/SSgt	C/TSgt	C/MSgt	C/SMSgt	C/CMSgt
Military Appearance		-	No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.
Drill Performance		-	Able to perform facing movements, standing movements, and salute.	Able to march in Cadence Dress to Right, and Flight Halt	Able to perform Column Rights	Flawless completion of the 30-step sequence.	Flawless completion of the 30-step sequence in Element Leader Position.	Able to command the 30-step sequence.	-	Able to train others to perform 30 Drill Steps
Physical Fitness		-	No unexcused PT participations for that quarter	No unexcused PT participations for that quarter	No unexcused PT participations for that quarter	No unexcused PT participations for that quarter	No unexcused PT participations for that quarter	No unexcused PT participations for that quarter	No unexcused PT participations for that quarter	No unexcused PT participations for that quarter
Community Service Hours		-	at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.
Academics		No behavioral issues.	C+ in corps.	B in corps.	B+ in corps.	B+ in corps with no Fs in any class	B+ in corps with no Fs in any class	A in corps, no Fs in any class, 2.0GPA	A in corps, no Fs in any class, 2.8GPA.	A in corps, no Fs in any class, 2.9 GPA.
Leadership/Engagement					Participated in some form of Leadership that affects Elements/or Flight (drill, event, etc.)	Participated in some form of Leadership that affects the Flight or Corps (drill, event, etc.)	Participated in some form of Leadership that affects Flight or Corps (drill, event, etc.)	Leadership role impacted the Corps or Corps function (Position, Project Lead, etc)	Leadership role impacted the Corps or Corps function (Position, Project Lead, etc)	Hold a Leadership position and fulfill position's responsibilities
Discipline			NO ISS or OSS	NO ISS or OSS	NO ISS or OSS	NO ISS or OSS	NO ISS or OSS	NO ISS or OSS	NO ISS or OSS	NO ISS or OSS

Rate		C/2Lt	C/1Lt	C/Cpt	C/Maj	C/LTCol	C/Col
Military Appearance		No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.	No unexcused uniform days missed for the current quarter.
Drill Performance			Able to train others to Command the 30 Drill Steps	-	-	-	-
Physical Fitness		No unexcused PT participations for that quarter	No unexcused PT participations for that quarter	No unexcused PT participations for that quarter	No unexcused PT participations for that quarter	No unexcused PT participations for that quarter	No unexcused PT participations for that quarter
Community Service Hours		at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.	at least 4 per quarter, 8 per semester, or 12 for the year.
Academics		A in corps, no Fs in any class, 3.0 in GPA.	A in corps, no Fs in any class, 3.2 GPA.	A in corps, no Fs in any class, 3.4 GPA.	A in corps, no Fs in any class, 3.5 GPA.	A in corps, no Fs in any class, 3.5 GPA.	A in corps, no Fs in any class, 3.5 GPA.
Leadership/Engagement		Hold a Leadership position and fulfill position's responsibilities	Hold a Leadership position and fulfill position's responsibilities	Hold a Leadership position and fulfill position's responsibilities	Hold a Leadership position and fulfill position's responsibilities	Hold a Leadership position and fulfill position's responsibilities	Hold a Leadership position and fulfill position's responsibilities
Discipline		NO ISS or OSS	NO ISS or OSS	NO ISS or OSS	NO ISS or OSS	NO ISS or OSS	NO ISS or OSS

1. Cadet Airman Basic
 - a. Academics
 - i. No behavioral issues
2. Cadet Airman
 - a. Military Appearance
 - i. No unexcused uniform days missed for the current quarter.
 - b. Drill Performance
 - i. Able to perform facing movements, standing movements, and salute.
 - c. Physical Fitness
 - i. No unexcused PT participations for that quarter
 - d. Community Service Hours
 - i. at least 4 per quarter, 8 per semester, or 12 for the year.
 - e. Academics
 - i. C+ in corps.
 - f. Leadership/ Engagement
 - i. None
 - g. Discipline
 - i. NO ISS or OSS
3. Cadet Airman First Class
 - a. Military Appearance
 - i. No unexcused uniform days missed for the current quarter.
 - b. Drill Performance
 - i. Able to march in Cadence Dress to Right, and Flight Halt
 - c. Physical Fitness
 - i. No unexcused PT participations for that quarter
 - d. Community Service Hours
 - i. at least 4 per quarter, 8 per semester, or 12 for the year.
 - e. Academics
 - i. B in corps.
 - f. Leadership/ Engagement
 - i. None
 - g. Discipline
 - i. NO ISS or OSS
4. Cadet Senior Airman
 - a. Military Appearance
 - i. No unexcused uniform days missed for the current quarter.
 - b. Drill Performance
 - i. Able to perform Column Rights
 - c. Physical Fitness
 - i. No unexcused PT participations for that quarter
 - d. Community Service Hours
 - i. at least 4 per quarter, 8 per semester, or 12 for the year.
 - e. Academics
 - i. B+ in corps.
 - f. Leadership/ Engagement
 - i. Participated in some form of Leadership that affects Elements\or Flight (drill, event, etc.)

- g. Discipline
 - i. NO ISS or OSS
5. Cadet Staff Sergeant
- a. Military Appearance
 - i. No unexcused uniform days missed for the current quarter.
 - b. Drill Performance
 - i. Flawless completion of the 30-step sequence.
 - c. Physical Fitness
 - i. No unexcused PT participations for that quarter
 - d. Community Service Hours
 - i. at least 4 per quarter, 8 per semester, or 12 for the year.
 - e. Academics
 - i. B+ in corps with no Fs in any class
 - f. Leadership/ Engagement
 - i. Participated in some form of Leadership that affects the Flight or Corps (drill, event, etc.)
 - g. Discipline
 - i. NO ISS or OSS
6. Cadet Technical Sergeant
- a. Military Appearance
 - i. No unexcused uniform days missed for the current quarter.
 - b. Drill Performance
 - i. Flawless completion of the 30-step sequence in Element Leader Position.
 - c. Physical Fitness
 - i. No unexcused PT participations for that quarter
 - d. Community Service Hours
 - i. at least 4 per quarter, 8 per semester, or 12 for the year.
 - e. Academics
 - i. B+ in corps with no Fs in any class
 - f. Leadership/ Engagement
 - i. Participated in some form of Leadership that affects the Flight or Corps (drill, event, etc.)
 - g. Discipline
 - i. NO ISS or OSS
7. Cadet Master Sergeant
- a. Military Appearance
 - i. No unexcused uniform days missed for the current quarter.
 - b. Drill Performance
 - i. Able to command the 30-step sequence
 - c. Physical Fitness
 - i. No unexcused PT participations for that quarter
 - d. Community Service Hours
 - i. at least 4 per quarter, 8 per semester, or 12 for the year.
 - e. Academics
 - i. A in corps, no Fs in any class, 2.0GPA
 - f. Leadership/ Engagement
 - i. Leadership role impacted the Corps or Corps function (Position, Project Lead, etc)

- g. Discipline
 - i. NO ISS or OSS
- 8. Cadet Senior Master Sergeant
 - a. Military Appearance
 - i. No unexcused uniform days missed for the current quarter.
 - b. Drill Performance
 - i. None
 - c. Physical Fitness
 - i. No unexcused PT participations for that quarter
 - d. Community Service Hours
 - i. at least 4 per quarter, 8 per semester, or 12 for the year.
 - e. Academics
 - i. A in corps, no Fs in any class, 2.8GPA
 - f. Leadership/ Engagement
 - i. Leadership role impacted the Corps or Corps function (Position, Project Lead, etc)
 - g. Discipline
 - i. NO ISS or OSS
- 9. Cadet Chief Master Sergeant
 - a. Military Appearance
 - i. No unexcused uniform days missed for the current quarter.
 - b. Drill Performance
 - i. Able to train others to perform 30 Drill Steps
 - c. Physical Fitness
 - i. No unexcused PT participations for that quarter
 - d. Community Service Hours
 - i. at least 4 per quarter, 8 per semester, or 12 for the year.
 - e. Academics
 - i. A in corps, no Fs in any class, 2.9GPA
 - f. Leadership/ Engagement
 - i. Hold a Leadership position and fulfill position's responsibilities
 - g. Discipline
 - i. NO ISS or OSS

Blue Combination Uniform Grading Rubric

	4 points	3 points	2 points	1 points	0 points
<i>Uniform</i>	Perfect inspection: (I.E. no lint, threads, stains; rand, ribbons, metals, etc. properly placed.	One minor infraction	Two minor infractions	One major infraction or three minor infractions	Two major infractions or more than three minor infractions; Not wearing uniform and/or mixing civilian clothing with uniform
<i>Grooming</i>	No grooming infractions	One minor infraction	Two minor infractions	One major infraction or three minor infractions	Any major infractions and or four or more minor infractions
<i>Appearance</i>	No appearance infractions	One minor infraction	Two minor infractions	One major infraction or three minor infractions	Any major infractions and or four or more minor infractions

Some minor infractions are (but not limited to):	✓	Flagrant infractions (result in a zero and are not limited to):	✓
- worn out ribbons or missing ribbons		- not wearing the uniform or not wearing all day	
- ribbons in wrong order		- mixing civilian clothing with the uniform	
- missing uniform items (tie, tab, rank, insignia, ribbons, etc.)		- men wearing earrings, not shaving, or any obvious grooming violations	
- light wrinkles, slightly dirty uniform items, undershirt showing		- women wearing hoop earrings, hair down, or other obvious grooming violations	
- lint and threads		- unacceptable conduct while in uniform or formation	
- poorly maintained shoes (scuffed or unpolished)		- unnatural hair color	
- unclean fingernails		- wearing uniform with shirt untucked	
- nail polish not conservative		- wearing uniform with trousers sagging	
- more than three rings or necklace showing		Remarks (including performance on questions)	
- laces not tied		Cadet Inspector signature _____	
Major infractions (but not limited to):			
- misplaced uniform items			
- hair not within regulation			
- repetition of minor infractions			
- unauthorized visible piercings and tattoos			
- excessive accessories			
- badly wrinkled or very dirty uniform items			

Professional Citizen Attire Grading Rubric

	4 Points	3 Points	2 Points	1 Point	Scoring
Grooming	Excellent grooming; well-groom haired, clean and polished appearance, impeccable hygiene.	Good grooming; neat hair, clean appearance, good hygiene.	Below average grooming; messy hair and other minor signs of lack of hygiene	Poor grooming: unkempt hair, dirty/inappropriate nails, odor, etc	Grooming: /4
Appearance	Excellent appearance; a well-coordinated outfit that enhances the student's overall look without being overly flashy	Good appearance; clothing is appropriate, well-fitted, and coordinated	Below average appearance; wrinkled clothing, or not a good fit	Inappropriate or distracting appearance; revealing clothing, excessively baggy, or mismatched	Appearance: /4
Clothing	Clothing is appropriate for PCA/Smart Casual (e.g., polo shirt, blouse, dress pants, or skirt); items are well-coordinated, with no overly casual elements (e.g., no athletic wear), and adheres to all school and JROTC dress code policies.	Clothing is mostly appropriate for PCA/Smart Casual but may include a slightly casual item (e.g., clean sneakers or jeans); items are generally coordinated, and adheres to all school and JROTC dress code policies.	Clothing choices lean towards casual or are inconsistent with PCA/Smart Casual expectations (e.g., T-shirt, sweatpants, or casual shorts); outfit lacks coordination. Missing unit polo or presentable pants.	Inappropriate clothing; not suitable for school environment, violates dress code, graphic/ revealing clothing. Missing unit polo or presentable pants.	Clothing: /4 Overall: /12

Some minor infractions are (but not limited to):	✓	Flagrant infractions (result in a zero and are not limited to):	✓
- light wrinkles, slightly dirty uniform items, undershirt showing		- not wearing the uniform or not wearing all day	
- poorly maintained shoes (unclean, scuffed or unpolished)		- unacceptable conduct while in uniform	
- unclean fingernails		- men wearing earrings, not shaving, or any obvious grooming violations	
- nail polish not conservative		- women wearing hoop earrings, hair down, or other obvious grooming violations	
- laces not tied		Major Infractions (But not limited to):	
- more than three rings or necklace showing		-Black/Unit Polo not worn	
		- Excessive accessories	
- lint and threads		-Unclean appearance (Oily/unkempt hair, body, etc)	
Remarks		- Repetition of minor infractions	
		-Unprofessional appearance	
		- Badly wrinkled or very dirty clothing items	

Cadet Inspector signature _____	
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Professional Citizen Attire Grading Rubric