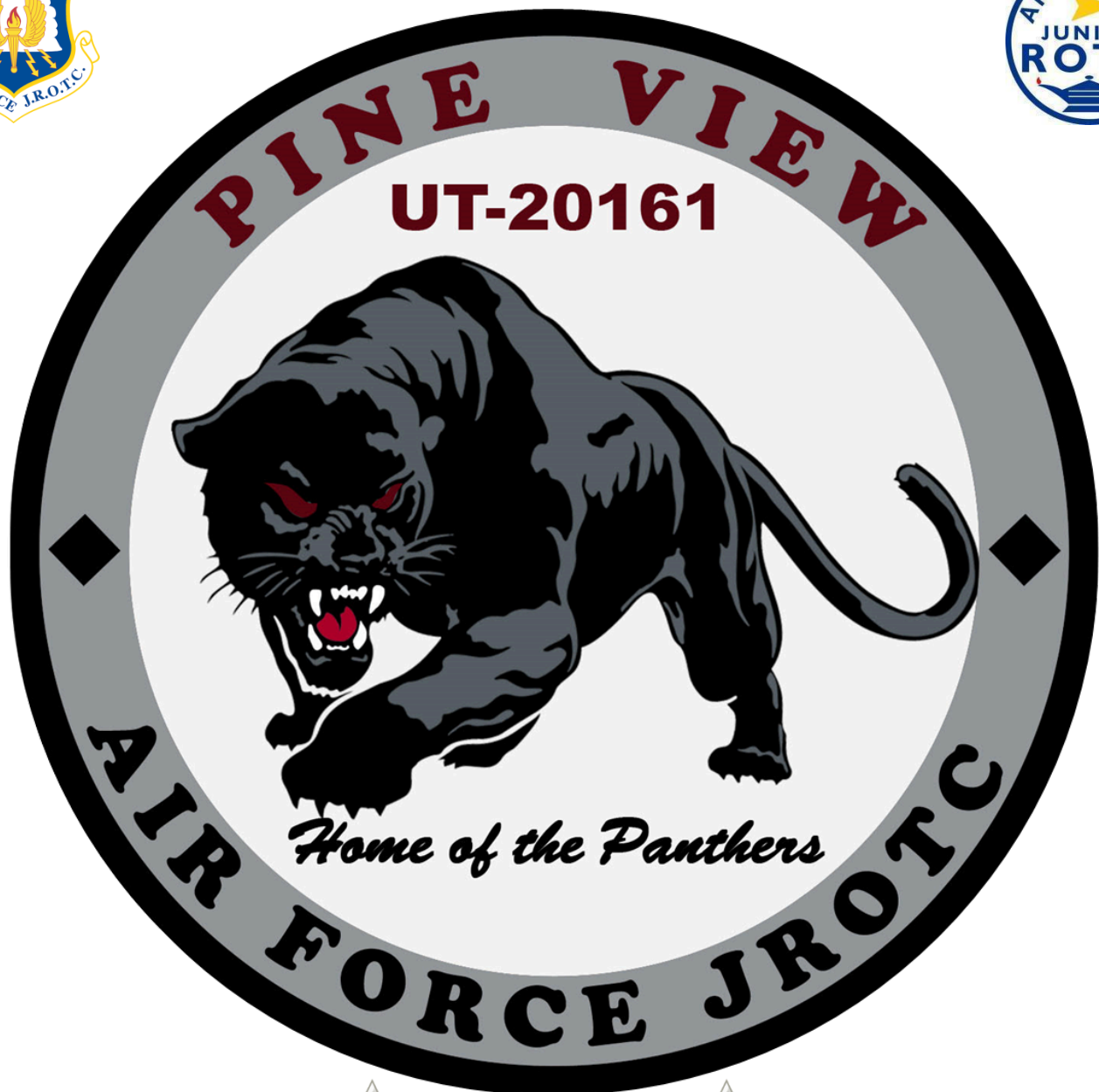




CADET GUIDE

Pine View High School

AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS (AFJROTC)

1 September 2025

Integrity ~ Service ~ Excellence

Preface

This Cadet Guide was prepared to establish performance expectations for the Pine View AFJROTC Unit (UT-20161) to ensure constancy of purpose. As a cadet you will be held to a higher standard. You are expected to hold yourself accountable to the information in this Cadet Guide, both in practical application and in tests during the school year. Remember that effective leadership begins with disciplined responsible followership. Before you can lead, you must learn to follow! As you embark on this journey as an AFJROTC Cadet remember you wear the Air Force Uniform and you represent UT-20161, AFJROTC, and the United States Air Force.

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Table of Contents

Preface	1
Instructors	1
Chapter 1: History	5
AFJROTC History	5
UT-20161 History	5
Cadet Unit Commander History	5
Booster President History	5
CIA Trip History	6
Chapter 2: Cadet Expectations & Knowledge	7
Expectations	7
Physical Discipline & Hazing	7
Responsibilities & Limitations	7
Cadet Knowledge	8
Vision	8
Mission	8
Goals	8
Cadet Code of Conduct	8
Cadet Honor Code	8
Air Force Song (1 st Verse)	8
Air Force Core Values	9
Reporting Instructions	9
Classroom Start-Up Procedures	9
Customs and Courtesies	10
30-Command Drill Sequence	10
Chapter 3: Unit Policy	11
Enrollment Eligibility	11
Disenrollment	11
Transfer Student	11
Reserve Cadets	11
Personal Appearance and Grooming	11
Uniform Wear	11
Uniform Accountability	12
PT Gear Wear	12
Promotions	12
Minimum Promotion Qualifications	12
Cadet Ranks	12
Promotion Ceilings by Year	12
Demotions	12
Chapter 4: Unit Wellness Programs	13
PFT score charts	13
Chapter 5: Job Descriptions	14
Group Commander (Grp/CC)	14
Vice Group Commander (Grp/CV)	14
Group Executive Officer (Grp/XO)	15
Operations Squadron Commander (OS/CC)	15
Operations Squadron Vice Commander (OS/CV)	15
Operations Squadron Superintendent (OS/SUP)	15
Feeder High School OIC, NCOIC, & Assistants	16
Color Guard Events OICs, NCOICs & Superintendents	16

Flag Detail OIC & NCOIC (Morning/Afternoon School Details)	16
Fundraising OIC & NCOIC (Panther Pit-Stop (PPS) and Mustang Munchies (MM))	16
LDR Team Commanders & Vice Commanders	16
Logistics Squadron Commander (LS/CC)	17
Logistics Squadron Vice Commander (LS/CV)	17
Superintendent (LS/SUP)	17
Awards and Decorations OIC	17
Logistics Technicians	17
Plans Squadron Commander (PS/CC)	18
Plans Squadron Vice Commander (PS/CV)	18
Plans Squadron Superintendent (PS/SUP)	18
File Management OIC & NCOIC	18
Webmaster OIC & NCOIC	18
Calendar OIC & NCOIC	18
Communications Squadron Commander (CS/CC)	19
Communications Squadron Vice Commander (CS/CV)	19
Communications Squadron Superintendent (CS/SUP)	19
Video OIC & NCOIC	19
Academic OIC & NCOIC	19
Recruiting OIC, NCOIC, & Liaisons	19
Flight Commander (Flt/CC)	20
Flight Vice Commander (Flt/CV)	20
Flight Sergeant (Flt/Sgt)	20
Element Leader (EL)	20
Flight Panther Pit-Stop or Mustang Munchies Leader & Alternate	20
Flight Physical Training Leader & Alternate (PTL/PTLA)	21
Flight Flag Detail Leader & Alternate (FDL/FDLA)	21
Flight Drill Commander & Vice Commander (FD/CC; FD/CV)	21
Flight Photographer Leader & Alternate (PHL/PHLA)	21
Chapter 6: After School Activities & Events	22
Requirements to Participate	22
Leadership Development Requirement (LDR) Teams	22
Color Guard	22
Drill Team	22
Raiders Team	22
Marksmanship	23
Drones	23
CyberPatriot	23
Joint Leadership & Academic Bowl (JLAB)	23
Flight Academy	23
Planning Committee	23
Flag Detail	23
Curriculum in Action (CIA) Trips	24
Fundraisers	24
Panther Pit-Stop (PPS) and Mustang Munchies (MM)	24
PDP Fundraiser (raisecircle.com)	24
ZAGG Certificates (Local Stores ONLY)	24
Chocolates Sales (Worlds Finest or Signature)	24
Starving Student Card (SSC) App	24
Military Ball	25
Group Staff Meetings	25
Boosters	25
Chapter 7: Awards, Decorations, Completion Certificates	26
Awards Program	26

Award Types	26
Awards Ceremony	26
Wearing of Awards	26
National Awards Criteria	26
Local and Unit Awards Criteria	27
Certificates of AFJROTC Completion	28
Chapter 8: Uniforms, Equipment, Books & Personal Appearance	29
AFJROTC Cadet Uniforms	29
Uniform Responsibilities	29
Uniform Accountability	29
Uniform Issue and Alterations	29
Uniform Return	30
Uniform Fee	30
Uniform Inspection and Grades	30
Shoulder Cords	30
Shoulder Tabs	30
Gloves	31
Ribbons & Medals	31
Male & Female Uniform Requirements & Personal Appearance	31
Physical Training (PT) Gear	31
Airman Battle Uniform (ABU) / Operational Camouflage Pattern (OCP)	31
Flight Dress Uniform (FDU) "Flight Suit"	31
Additional Uniform & Personal Appearance Comments	31

Chapter 1: History

AFJROTC History

As a cadet in the Air Force Junior Reserve Officer Training Corps (AFJROTC), you are part of a time-honored and distinguished tradition of preparing young people to be the leaders of tomorrow through a blend of education and military training. The JROTC program began in 1911 in Cheyenne, Wyoming. Army Lieutenant Edgar R. Steevers wanted to teach young men the advantages of a strong body and a clean mind, the value of self-control and restraint, and the importance of civic duties and responsibilities. Lt Steevers was assigned as an inspector-instructor of the organized military of Wyoming. While serving in this capacity he came up with the idea of a non-compulsory cadet corps in high school, aimed at making better citizens rather than soldiers. The National Defense Act of 1916 originally authorized JROTC. The AFJROTC was founded under Public Law 88-647 "The JROTC Vitalization Act of 1964" which enabled the US Armed services to offer a Junior Reserve Officer Training Corps program at secondary schools that met the selection criteria. AFJROTC actually began in 1966 with 20 units.

UT-20161 History

The Pine View AFJROTC unit UT-20161 was first conceived by USAF Retired Colonel Glenn Whicker, who was serving as the Dixie AFJROTC Senior Aerospace Science Instructor (SASI) in Saint George Utah. His program serviced High schools and Middle schools in the greater Saint George area to include Dixie, Pine View, Hurricane, Snow Canyon, Desert Hills, and Tuacahn. After 10 years as the SASI, Col. Whicker recognized the need to start another program to ease the administrative, logistical, and transportation burden of the feeder schools and provide more opportunities for leadership and participation for cadets as the Dixie program swelled to almost 300 students. With the majority of outlying cadets enrolled at Pine View High and Middle schools, it made sense to start the second Southern Utah program at Pine View High School. Due to the overwhelming support of both Washington County School District (WCSD) and Pine View High School administrators, the Pine View program was approved by congress in November of 2015. The program officially opened its doors in August of 2016 with 121 cadets from Pine View High, Pine View Middle, Hurricane High, and Hurricane Middle schools. Crimson Cliffs Middle School joined in August 2018 and Crimson Cliffs High School joined in August 2019.

Cadet Unit Commander History

- ☐ Jack Wright, Tuacahn High School, August 2016 to March 2017
- ☐ Diego Gutierrez, Pine View High School, March 2017 to December 2017
- ☐ Tyrell Languin, Pine View High School, December 2017 to April 2018
- ☐ Anthony Parra, Pine View High School, April 2019 to March 2020
- ☐ Benjamin Stock, Pine View High School, March 2020 to March 2021
- ☐ Anique Shirts, Pine View High School, March 2021 to March 2022
- ☐ Katelynn Wall, Crimson Cliffs High School, March 2022 to March 2023
- ☐ Kara Abbot, Crimson Cliffs High School, March 2023 to March 2024
- ☐ Andrew Threet, Pine View High School, March 2024 to March 2025
- ☐ Elizabeth Wall, Crimson Cliffs High School, March 2025 to Present

Booster President History

- ☐ Candice Lang, August 2016 to January 2018
- ☐ Jill Parra, January 2018 to March 2020
- ☐ Jamie Egbert, March 2020 to April 2022
- ☐ Megan Carter, April 2022 to April 2024
- ☐ Darren Chase, April 2024 to present

CIA Trip History

- ❑ 13-15 October 2016 – 31 Cadets, California via charter bus (Griffith Observatory & Knotts Berry Farm Amusement Park)
- ❑ 11-15 October 2017 – 54 Cadets, United States Air Force Academy via charter bus (toured USAFA, the USAFA Preparatory School, and attended the Air Force Academy versus UNLV football game)
- ❑ 27 November - 2 December 2018 – 55 Cadets, Hurlburt Field Florida (Air Force Special Operations Command) via air (delay due to Hurricane Michael toured AFSOC and beach)
- ❑ 12 February 2019, 87 Cadets, SkyWest Aviation Day (toured museum at SkyWest, briefing on pathway to becoming a pilot, and toured training planes and college flight programs)
- ❑ 9-14 October 2019 – 57 Cadets, Williamsburg Virginia via air (toured Jamestown, Yorktown, Air and Space Museum and Nation's Capital, Naval Academy, Navy Football game vs Southern Florida)
- ❑ 16 November 2019 – 95 Cadets, Nellis Air Show via school bus (watched Nellis Air Nation Air Show at Nellis AFB)
- ❑ 30 March - 1 April 2021 – 119 Cadets, The Other Side Academy via charter bus, (The Other Side Academy, Hill Aerospace Museum, skiing and snowboarding)
- ❑ 7-8 May 2021, 84 Cadets, Bataan Death March via charter bus (hiked 14 miles at Clear Creek Ranch, 14 cadets stayed to help camp owner clear out trees and trash)
- ❑ 15-19 September 2021, 100 Cadets, United States Air Force Academy via charter bus (White water rafting in Glenwood Springs Colorado toured USAFA, the USAFA Preparatory School, and attended the Air Force Academy versus Utah State University football game)
- ❑ 4-5 March 2022, 27 Cadets, Utah State drill meet via school bus (toured Loveland Aquarium and competed at West High School)
- ❑ 1-2 April 2022, 88 Cadets, Bataan Death March via school bus (hiked 14 miles at Clear Creek Ranch, 14 cadets stayed to help camp owner move building supplies)
- ❑ 29-30 April 2022, 127 Cadets, The Other Side Academy via charter bus (The Other Side Academy, Red Barn Academy, Lagoon)
- ❑ 5 November 2022, 122 Cadets, Nellis Air Show via school bus (watched Nellis Air Nation Air Show at Nellis AFB)
- ❑ 13-19 March 2023, 100 Cadets, Hawaii via air (Pearl Harbor, Hickam, Polynesian Cultural Center, Waimea Bay/Falls, Climb Works Zip Line, Dole Plantation)
- ❑ 28-29 April 2023, 108 Cadets, Bataan Death March via school bus (hiked 14 miles at Clear Creek Ranch)
- ❑ 15-22 October 2023, 100 Cadets, Virginia via air (toured Jamestown, Yorktown, Air and Space Museum and Nation's Capital, Tomb of the Unknown Soldier, Naval Academy, Navy Football game vs Air Force)
- ❑ 16-17 February 2024, 113 Cadets, The Other Side Academy via charter bus (toured TOSA & Red Barn)
- ❑ 1-2 March 2024, 51 Cadets, Travel to Aquarium and competed in the State Drill Meet
- ❑ 10-17 March 2025, 86 Cadets, Tampa and Orlando Florida (Visited SeaWorld, Epcot, Kennedy Space Center, Cocoa Beach, Airboat Tour, Anna Maria Island, Adventure Island, Busch Gardens, and Universal Studios)
- ❑ 5 April 2025, 67 Cadets, Nellis Air Show via school bus (watched Nellis Air Nation Air Show at Nellis AFB)
- ❑ 25-26 April 2025, 48 Cadets, Bataan Death March via school bus (hiked 14 miles at Clear Creek Ranch)
- ❑ 17-21 September 2025, 100 Cadets, United States Air Force Academy via charter bus (White water rafting in Glenwood Springs Colorado, toured USAFA, the USAFA Preparatory School, and attended the Air Force Academy versus Boise State University football game)

Chapter 2: Cadet Expectations & Knowledge

Expectations

- ☐ Treat all people with dignity and respect
- ☐ Use professional positive uplifting language
- ☐ Be proactive, prepared, respectful, responsible, and accountable
- ☐ Understand and adhere to the Cadet Code of Conduct
- ☐ Sign and uphold the standards in the Unit and Headquarters' Cadet Contract
- ☐ Understand and assist the unit to achieve the vision, mission, and goals
- ☐ Live the Air Force Core Values in every aspect of life
- ☐ Memorize and be able to execute the 30-command drill sequence
- ☐ Hazing, Harassment, Bullying, Abuse, or mistreatment of any kind will not be tolerated

Physical Discipline & Hazing

Any form of physical discipline and hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals. 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. 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, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

Responsibilities & Limitations

A cadet selected or assigned (formally) as a leader is authorized to take charge of and direct subordinate cadet(s) in the performance of AFJROTC leadership training and operations. A cadet in a formal leadership role will judiciously enforce AFJROTC standards at all times. However, a cadet, especially a formal cadet leader, will never demean, belittle, harass, or use harsh obscene language. Any hazing of a cadet or abuse of a cadet by an appointed cadet leader may result in immediate demotion and relief of the assigned leadership role by the SASI.

All cadets, and especially cadet formal leaders are responsible for maintaining discipline and for setting a good example at all times. When a cadet in a leadership position is absent, they will notify the next in the chain of command to take charge and explain the specific duties required. Cadets selected or assigned for positions at the group, squadron, or flight level are not relieved of responsibility even when actions are delegated to another cadet. The delegating cadet leader will always retain the stewardship and responsibility for all actions of those appointed or subordinate to them.

Cadet leaders should continue to find ways to forget themselves, be a servant leader, build teams, while lifting and helping cadets reach their full potential. Cadets will not attempt to use AFJROTC rank or position to obtain personal gain or favor. Cadets will not schedule or take part in any activity, in the capacity of AFJROTC cadets, without the approval and supervision of the AFJROTC Instructors. Such activities include but are not limited to outings, trips, athletic competitions, or practices.

Cadet leaders are expected to enforce and make corrections or suggestions for improvement across the spectrum of AFJROTC standards in a professional, respectful, dignified, and courteous manner. Cadet leadership will maintain professional, respectful, dignified, and courteous relationships with adults, instructors, cadet superiors, cadets of equal rank, and subordinates. They are also required to report major infractions of appearance and behavior standards to the SASI or ASIs. The SASI and ASI(s) will observe and evaluate the performance and effectiveness of the cadet unit leadership. A job description defining the responsibilities for each specific position will be given to each member of the cadet group staff.

Cadet Knowledge

Vision

The Best Air Force Junior ROTC Program, Graduating Cadets of Character who Exemplify Citizenship, Community Service, Self-Discipline, Responsibility, Accountability, and Become Productive Members of Society

Mission

Developing Citizens of Character

Goals

Cadet Impact

3.0 Unit Grade Point Average | 60 Unit Physical Fitness Test Average Score | 70 Unit Cadet Knowledge Test Average Score

School Impact

50% Extracurricular Participation | 50% LDR Participation | 450 Interest Cards from Presentations

Community Impact

Unit Average of 16 Community Service Hours | 90% Community Service Participation

Cadet Code of Conduct

I am an Air Force Junior ROTC cadet. I will not lie, steal or cheat nor will I tolerate those who do.

I am a member of a very special team that is only as strong as its weakest link. I will not be that weakest link.

I will take charge of my team if I am the leader, if not I will follow those appointed over me.

I will assist my team members to be as strong a member of the team as I can be. I will support and cooperate with them to the best of my ability.

I am a completely dedicated, highly educated, extremely motivated cadet that will always show respect to my leaders, as well as my peers.

I will learn to be a leader as well as a follower.

I will never say "I can't", for I know the formula for success requires both effort and persistence.

I know there is nothing I can't do with the help of my team, and nothing my team can't accomplish with help from me.

I will maintain a professional image both in uniform and out, and I will not allow my attitude to tarnish that image.

I am a representative of the United States Air Force, my school, my family and my team and I will not let them down.

Cadet Honor Code

"We will not lie, steal, or cheat nor tolerate those who do."

Air Force Song (1st Verse)

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 flames from under, off with one helluva roar!
We live in fame or go down in flame. Hey! Nothing'll stop the U.S. Air Force!

Air Force Core Values

The AFJROTC program is dedicated to the following United States Air Force Core Values, the foundation upon which a truly quality Air Force Junior ROTC unit is built. These values are: integrity first, service before self, and excellence in all we do.

INTEGRITY FIRST: A cadet is a person of integrity who is responsible, accountable, willing to exercise courage, conviction, and personal discipline in order to do what is right, for the right reason, even when no one is looking.

SERVICE BEFORE SELF: A cadet's professional duties take precedence over personal desires. Every cadet is expected to follow rules, exhibit self-control, and respect the beliefs, authority, and worth of others.

EXCELLENCE IN ALL WE DO: A cadet strives for the perfect effort to continually improve self and others in order to propel Pine View AFJROTC further and to achieve greater accomplishments and performances for themselves and their community.

Reporting Instructions

When reporting into the SASI or ASIs, a cadet will approach the door, knock once on the door firmly, and stand at attention until the SASI or ASIs address the cadet. When the SASI or ASIs address the cadet, the cadet will ask **"PERMISSION TO ENTER"**. If the SASI or ASIs grant permission then the cadet enters facing the SASI or ASIs at attention, salutes, and states, **"SIR or MA'AM, CADET (LAST NAME) REPORTS AS ORDERED,"** or the appropriate reason (to ask a question or make a statement). The SASI or ASIs will then return the salute followed by the cadet dropping their salute and the SASI or ASIs will address the cadet or allow the cadet to proceed with business. When the meeting is concluded, the cadet will ask, **"WILL THAT BE ALL SIR/MA'AM?"** The cadet salutes to terminate the session. The SASI or ASIs will return the salute, and the cadet will leave by the most direct exit.

Classroom Start-Up Procedures

Cadets will enter the classroom and proceed to place book bags in designated areas so as not to block the walkway, procure all needed materials for class, and prepare for class to be started.

1. The Flight Sergeant (Flt/Sgt) stands at parade rest near the door entrance to alert the flight of the instructor's approach into the classroom.
2. Upon approach of the instructor, the Flt/Sgt enters the classroom in front of the door at parade rest and calls, **"STAND BY"** signaling to the Flight Commander (Flt/CC) and Vice Commander (Flt/CV) to stand at the center of the classroom, facing the flight with the Flt/CV standing directly in front of the Flt/CC at the position of parade rest. All other cadets in the flight will also come to the position of parade rest behind their assigned seats.
3. Just before the instructor enters the classroom the Flt/Sgt calls the room to attention with the command, **"ROOM ATTENTION (TENCH HUT)!"** signaling for all cadets in the flight to come to the position of attention.
4. The Flt/CV does an about face, and is now facing the Flt/CC. The Flt/CV salutes the Flt/CC, and states, **"Sir or Ma'am, the flight is formed"**. The Flt/CV remains in the salute position until the Flt/CC salutes and states, **"Receive the reports"** and drops the salute. The Flt/CV then drops his or her salute.
5. The Flt/CV does an about face and does the necessary half or full left and right facing movements to face the 1st Element Leader (EL1) and states to the EL1, **"1st element, report"**.
6. EL1 salutes the Flt/CV and gives the accountability report by reporting back, **"Sir or Ma'am, all cadets present and or accounted for"** if all cadets are present in the element. If cadets are missing, the EL reports the actual number of cadets missing by reporting **"Sir or Ma'am, five (example) cadets missing, all others present and or accounted for"**.
7. The Flt/CV then returns the salute and EL1 drops his or her salute.
8. The Flt/CV continues to take the remaining elements reports as stated above until all elements have reported.
9. Upon completion of receiving all the element reports the Flt/CV faces the Flt/CC by performing an about face.
10. The Flt/CV then salutes the Flt/CC, and states "Sir or Ma'am, all cadets present and or accounted for" or if cadets are missing "Sir or Ma'am, five (example) cadets missing, all other cadets present and or accounted for".
11. The Flt/CC returns the Flt/CV's salute and performs the necessary facing movements to face and salute the instructor to give an accountability report by stating, **"Sir or Ma'am, all cadets present and or accounted for"** or if cadets are missing **"Sir or Ma'am, five (example) missing, all other cadets present and or accounted for. Aces (or whatever the flight name is) ready for instruction"**.
12. The Flt/CC drops his salute once the instructor drops his or her salute.
13. The instructor then states to the flight, **"Take your seats"**.

Customs and Courtesies

Cadets are to call the room or area to attention, out of respect, for all district leadership (e.g. Superintendent) , school administrators (e.g. Principals, Vice Principals, Etc), AFJROTC Instructors, or other visitors that would warrant the proper respect. When in doubt, call the room or area to attention. If the area or room has already been called to attention DO NOT call the area or room to attention again unless the person is of a higher rank or administrative position. The cadet who first recognizes the visitor or instructor will, in a confident, authoritative voice, state "FLIGHT, ATTENTION (TENCH HUT)" or "AREA ATTENTION (TENCH HUT)". All cadets will come to the position of attention until directed to take their seats or to carry on by the instructor or flight commander.

Cadets will use SIR or MA'AM" and "YES/NO SIR or YES/NO MA'AM," when addressing or responding to the SASI, ASI(s), and cadets of higher rank or leadership position. When in uniform, covered, and outdoors, a cadet will salute the SASI, ASI, any active-duty uniformed officer, and cadet officers of a higher rank. Cadets in the enlisted ranks do not render salutes to other cadets in the enlisted ranks. Cadets will render the salute indoors when in formation participating in ceremonies, during classroom start-up procedures, when reporting to cadet officers, or to the SASI or ASIs. The following list below provides more detailed instruction on the proper customs and courtesies for saluting:

- A salute is never given or returned while running.
- Cadets not in uniform may render the salute to show respect.
- All cadets will salute the SASI or ASI officers outdoors.
- Cadet Airmen, NCOs, SNCOs, and lower ranking officers will salute cadet officers outdoors.
- If a cadet observes the American Flag passing outdoors (as in a parade) or being raised or lowered from any flag pole, he or she will assume the position of attention, render the hand salute (if in uniform) and hold it until the flag has passed or reaches the summit or base of the staff. If the cadet is in civilian clothes, he or she will assume the position of attention (remove civilian headgear if applicable), but not salute. Indoor protocol requires the cadet to assume the position of attention but not salute (whether in or out of uniform), remove civilian headgear if applicable, and remain at attention until the ceremony is completed.

30-Command Drill Sequence

Performance of the 30-command drill sequence will be in accordance with (IAW) DAFPAM 34-1203 (Drill and Ceremonies), dated Sep 2022 and is led and performed by second year cadets.

Cadet Commander will report in after the command fall-in is given.

Example: Sir/Ma'am, unit number, is prepared for the 30-command drill sequence. Request permission to use your drill area, Sir/Ma'am!

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

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

*Per DAFPAM34-1203 the command “fall in” requires proper sizing and count off to be performed. During HQ AFJROTC visits, sizing of the flight/count off is not required and the commander may call “open ranks” immediately after the command.

Chapter 3: Unit Policy

Enrollment Eligibility

Pine View AFJROTC enrollment eligible criteria:

1. At least a 2.0 cumulative GPA.
2. No failing grades.
3. A parent or legal guardian and cadet candidate must voluntarily sign the Headquarters and Unit Cadet Contract.

Disenrollment

All cadets must meet and maintain the minimum AFJROTC standards to include: academics, personal and professional conduct, and personal appearance as determined by Headquarters and Pine View AFJROTC policy and regulations. Cadets may initiate disenrollment at any time from the AFJROTC program after coordinating with their guidance counselor and accomplishing the disenrollment checklist. Cadets who wish to disenroll can disenroll at any time but are encouraged to disenroll at the semester breaks. A cadet may be disenrolled by the SASI for any of the following reasons:

1. Failure to maintain dress and appearance standards.
2. Failure to maintain conduct standards (school or legal discipline).
3. Failure to maintain at least a 2.0 GPA with no failing grades at least three of the four academic quarters.
4. Failure to maintain no fees or debts in the program.
5. Chronic violation of the cadet code of conduct.
6. Character traits that are not consistent with AFJROTC standards.

Instructors work together with the cadets, their parents, school counselors, and administrators to resolve these issues. Disenrollment is a last resort. Typically, the decision to disenroll a cadet happens when there is a consensus from the cadet, parent, counselor, administrator, and SASI. If consensus is unsuccessful, the SASI makes the final decision to remove the cadet from the AFJROTC program.

Transfer Student

Cadets transferring to another school or district from PVHS may maintain their JROTC status at the gaining unit. All JROTC records will be transferred to the gaining unit. Cadets may maintain their cadet rank according to the gaining unit policy and procedures. A cadet's awards are transferred to the gaining unit and may be worn with the cadet uniform of the gaining unit and service.

Reserve Cadets

A cadet who cannot enroll in AFJROTC courses for extenuating circumstances but is in the AFJROTC program for the sole purpose of participating in Leadership Development Requirement (LDR) Teams after school. To qualify as a Reserve Cadet, a student will meet one of the following criteria, with SASI concurrence:

1. The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating curriculum courses.
2. The student is currently enrolled in a 4x4 scheduled unit, has completed an AFJROTC course during the first semester, but is not participating in an AFJROTC course during the second semester.
3. The student is in a Traditional scheduled school but cannot participate in the AFJROTC academic program for that particular year due to only duplicated courses being offered. The student must have been a cadet for at least one academic year prior to being considered a Reserve Cadet.
4. Reserve Cadets may participate in all AFJROTC events, activities, and LDRs. Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year.

Personal Appearance and Grooming

Cadets will meet and maintain personal appearance and grooming standards prescribed by AFI 36-2903, dress and personal appearance of the Air Force Personnel, AFJROTCI 36-2010, and AFJROTC operational supplement chapter 7 uniform and awards. Cadets will pay particular attention to haircut standards, facial hair, piercings, tattoos, jewelry, and nail polish standards. A cadet with repeated offenses may result in removal from AFJROTC.

Uniform Wear

See the cadet contract items for uniform wear

Uniform Accountability

See the cadet contract items for uniform accountability

PT Gear Wear

See the cadet contract items for PT gear wear

Promotions

Promotions are held twice every academic year in December and April. Promotions are based on the “whole person” concept and ability to maintain standards. The Fall Promotion includes the previous academic year’s 4th quarter and current 1st quarter academic year’s Objective Performance Measures (OPMs) for upperclassmen (2nd thru 4th Year Cadets). 1st Year cadets will only be assessed on 1st Quarter OPMs. The Spring Promotion includes the 2nd and 3rd quarter OPMs. Cadets must meet promotion qualifications, meet dress and appearance standards, in the prescribed uniform, and arrive on time. Otherwise, the cadet will forgo getting promoted until the next promotion cycle, unless otherwise coordinated with the SASI.

Cadet rank advancement is not a guarantee. As stated above, each cadet must qualify. Accelerated rank advancement is based on objective cadet performance measures and observable potential to lead at a commensurate rank. Objective Performance Measures include academics, fitness, community service, participation in fundraising, extracurriculars, and leadership. Accelerated rank is based on promotable qualified cadets who exceed standards in areas of OPMs, and instructor observation on potential to lead others with commensurate rank.

Minimum Promotion Qualifications

1. December Promotion: cGPA ≥ 2.0 for Q4 & Q1 (Only Q1 for 1st Year cadets); April Promotion: cGPA > 3.0 for Q2 & Q3
2. No failing grades on the two academic quarters that affect promotions
3. Score at least a 60 on the PFT (April promotion only)
4. 90% Attendance (does not include excused absences or tardies)
5. Score at least a 70 on the cadet knowledge test (April promotion only)
6. Community Service Hours ≥ 12 for 1st Years and ≥ 16 for 1st thru 4th Years
7. No AFJROTC outstanding fees or debts
8. No school or legal disciplinary actions
9. On time, in the prescribed uniform, with the proper dress, appearance, and grooming standards

Cadet Ranks

All Cadets Enrolled in AFJROTC start as a C/E1, Cadet Airman Basic. The 14 Promotable Ranks E = Enlisted; O = Officer	
C/E2 – Airman (C/Amn)	C/E9 – Chief Master Sergeant (C/CMSgt)
C/E3 – Airman First Class (C/A1C)	C/O1 – Second Lieutenant (C/2Lt)
C/E4 – Senior Airman (C/SrA)	C/O2 – First Lieutenant (C/1Lt)
C/E5 – Staff Sergeant (C/SSgt)	C/O3 – Captain (C/Capt)
C/E6 – Technical Sergeant (C/TSgt)	C/O4 – Major (C/Maj)
C/E7 – Master Sergeant (C/MSgt)	C/O5 – Lieutenant Colonel (C/Lt Col)
C/E8 – Senior Master Sergeant (C/SMSgt)	C/O6 – Colonel (C/Col)

Promotion Ceilings by Year

First Year: C/E6; Second Year: C/O1; Third Year: C/O6; Fourth Year: C/O6

Demotions

Cadets who do not meet standards or program expectations may receive a demotion in rank. Demotions are considered based on the continuum of the cadet’s experience, time in the corps, level of responsibility, group staff positions, or advance rank. For a cadet that has been given additional responsibility, much is expected. Cadets with increased experience due to time in unit or level of responsibility and or rank advancement that fail to be beyond reproach with less than exemplary behavior and fail to uphold standards will likely not maintain or continue rank advancement.

Chapter 4: Unit Wellness Programs

Prior to starting any fitness training program or participating in the Physical Fitness Test (PFT) all cadets must turn in a completed signed copy of the Headquarters and Pine View AFJROTC parent consent form. The PFT is conducted once a quarter and is logged in WINGS. Physical Training (PT) is conducted every Thursday. Cadets incorporate team sports which are led by the Flight PT leaders. Because of the sparse nature of PT days, cadets are encouraged to train for the PFT on their own. All cadets are issued local unit PT gear. Cadets may also earn or purchase the winter PT joggers and hoodie.

PFT score charts

See current PFT Activity chart for breakout scores

Chapter 5: Job Descriptions

Officers in charge (OIC) listed below will delegate assigned duties and responsibilities to cadet non-commissioned officers in charge (NCOIC) as needed/required and ensure they are properly trained.

All cadets in the Management Class must have an active WINGS account to accomplish the Cadet in Charge duties for events.

Group Commander (Grp/CC)

The senior cadet officer is responsible for the fulfillment of the unit vision, mission, goals, objectives, and operations upon assuming command. The primary duties include:

- ☐ Provides clear actionable guidance to accomplish the AFJROTC unit mission and realization of the vision.
- ☐ Oversees the personal appearance, discipline, training, and conduct of the cadet unit.
- ☐ Oversees the planning, organizing, coordinating, and execution of group activities.
- ☐ Ensures accountability for all group resources.
- ☐ Conducts interviews and selects the cadets for group staff positions.
- ☐ Develops, loads, and records the results for the cadet corps goals and performance metrics into WINGS.
- ☐ Coordinates with the SASI and ASIs to ensure the goals of the cadet unit are met.
- ☐ Ensures cadets comply with all Air Force JROTC instructions.
- ☐ Oversees the updates to the cadet guide and unit mission brief.
- ☐ Coordinates with the SASI/ASIs on UI criteria.
- ☐ Conducts UIs for the management class.
- ☐ Presides over and conducts all group staff meetings and management classes.
- ☐ Plans, organizes, and coordinates the change of command (CoC) ceremony.
- ☐ Serves as a senior advisor to the new Grp/CC after CoC.
- ☐ Mentors one of the four squadron commanders and ensures duties are performed.
- ☐ Ensures all group & squadron personnel are trained and have an active WINGS account.
- ☐ Ensures the timely, accurate, and clear communication to group staff, instructors, and the unit.
- ☐ Reports to SASI.

Vice Group Commander (Grp/CV)

The primary assistant to the cadet Group Commander and takes command of the cadet group during the Grp/CC's absence. Other responsibilities of the Grp/CV are:

- ☐ Oversees dress and appearance and cadet conduct standards IAW Air Force and AFROTC policy.
- ☐ Ensures the unit is informed and adheres to all regulations, policies, and guidelines.
- ☐ Assists the Grp/CC with special projects and events.

- ☐ Assists with the maintenance and update of cadet guide and mission brief.
- ☐ Prepares, publishes, and distributes a monthly newsletter.
- ☐ Coordinates cadet official photos, group staff photos, or photos for major functions.
- ☐ Oversees the end of year video for the annual national awards.
- ☐ Establishes liaisons with local media outlets, local businesses, military installations, schools, the district, civic organizations, veteran organizations, and military retirees to schedule and maximize program exposure and cadet unit awareness (media coverage).
- ☐ Assists Grp/CC with UIs for the management class.
- ☐ Attends all group staff meetings, management classes, and presides in the Grp/CC's absences.
- ☐ Mentors one of the three squadron commanders and ensures duties are performed.
- ☐ Ensures all group & squadron personnel are trained and have an active WINGS account.
- ☐ Timely, accurate, and clear communication to the staff, instructors, and the unit using GroupMe.
- ☐ Reports to group Commander.

Group Executive Officer (Grp/XO)

Primary assistant to the cadet Vice Group Commander and takes command of the Cadet Group in the absence of both the Grp/CC and Grp/CV. The responsibility of the Grp/XO are as follows:

- ☐ Reports to Vice Group Commander.
- ☐ Prepares and publishes orders and directives issued by the Grp/CC.
- ☐ Publishes and distributes cadet duties among the group staff.
- ☐ Takes minutes (notes), prepares agendas, and slides for the group staff meetings.
- ☐ Facilitates the weekly group staff meetings to include review and follow-up action items.
- ☐ Manages and prepares staff meeting slides to include the historical staff meeting slides.
- ☐ Prepares status reports and briefs on unit performance measures and goals.
- ☐ Prepares Unit for Unit Evaluations and conducts the Self-Assessment Checklist.
- ☐ Maintains and updates the Cadet Guide and Mission Brief.
- ☐ Assists the Grp/CC/VC with special projects and events.
- ☐ Mentors one of the three squadron commanders and ensures duties are performed.
- ☐ Ensures Group personnel are trained and have an active WINGS account as needed.
- ☐ Provide clear, accurate, and timely communication to the staff, instructors, and the unit.
- ☐ Ensures cadet dress and appearance and drill standards are IAW AFJROTC guidance.

Operations Squadron Commander (OS/CC)

Oversees, Plans, Guides, Instructs, Assigns, and Assists all Operations for the Unit to include the following:

- ☐ Trains, delegates, and distributes Squadron duties.
- ☐ Assists the Grp/XO in conducting the Self-Assessment Checklist for Section V, VI, & VII.
- ☐ Oversees LDR ribbon awards and accurate timely entry into WINGS.
- ☐ Coordinates with Awards and Decs to prepare the ribbons, devices, and cords earned by cadets for presentation by the SASI or ASI.
- ☐ Oversees the planning, scheduling, and execution of all Color Guard Events.
- ☐ Oversees all operations, scheduling, restocking, and cleaning of the Student Stores.
- ☐ Oversees the planning, scheduling, and execution of all recruiting events.
- ☐ Ensures all recruiting events are recorded in WINGS.
- ☐ Ensures all Color Guard & Flag Detail Events are recorded in WINGS.
- ☐ Ensures all Student Store activities are recorded in WINGS.
- ☐ Ensures all Fundraising activities are recorded in WINGS.

- ☐ Attends all group staff meetings or assigns the squadron vice or superintendent in absence.
- ☐ Briefs status of all operations to Grp/CC, ASIs, and SASI at Group Staff Meetings.
- ☐ Reports on all LDR Teams and ensures all practices and competitions are entered into WINGS.
- ☐ Ensure all Squadron personnel are trained and have an active WINGS account.
- ☐ Timely, accurate, and clear communication to your staff, instructors, and the squadron.
- ☐ Reports to the Group Executive Officer.

Operations Squadron Vice Commander (OS/CV)

Reports to the Operations Squadron Commander (OS/CC). Primary assistant to the OS/CC. See duties of the OS/CC. Responsible for assigned duties prescribed by the OS/CC. Requires a WINGS account.

Operations Squadron Superintendent (OS/SUP)

Reports to the Operations Squadron Commander (OS/CC). Assists the OS/CC across the spectrum of Unit Operations. See duties of the OS/CC. Responsible for assigned duties from the OS/CC. Requires a WINGS account.

Feeder High School OIC, NCOIC, & Assistants

- ☐ Responsible for the good order and discipline of feeder school and middle school cadets.
- ☐ Ensures the standards are upheld at the feeder school locations (e.g. all-day uniform wear).
- ☐ Oversees the good order and discipline during transportation to and from the feeder schools to PVHS.
- ☐ Ensures cadets dropping complete the AFJROTC class drop checklist.
- ☐ Facilitates the retrieval of uniforms if a cadet does not follow the AFJROTC drop checklist.
- ☐ Oversees, coordinates, and facilitates events relevant to AFJROTC at respective feeder school.
- ☐ Oversees all AFJROTC operations located at the feeder school (Color Guard, School Store, Flag Detail).
- ☐ Coordinates school cleanups.
- ☐ Coordinates and oversees school communications.
- ☐ Reports to the Operations Squadron Superintendent.
- ☐ Requires a WINGS account.

Color Guard Events OICs, NCOICs & Superintendents

- ☐ Plans, schedules, and executes all High & Middle School Color Guard Events.
- ☐ Prepares Color Guard script for event announcer and provides to the Athletic Director.
- ☐ Develops the Color Guard teams and schedule with the four primary and two backups.
- ☐ Responsible for planning, scheduling and executing community Flag Detail requests.
- ☐ Ensure that all Color Guard and community Flag Detail events are recorded in WINGS.
- ☐ Ensures that assigned Color Guard Teams have superior Dress and Personal Appearance.
- ☐ Requires a WINGS account.

Flag Detail OIC & NCOIC (Morning/Afternoon School Details)

- ☐ Responsible for planning, scheduling, and executing all school Flag Detail events.
- ☐ Coordinates scheduling and recording detail completions with flight/school Flag Detail OICs.
- ☐ Ensures all Flag Detail events are recorded in WINGS quarterly by school.
- ☐ Requires a WINGS account.

Fundraising OIC & NCOIC (Panther Pit-Stop (PPS) and Mustang Munchies (MM))

- ☐ Oversees the operations, scheduling, restocking, and cleaning of the PPS/MM.
- ☐ Establishes a communication method to coordinate with Flight PPS/MM Lead and Co-Lead.
- ☐ Coordinate with the SASI to develop a Flight calendar for the lunch time PPS/MM duties.
- ☐ Develop a cadet volunteer calendar for nighttime PPS duties during winter sports.
- ☐ Ensures each Flight's PPS/MM Lead or Co-Lead display a Flight work schedule for daily PPS/MM duties.

- ☐ Ensure that cadets understand the checklist of duties upon arrival, during, and after PPS/MM service.
- ☐ Ensure the PPS/MM is cleaned each day and on the nights the PPS is open for games.
- ☐ Ensure the Frazil Machine is cleaned monthly.
- ☐ Coordinate with the Fundraising Booster in charge with schedule changes to ensure timely pizza delivery.
- ☐ Maintain an excel database of date and cadet names that work the PPS/MM.
- ☐ Enters all PPS/MM activities into WINGS on a quarterly basis using the excel database.
- ☐ Attends all group staff meetings or assigns NCOIC in absence.
- ☐ Requires a WINGS account.

LDR Team Commanders & Vice Commanders

- ☐ Responsible for leading practice, taking attendance, and planning activities or competitions.
- ☐ Reports on team practice attendance and on planned and executed activities or completions.
- ☐ Enforces team attendance requirements and documents reasons for non-attendance/tardiness.
- ☐ Recruits eligible cadets or students who meet AFJROTC academic and conduct standards.
- ☐ Educates and trains members relative to teams, objectives, procedures, and requirements.
- ☐ Leads the team in competitions or ceremonial functions as applicable.
- ☐ Ensures care and maintenance of team equipment.
- ☐ Ensures all practices, activities, events, or competitions are recorded into WINGS.
- ☐ Requires a WINGS account.

Logistics Squadron Commander (LS/CC)

- ☐ Trains, delegates, and distributes Squadron duties.
- ☐ Assists the Grp/CC in conducting the Self-Assessment Checklist for Section IV.
- ☐ Responsible for the accountability of all uniform and equipment inventory for the unit.
- ☐ Develops, maintains, and oversees the process of issuing and returning uniform.
- ☐ Establishes process control measures to safeguard all supply room and equipment inventory.
- ☐ Maintain the uniform hand receipt binder for all cadets and ensures it matches WINGS.
- ☐ Conducts timely audits to ensure the supply room inventory matches WINGS.
- ☐ Manages and ensures appropriate inventory levels for ribbons, racks, devices, cords, and ranks.
- ☐ Provides the procurement recommendation for ribbons, racks, devices, cords, and ranks to SASI or ASI
- ☐ Manages and ensures appropriate inventory levels for all uniforms and unit equipment.
- ☐ Ensures all PFT scores are recorded in WINGS.
- ☐ Provides the procurement recommendation for uniform or equipment shortages to ASI over Logistics.

- ☐ Attends all group staff meetings or assigns the squadron deputy or superintendent in absence.
- ☐ Briefs status of supply room audits to Grp/CC, ASIs, and SASI at Group Staff Meetings.
- ☐ Ensures all Squadron personnel are trained and have an active WINGS account.
- ☐ Timely, accurate, and clear communication to your staff, instructors, and the squadron.
- ☐ Reports to the Group Executive Officer.
- ☐ Requires a WINGS account.

Logistics Squadron Vice Commander (LS/CV)

Reports to the Logistics Squadron Commander (LS/CC). Primary assistant to the LS/CC. See duties for the LS/CC. Responsible for assigned duties prescribed by the LS/CC. Requires a WINGS account.

Superintendent (LS/SUP)

Reports to the Logistics Squadron Commander (LS/CC). Assists the LS/CC across the spectrum of Unit Logistics. See duties for the LS/CC. Responsible for assigned duties from the LS/CC. Requires a WINGS account.

Awards and Decorations OIC

- ☐ Manages and ensures appropriate inventory levels for ribbons, racks, devices, cords, and ranks.
- ☐ Assists in preparing ranks, ribbons, and other awards for Promotions and National Awards.
- ☐ Assists instructors in contacting POCs for National Awards.
- ☐ Assists with conducting the annual self-inspection checklist.
- ☐ Reports to the Group Executive Officer in reference to changes in device wear and presents them to the unit.
- ☐ Reports to the Logistics Squadron Commander.
- ☐ Requires a WINGS account.

Logistics Technicians

Performs duties as prescribed by the LS/CC. Responsible for in-class management of the Supply Room and facilitating our uniform issue and return process.

- ☐ Responsible for recording all cadet PFT scores and Ribbon awards into WINGS.
- ☐ Manages and ensures appropriate inventory levels for PT Gear to include the winter PT Gear.
- ☐ Maintains and audits parent permission packets and uniform hand receipts.
- ☐ Assists with conducting the annual self-inspection checklist.
- ☐ Requires a WINGS account.

Plans Squadron Commander (PS/CC)

- ☐ Trains, delegates, and distributes Squadron duties.
- ☐ Plans, organizes, coordinates, and executes all unit events unless assigned to Operations Squadron.
- ☐ Ensures all events are loaded into WINGS.
- ☐ Develops, maintains, and updates the unit calendar and website.
- ☐ Ensures all events are photo and video documented (e.g. 10 photos and 2 video)
- ☐ Oversees the file plan development, organization, and execution of loading videos & photos of events.
- ☐ Manages, assigns, tracks deadlines, and assigns scores to the cadet checklist for applicable events.
- ☐ Assigns a primary and alternate Cadet in Charge to every unit event and tracks checklist progress.
- ☐ Ensures all event requests are accomplished through the Volunteer Request Form.
- ☐ Monitors the Volunteer Request Form and coordinates with the SASI to determine event acceptance.
- ☐ Coordinates with the SASI for Instructor and Booster event assignments for all unit events.
- ☐ Attends monthly Booster Meeting or delegates to PS/CV or PS/Superintendent.
- ☐ Attends all group staff meetings or assigns the squadron deputy or superintendent in absence.
- ☐ Briefs status of event planning or execution to Grp/CC, ASIs, and SASI at Group Staff Meetings.
- ☐ Serves as a member on demotion and discipline boards.
- ☐ Ensures all Squadron personnel are trained and have an active WINGS account.
- ☐ Ensures all Squadron personnel are training and have access to the AFJROTC google drive.
- ☐ Timely, accurate, and clear communication to your staff, instructors, and the squadron.
- ☐ Reports to the Group Executive Officer.
- ☐ Requires a WINGS account.

Plans Squadron Vice Commander (PS/CV)

Reports to the Plans Squadron Commander (PS/CC). Primary assistant to the PS/CC. Responsible for assigned duties prescribed by the PS/CC. See duties of the PS/CC. Requires a WINGS account.

Plans Squadron Superintendent (PS/SUP)

Reports to the Plans Squadron Commander (PS/CC). Assists the PS/CC across the spectrum of Unit Planning Events. See duties of the PS/CC. Responsible for assigned duties from the PS/CC. Requires a WINGS account.

File Management OIC & NCOIC

- ☐ Manages the Unit Google Drive and ensures Group Staff follows the file management plan.
- ☐ Trains the Cadet Group Staff on how to follow the file management plan.
- ☐ Develops, maintains, and updates file plan as needed.
- ☐ Creates a repository file on the Unit Google Drive for all photography/videography for the cadet corps.

- Ensures Group Staff and Instructors have training and access to drop media into the repository.
- Sorts, names, organizes all media, documents, sheets, forms, etc, according to the file management plan.
- Assists the Video OIC with the production of the end of year unit video.
- Attends all group staff meetings or assigns NCOIC in absence.

Webmaster OIC & NCOIC

- Coordinates with the SASI and ASIs to remove or load new content on the website.
- Attends all group staff meetings or assigns NCOIC in absence.

Calendar OIC & NCOIC

- Organizes, manages, maintains, and updates the unit calendar.
- Enters and manages updates for all calendar events.
- Coordinates with the SASI and ASIs to remove or load new content on the calendar.
- Loads all events on the calendar.
- Receive access to maintain the Pine View AFJROTC calendar.
- Attends all group staff meetings or assigns NCOIC in absence.

Communications Squadron Commander (CS/CC)

Oversees, Plans, Guides, Instructs, Assigns, and Assists all Operations for the Unit to include the following:

- Reports to the Group Executive Officer.
- Trains, delegates, and distributes Squadron duties.
- Oversees the planning, scheduling, and execution of all recruiting events.
- Oversees the revisions, and creation of Unit Knowledge Test and Kahoot.
- Oversees the production of Bi-Weekly videos, Unit Newsletter, and manages the Unit's various media outlets.
- Requires a WINGS account.

Communications Squadron Vice Commander (CS/CV)

Reports to the Communications Squadron Commander (CS/CC). Primary assistant to the CS/CC. Responsible for assigned duties prescribed by the CS/CC. See duties of the CS/CC. Requires a WINGS account.

Communications Squadron Superintendent (CS/SUP)

Reports to the Communications Squadron Commander (CS/CC). Assists the CS/CC across the spectrum of unit public affairs, community outreach & strategic messaging. See duties of the CS/CC. Responsible for assigned duties from the CS/CC. Requires a WINGS account.

Video OIC & NCOIC

- Produces summary recap video of the month for the happenings brief and social media feeds.

- ☐ Ensures quality videos are produced for the Military Ball, National Awards, and End of Year.
- ☐ Oversees video productions for recruiting or LDR Teams.

Newsletter OIC & NCOIC

- ☐ Creates monthly newsletter for unit website and social media feeds.
- ☐ Coordinates with Webmaster.
- ☐ Coordinates with Social Media OIC.

Social Media OIC & NCOIC

- ☐ Responsible for managing, and posting the unit's Instagram Account
- ☐ Responsible for managing, and posting the unit's Facebook Account
- ☐ Responsible for managing the unit's YouTube Account
- ☐ Responsible for reaching out to local television stations, and radio outlets.
- ☐ Coordinates with the Newsletter OIC

Academic OIC & NCOIC

- ☐ In charge of managing the Kahoots, Quizlets, and any other study platforms in the unit
- ☐ Assists instructors in updating the Cadet Knowledge test
- ☐ Ensuring all resources are accurate to the cadet guide
- ☐ Attends all group staff meetings or assigns NCOIC in absence.

Recruiting OIC, NCOIC, & Liaisons

- ☐ Plans, schedules, and executes recruiting for Host and Feeder schools (middle school focus).
- ☐ Plans, schedules, and executes lunch time recruiting as needed at Host and Feeder schools.
- ☐ Schedules the class presentations with PVMS, CCMS, HMS, SGA, and GWA.
- ☐ Coordinates the transportation arrangements with Instructor over Operations
- ☐ Coordinates the lunch with the Instructor over Operations
- ☐ Develops the student excused listing for cadets recruiting
- ☐ Prepares and brings all recruiting materials
- ☐ Schedules and coordinates the cadets for recruiting trips
- ☐ Ensures cadets recruiting exceed standards and exhibit exceptional Dress & Personal Appearance
- ☐ Ensures that all recruiting events are entered into WINGS
- ☐ Requires a WINGS account.

Flight Commander (Flt/CC)

Flight or classroom jobs are rotated every academic quarter. The Flight jobs provide several cadet leadership opportunities. The instructor and the class determine the method of flight leadership selection. Over an academic year the instructor ensures that a cadet does not repeat the same Flight job if possible.

- ☐ Provides the vision, mission, and goals of the flight for the academic quarter.
- ☐ Goals should focus on academics, fitness, service, fundraising, LDRs, extracurricular, & knowledge tests.
- ☐ Oversees classroom procedures and takes accountability reports from the Flt/CV.
- ☐ Records daily attendance and weekly grades for PT participation and dress out.
- ☐ Conducts uniform inspections with the Flt/CV.
- ☐ Ensures flight members have been issued all uniform items and PT gear.
- ☐ Ensures flight members are meeting grooming, dress, and appearance standards.
- ☐ Ensures all flight leadership is trained on their respective duties.
- ☐ Ensures all duties of the PPS/MM are performed during the flight's scheduled assignment.
- ☐ Ensures PT sessions are safe and are planned in advance to schedule the venue.
- ☐ Delivers daily announcements.
- ☐ Develops a communication process to ensure reminders are sent to flight members.
- ☐ Leads by example and ensures flight members are respectful, prepared, responsible, and accountable.

Flight Vice Commander (Flt/CV)

- ☐ Trains Flt/Sgt on duties.
- ☐ Oversees the good order and discipline of the classroom.
- ☐ Conducts classroom procedures and reports accountability to the Flt/CC.
- ☐ Conducts uniform inspections with the Flt/CC.
- ☐ Takes command in the absence of the Flt/CC.
- ☐ Assists the Flt/CC with any duties assigned.
- ☐ Reports to the Flt/CC.

Flight Sergeant (Flt/Sgt)

- ☐ Trains Element Leaders on duties.
- ☐ Maintains the good order and discipline of the classroom.
- ☐ Ensures that classroom procedures are followed and holds element leaders accountable.
- ☐ Assists in conducting uniform inspections in the absence of the Flt/CC or Flt/CV.
- ☐ Assists the Flt/CC with any duties assigned.

- ☐ Reports to the Flt/CV.

Element Leader (EL)

- ☐ Maintains element personnel accountability and leads by example.
- ☐ Ensures cadets are prepared for class to include instruction, Uniform Inspections, or PT.
- ☐ Ensures element members have been issued all uniform items and PT gear.
- ☐ Ensures element members are meeting grooming, dress, and appearance standards.
- ☐ Leads by example and ensures element members are respectful, prepared, responsible, and accountable.
- ☐ Develops a communication process to ensure reminders are sent to element members.
- ☐ Reports to the Flt/Sgt.

Flight Panther Pit-Stop or Mustang Munchies Leader & Alternate

- ☐ Schedules flight members to work the Flight's assigned lunch time PPS/MM duties.
- ☐ Ensures two members of the flight cover each lunch time shift.
- ☐ Develops a communication process to ensure reminders are sent to flight members.
- ☐ Covers for flight members who do not show for scheduled shift.
- ☐ Reports to the Flt/CC.

Flight Physical Training Leader & Alternate (PTL/PTLA)

- ☐ Plans, schedules, and executes Flight physical training (PT) for the academic quarter in charge.
- ☐ Coordinates and schedules the venue and PT leader at least 48 hours in advance of Flight PT.
- ☐ Ensures a portion of the PT sessions focuses on improving cadet PFT scores.
- ☐ Ensures all cadets are properly stretched and have warmed up prior to any physical activity.
- ☐ Ensures the PT exercises or activities are safe and encourages full Flight participation.
- ☐ Ensures all PT equipment is properly put away and locked up after PT exercises.
- ☐ Leads or assigns a lead to conduct PT exercises and activities.
- ☐ Develops a communication process to ensure reminders are sent to flight members.

Flight Flag Detail Leader & Alternate (FDL/FDLA)

- ☐ Performs the Flag Detail duties for the entire academic year for days you do not attend AFJROTC class.
- ☐ Plans and schedules cadets to perform the raising and lower of the flag for their school.
- ☐ Ensures at least two or three cadets perform the flag detail for both the morning and afternoon detail
- ☐ Enters the names of the two or three cadets that performed the flag detail in the Flag Detail Log daily.
- ☐ Trains all cadets on how to properly accomplish the flag detail.

Flight Drill Commander & Vice Commander (FD/CC; FD/CV)

- ☐ Oversees and executes flight drill operations
- ☐ Instructs flight in basic drill movements and 30 command drill sequence

Flight Photographer Leader & Alternate (PHL/PHLA)

- ☐ Produces flight media content for Grp Staff use in yearbook, social media outlets, website and newsletters.
- ☐ Captures highlights of flight activities via still photos and video when appropriate.

Chapter 6: After School Activities & Events

Requirements to Participate

After school activities and teams are constantly in the “public’s eye” and thus will consist of cadets who are hardworking and have the time and desire to commit themselves to these activities. Since participation is time consuming and will include trips away from school for competitions and performances cadets must be in good standing to participate. Failure to meet these standards will result in probation for the next grading period until the minimum standards are achieved. Failure to reach these standards after the probationary period expires may result in removal from the team.

- ☐ At least an average 2.0 GPA
- ☐ No failing grades
- ☐ No AFJROTC outstanding fees or debts
- ☐ No school or legal disciplinary actions
- ☐ Maintains the minimum standards for uniform and personal appearance

Leadership Development Requirement (LDR) Teams

The SASI and/or ASIs will monitor all LDR activities and will serve as coaches or advisors. Additionally active duty military and volunteer sponsors or coaches may help monitor and teach these activities as required.

Color Guard

This elite cadet corps presents and posts the US, Air Force, and State flags at school and community functions. This LDR provides an opportunity for cadets to learn to respect and properly present national, military, and state flags. The Color Guard Event Commander of each school will be a cadet approved by the Group Staff who has normally been on the team in the past and serves on the Group Staff. The Color Guard Event Commanders plan color guard events at their respective schools, ensure each event is staffed with four primary cadets and two backups. They oversee each cadet’s progress and award distinctive uniform items which will be approved by the SASI/ASI.

Drill Team

These cadets refine their drill skills learned in the leadership laboratory and form a drill team that performs in local and area wide drill competitions and demonstrations. Participation requires an extra commitment from cadets since they will spend many hours learning the manual of arms, perfecting close-order teamwork, practicing standardized movements, developing exhibition movements, and taking care of their uniform and issued equipment. During competitions, not only is precision drill evaluated, but the uniform and personal appearance is graded as part of the competition. Drill Team Commanders will write/maintain a drill team operating instruction that includes practice times and distinctive uniform items, which will be approved by the SASI/ASI. The commanders will display the coach/instructor’s name, practice times and location, and competition schedule on the Pine View AFJROTC website.

- ☐ The Unarmed Drill Team will concentrate upon the skills of unarmed regulation and exhibition drill movements. The Unarmed Drill Team Commander is approved by the SASI/ASI to lead and train the team.
- ☐ The Armed Drill Team will concentrate upon the skills of armed regulation and exhibition drill movements. The Armed Drill Team Commander is approved by the SASI/ASI to lead and train the team.
- ☐ The Color Guard Team will concentrate upon the skills of color guard movements. The Color Guard Commander is approved by the SASI/ASI to lead and train the team.

Raiders Team

The PT Team LDR provides cadets the opportunity to extend their fitness to a higher level while improving cadet team building skills. The coach/instructor will select a commander and vice commander to lead the PT Team. The commander will determine who will compete on the varsity or junior varsity teams based on the cadet's fitness performance. The commander will display the coach/instructor's name, practice times and location, and competition schedule on the Pine View AFJROTC website.

Marksmanship

The Marksmanship LDR provides cadets the opportunity to learn discipline, self-confidence, and the ability to perform under pressure. Depending on the number of interested students, the coach/instructor will hold a tryout for students that have passed the certification and safety tests based on shooting performance. The coach/instructor determines who will compete on the varsity or junior varsity teams based on performance and team synergy. The coach/instructor will select a commander and vice commander to lead the LDR. The commander will display the coach/instructor name, practice times and location, and competition schedule on the Pine View AFJROTC website.

Drones

The Drones LDR provides cadets an environment to learn about and operate in this ever growing and career opportunity technology. The coach/instructor will ensure cadets are fully instructed on how the drone operates and certified on the safe flight procedures before a cadet becomes an operator. The coach/instructor will select a commander and vice commander to lead the LDR. The commander will display the coach/instructor's name, practice times and location, and competition schedule on the Pine View AFJROTC website.

CyberPatriot

The CyberPatriot LDR provides cadets the opportunity to learn and compete in the exciting field of cyber security. The coach/instructor will select a commander and vice commander to lead the CyberPatriot team. The coach/instructor determines who will compete on the varsity or junior varsity teams based on proficiency of the cyber security content and ability to solve scenarios. The commander will display the coach/instructor name, practice times and location, and competition schedule on the Pine View AFJROTC website.

Joint Leadership & Academic Bowl (JLAB)

The JLAB LDR provides cadets the opportunity to compete in Academic Bowls using cadet knowledge, current events, and the ACT test. The coach/instructor will select a commander and vice commander to lead the JLAB team. The commander will use objective criteria to determine who will qualify to participate in the competitions. The commander will display the coach/instructor name, practice times and location, competition schedule, and the competitive objective criteria to compete on the Pine View AFJROTC website.

Flight Academy

The Flight Academy LDR provides cadets the opportunity to prepare to take the Aviation Qualifying Test which plays a large part in the selection process for the CSAF AFJROTC Flight Academy. The coach/instructor will select a commander, vice commander, and superintendent to lead the Flight Academy Prep LDR. The commander will display the coach/instructor's name, practice times and location on the Pine View AFJROTC website.

Planning Committee

The Planning Committee LDR consists of a cadet staff member who is typically the Cadet in Charge (CIC) with at least an alternate CIC from cadet staff as well as a least one sophomore and freshman cadet not on staff. For every event that falls under the Plans Squadron there is a planning committee established to plan, organize, and execute the event. The CIC is responsible to lead the event from cradle to grave to include recording the LDR hours spent on planning and organizing as well as the community service hours, if applicable, in WINGS for all cadets that participate.

Flag Detail

The Flag Detail LDR provides cadets the opportunity to raise and lower the flag each day at their home school. The Flag Detail OIC and NCOIC train cadets how to perform the detail and then record the team names for service hour credit and LDR hours for planning and organizing the detail in WINGS.

Curriculum in Action (CIA) Trips

This is an important part of the AFJROTC curriculum. Each academic year the cadet staff will plan at least one major CIA trip and if funds allow other trips will be planned. The CIA Trips that require significant travel, lodging, and food costs are competed unless cadet prepayments are high enough to warrant the increased number of travel reservations without putting the unit funds at risk. A cadet must first meet the trip qualifications to be considered. If the number of qualified cadets exceeds the number of available CIA Trip slots, qualified cadets are selected in rank order of the competitive criteria (Instructors will publish all qualification and competitive criteria prior to trips).

REIMBURSEMENT/REFUND POLICY: To avoid financial risk to the unit, reimbursements or refunds for cancellation will NOT be honored after a certain published deadline date for reimbursement requests unless there are sufficient cadets on the alternate waiting list and the cancellation is requested prior to the published deadline date for reimbursement requests. The published deadline date for reimbursement requests represents the final date the airlines will make name changes to the manifest.

Fundraisers

The primary purpose of unit fundraising is to provide opportunities to instill selflessness, build team unity towards a common goal, and create opportunities for cadet accountability, responsibility, and leadership. If the unit embraces the primary purpose the secondary purpose of raising funding for trips, competitions, and equipment will succeed. All cadets are expected to participate in fundraising. However, fundraising participation is voluntary. The funds raised are essential to make an AFJROTC unit operational.

Panther Pit-Stop (PPS) and Mustang Munchies (MM)

The PPS and MM is a lunchtime and night-time (for school athletic competitions at Pine View) student store for lunch and event concessions. Pine View and Crimson Cliffs High School cadets, by Flight, will take turns running and managing the PPS and MM with the exception of managing the money operations. Each applicable Flight receives a grade based on scheduling, staffing, and performing the PPS/MM duties.

PDP Fundraiser (raisecircle.com)

The PDP Fundraiser has long supported JROTC programs with a platform that increases the geographical fundraising from just your local community. This fundraiser allows the cadets to provide contacts such as friends, family, or business with the opportunity to make pledges. The PDP company has both the Washington County School District's Data Privacy Agreement and the Utah State Wide Data Privacy Agreement necessary for Pine View AFJROTC to execute this fundraiser. Upon completion, PDP retains 18% of funds collected for their services (85/15 split).

ZAGG Certificates (Local Stores ONLY)

Cadets sell ZAGG certificates to raise funds. Currently on the WCSD approved fundraising listing. Upon completion, ZAGG retains 40% of funds collected (60/40 split).

Chocolates Sales (Worlds Finest or Signature)

Cadets sell boxes of chocolates to raise funds. Currently on the WCSD approved fundraising listing. Upon completion, the chocolate sales company retains 50% of funds collected (50/50 split).

Starving Student Card (SSC) App

The SSA is a local coupon card that can be used at local businesses and establishments that cadets sell to raise funds. Currently on the WCSD approved fundraising listing. Upon completion, SSA retains 50% of funds collected (50/50 split).

Military Ball

The annual Military Ball is a time-honored Air Force tradition where cadets get to display the customs and courtesies they have learned in the classroom setting. All cadets are highly encouraged to attend. Each year the cadets are required to write a three-page paper on military customs and courtesies. Cadets can attend the Military Ball in lieu of the three-page paper. The activities and events from inviting a date to all the formal attire and dining meet the curriculum objectives of the paper requirement. A cadet will be chosen to serve as the Cadet in Charge who will assemble a Military Ball Committee to plan, schedule, organize, and direct the evening's festivities.

Group Staff Meetings

Staff Meetings are conducted on Mondays at 3:20 pm unless otherwise directed by the Unit Commander or SASI (holidays or other extenuating circumstances). The purpose of the staff meetings is to foster leadership and communication skills while ensuring the status of assigned actions are reported on so events and activities are executed as planned and organized. The staff meetings provide staff leaders the opportunity to report on accountable duties to each other and the instructors. The intent is to foster a cohesive synergetic team that functions not only to plan, organize, and execute the unit mission and goals but continue to evaluate the unit's trajectory and develop the necessary guidance and direction to realize the unit's vision.

The following procedures will apply for all staff meetings:

- ☐ The Unit Commander will conduct the meeting
- ☐ The Vice Commander will oversee the meeting agenda with approval from the Unit Commander and SASI
- ☐ The Executive Officer will prepare the slide deck and will take minutes for review of action items to the SASI.
- ☐ The Squadron Commanders or an assigned squadron representative will report on the status of action items.

Boosters

To become a Pine View AFJROTC Booster the Washington County School District requires Volunteer Orientation Training and a signed Agreement. Upon completion of the District Training and Signed Agreement the volunteer then must complete a background check with fingerprints. The district sends the SASI and Booster President the cleared volunteers. Upon clearance, the Booster President and SASI can now use the approved volunteer as a Booster to assist with actives, events, or fundraisers as needed. The Boosters have a monthly meeting on the first Thursday of every month to discuss the duties of Booster leadership, training on Booster expectations, and all the planning and organizing to assist in the unit's activities and events. Boosters' efforts are typically in support of fundraisers, mentorships, career enhancement opportunities, education, and chaperones for cadet activities.

Chapter 7: Awards, Decorations, Completion Certificates

Awards Program

The Unit quarterly and annual individual and flight awards program is based on the “whole person” concept with the intent to use Objective Performance Measures (OPMs). Each quarter an Upperclassman (based on grade 10-12) and a freshman are named the Cadet of the Quarter and Year based on GPA, PFT score, Community Service Hours, Fundraising, Extracurricular Participation, LDR Participation, Leadership Performance, and Cadet Knowledge Test Score. No cadet can win the Quarterly Award more than once a year. Additionally, the quarterly and annual Flight Awards are determined using the same OPMs based on the Flight averages. Finally, the National Awards are also based on the same OPMs except for awards that have very specific criteria that deviate from the Unit’s established OPMs.

Award Types

Many distinctive awards and decorations are authorized for AFJROTC cadets in recognition of outstanding performance in academics, leadership, or for specific display of valor. All awards and decorations are recorded in WINGS except for some local or unit specific awards. Cadets are prohibited from pinning on an award not awarded or earned without the specific permission of the SASI. There are two categories of awards with accompanying medals, ribbons and/or certificates. These two categories of awards are:

National AFJROTC Awards: These awards are sponsored by various national organizations (Veterans of Foreign Wars, Air Force Sergeants Association, etc). Presented to the cadets by the appropriate representative or the SASI.

Local or Unit AFJROTC Awards: Local awards are authorized by AFJROTC with criteria developed in whole or in part by the SASI. Unit awards are specific just to Pine View AFJROTC. These awards are presented to cadets selected by the SASI/ASI.

Awards Ceremony

The presentation of awards will be accompanied by appropriate ceremonies. Recipient’s families and appropriate dignitaries will be invited to attend the ceremony.

Wearing of Awards

Medals and ribbons will be worn in the sequence shown on the ribbon chart. Medals and ribbons **will not** be worn together. Ribbons will be centered immediately above the left breast pocket, with no more than three (3) ribbons per row. The following is a description of the awards and decorations attainable by Pine View High School AFJROTC Cadets. A quick reference table can be referenced at the end of the list below.

National Awards Criteria

See Chapter 7.7: Uniform and Awards for National Awards 1 through 28 Criteria

Local and Unit Awards Criteria

For all awards and ribbon criteria see Chapter 7.7: Uniform and Awards, Operational Supplement. Below is a listing of awards and ribbons that have specific unit criteria:

	Resiliency Ribbon – COVID-19; SASI discretion for resiliency to life events
	Patriotic Flag Ribbon – complete at least 10 flag details
	Bataan Death March Memorial Ribbon – complete 14-mile Bataan Death March hike
	Longevity Ribbon – complete a full year of AFJROTC with no letter “F” grades
	Dress & Appearance Ribbon – average uniform inspection score is 90% or higher
	Attendance Ribbon – missed class 3 or less times including excused absences/tardies
	Activities Ribbon – 70% attendance for Flight Academy; 4 Hours or 2 Events for Planning Committee
	Recruiting Ribbon – recruit 2 new cadets or selected for 8th grade presentations
	Health & Wellness Ribbon – PFT Score $\geq$ 50, stars devices for 75% and up
	Service Ribbon – At least 20 hours of community service
	Good Conduct Ribbon – no discipline issues/no letter “F” grades, GPA $\geq$ 2.0
	Unmanned Aircraft Systems (Drones) Ribbon – 70% attendance complete season
	Raiders Team (PT) Ribbon – 70% attendance complete season 1 competition
	CyberPatriot Ribbon – 70% attendance complete season 1 competition
	JLAB Ribbon – 70% attendance complete season 1 competition
	Marksmanship Team Ribbon – 70% attendance complete season 1 competition
	Saber Team Ribbon – 70% attendance complete season 3 events
	Color Guard Ribbon – 70% attendance complete season 10 events
	Drill Team Ribbon – 70% attendance complete season 3 competition
	LDR Leadership Ribbon – CC, CV, or Sup 70% attendance complete season
	Special Teams Placement Ribbon – place 1st, 2nd, or 3rd at LDR competition
	Cadet Leadership Course (CLC) Ribbon - successfully complete summer camp
	Academic Ribbon – School GPA $\geq$ 3.0 and AFJROTC GPA = 4.0
	Achievement Ribbon – full leadership point all 4 (Q1-3 for 1st-Yr) academic quarters
	Superior Performance – top 10% for the academic year based on OPM
	Leadership Ribbon - full leadership point all 4 (Q1-3 for 1st-Yr) academic quarters
	Outstanding Cadet Ribbon – top 1-Yr; 2-Yr; 3-Yr, or 4-Yr based on OPM
	Top Performer – top 2% based on OPM at the time of Unit Assessment
	Outstanding Flight Ribbon – best flight of the year based on flight OPM

As of 9 Aug 2025

Certificates of AFJROTC Completion

Presented to a cadet in good standing who has successfully completed at least two years of AFJROTC. These certificates are very important documents and are not awarded automatically based solely on academic grades. Total performance and conduct is considered and it is possible to successfully complete the AFJROTC courses but not be awarded a certificate. SASI/ASI reviews the entire period of enrollment and determines if a certificate is to be issued. The Armed Services has placed trust in the SASI to certify that cadets have completed sufficient AFJROTC training that would warrant training credit that entitles a new entrant into the military the benefits described below:

Excused from one year of the General Military Course (GMC) of the college AFROTC program. Cadets must contact the Professor of Aerospace Science at the university where the cadet is enrolled to receive training credit. Normally this does not apply to cadets on scholarship.

A student that enlists in the Army, Navy, or Air Force and completes two full years or three full years of AFJROTC will earn the rank of E-2 or E-3 respectively in contrast to the rank of E-1. A student that enlists in the Marines and completes at least two full years of AFJROTC will earn the rank of E-2. A certificate of AFJROTC completion provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.

Chapter 8: Uniforms, Equipment, Books & Personal Appearance

AFJROTC Cadet Uniforms

The cadet uniform, with a few exceptions, is the same uniform worn by active-duty Air Force members. Cadets in uniform must present a neat, clean, military image and keep uniform items in good condition at all times, with badges, ribbons, insignia, and other metallic devices properly maintained. Uniform Day for UT-20161 can vary according to the training schedule but will normally be Tuesday and Wednesday, depending on the cadet's A or B-Day schedule. Cadets will wear the uniform of the day as directed by the SASI through the Cadet Group Commander. The SASI may prescribe the uniform of the day for other cadet activities. Cadets will be inspected on uniform wear and personal appearance on uniform days. Physical Training (PT) gear will normally be worn on Thursday. Only the SASI will grant exceptions to this policy. All cadets will wear the uniform the entire school day from when the first bell rings until when the final bell rings dismissing students.

Cadets will not mix uniform and civilian clothing. If they have a legitimate reason not to wear the uniform or any uniform item due to medical conditions, they must present medical documentation and receive a SASI waiver. Inability to wear the uniform for long periods of time will result in disenrollment from AFJROTC.

Cadets may not hitch hike, perform labor, engage in sport activities, or do anything that would degrade the uniform. Further, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the school, AFJROTC, and the Air Force. Conversely, proper wear, conduct, and pride reflects favorably upon the cadet and enhances the image of AFJROTC throughout the community. Thus, wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance at all times.

Uniform Responsibilities

Each cadet will ensure their uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. PLANNING AHEAD is the key. Assemble the uniform, iron shirts, and polish shoes the night before. "The uniform is at the cleaners, is too small, or is missing uniform items" are not acceptable excuses for not wearing the uniform.

Cadets are responsible, accountable, and fiscally liable for issued uniforms or equipment. Cadets are encouraged to follow the below guidelines to prevent replacement costs:

- ☐ DO NOT leave issued items unattended or in unlocked or shared lockers
- ☐ DO NOT lend issued items to other cadets
- ☐ DO NOT allow other cadets to turn in your issued accountable items
- ☐ DO NOT carry your flight cap unsecured
- ☐ DO NOT store your name tag, ribbons, or badges in a place that could damage the prongs or become lost
- ☐ TURN IN any found uniform items to an instructor or to the school office
- ☐ RETURN uniform items that become worn or otherwise unserviceable to the ASI. If unserviceable due to normal wear and tear, item will be replaced at no cost. If a uniform item does not fit, return promptly for replacement.

Uniform Accountability

When a cadet is issued a uniform, they will sign a hand receipt. Each item then becomes the responsibility of the cadet. If the item is lost, willfully or negligently destroyed beyond normal wear and tear, the cadet must pay for the item(s) at current replacement cost.

Uniform Issue and Alterations

Cadets will be issued one complete clean uniform with all accessories and insignia including nametag. Initial clothing issue alterations for uniforms will be paid for by UT-20161. Cadets will pay for additional alterations and dry clean/laundry uniforms during the school year. Light blue shirts should be laundered weekly and pressed with a clean, neat, and unwrinkled condition.

Uniform Return

Cadets will return all items issued except for shoes and socks or pay for them at the end of the school year or upon disenrollment during the school year. Pants, Coats, Jackets, Covers and Ties/Tie Tabs must be dry cleaned – not laundered in a washing machine. Accountable uniform items not returned will result in replacement cost debt placed on the cadet's school student account. **CERTIFICATES OF COMPLETION OF MILITARY TRAINING AND COURSE GRADES WILL NOT BE RELEASED UNTIL ALL AFJROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR IN FULL.**

Uniform Fee

There is no uniform fee. However, each cadet will be responsible for dry cleaning and additional alteration costs beyond the initial clothing issue alternations covered by UT-20161. Cadets must return accountable uniform items at the end of the year or when withdrawing from the program.

Uniform Inspection and Grades

Wearing the uniform properly is an essential part of AFJROTC training and is part of the overall course grade for AFJROTC. Personal grooming is part of proper uniform wear. **Any failure to wear the uniform when directed to do so will result in a grade of "zero".** Cadets are required to wear their uniforms **ALL DAY** at school; if the uniform is not worn properly outside the classroom (e.g., in another class, on the bus, or walking to school), he/she will receive a zero for the uniform inspection – regardless of how well it was worn during inspection. If any cadet fails to wear their uniform regularly in an acceptable manner, they will be referred to the ASI or SASI for grade determination. If any cadet fails to wear their uniform 2 weeks in a row, the cadet will be referred to the SASI for counseling and the parent/guardian will be notified. If the cadet fails to comply on the 3rd week, the cadet will be referred to an Administrator for removal from JROTC with a failing grade. Missing 3 uniform inspections in a quarter will result in an automatic failing grade. If a cadet misses a uniform inspection day, he/she must make up the inspection in the same week unless he/she misses an entire week of school.

On PT days cadets must wear their Pine View AFJROTC shirt and shorts and/or hoodie and sweats to receive the maximum grade of 100 points. A failure to wear a Pine View AFJROTC top and bottom will result in a grade of 0 points.

Shoulder Cords

Shoulder Cords are authorized for wear by cadets. The cords signify positions of leadership on the cadet staff or LDR teams. Cadets will not wear shoulder cords unless they are in good standing and continue to function and participate in the leadership role. Below are the shoulder cord designations for each leadership position:

- ☐ Group Commander - Maroon and Silver
- ☐ Group Vice Commander – Maroon and Gold
- ☐ Group Executive Officer – Maroon and Gold
- ☐ Squadron Commanders – Maroon
- ☐ Color Guard Commanders – Black and White
- ☐ Drill Team Commanders – Black and Red

- ☐ Marksmanship Commander – Black and Orange
- ☐ Drones Commander – Black and Teal
- ☐ PT Team Commander – Black and Yellow
- ☐ Cyber Patriot Commander – Black and Dark Blue
- ☐ JLAB Commander – Black and Pink
- ☐ Flight Commander - Blue and White
- ☐ Qualified Color Guard Members – White (Command a minimum of 5 color guard events)

Shoulder Tabs

Cadets are authorized to wear only one tab on the uniform. Listed below are the criteria for cadets to earn the following shoulder tabs as determined by the SASI:

- ☐ Color Guard – 70% Attendance plus 5 Color Guard Events (This includes backups)
- ☐ JLAB – 70% Attendance in JLAB
- ☐ Cyber Patriot – 70% Attendance in Cyber Patriot
- ☐ Air Rifle – 70% Attendance in Marksmanship
- ☐ PT Team – 70% Attendance in PT Team
- ☐ Drill – 70% Attendance in Drill
- ☐ Drones – Must complete FAA's UAS Certification
- ☐ Staff – A member of Group Staff

Gloves

The only color of gloves worn by the color guard will be plain white.

Ribbons & Medals

All authorized ribbons will be worn. Ensure they do not become frayed or worn. Medals and ribbons **will not** be worn together. SASI will authorize the wear of regular sized medals on the service dress or semi-formal dress uniform for special occasions such as dining outs and the military ball.

Male & Female Uniform Requirements & Personal Appearance

Please refer to **DAFI 36-2903**, *Dress and Personnel Appearance of Department of the Air Force Personnel*, for detailed instruction on how to wear the Air Force Uniform combinations.

UT-20161 has three blue uniform combinations; Service Dress (Class A), Service Uniform (Class B) and Service Uniform (Class C). Class A requires a Service Dress Coat and tie. Class B requires a blue shirt (short or long-sleeve) and tie. Class C requires a short sleeve blue shirt without a tie (with top button undone). Corfam, patent leather or high gloss pumps are authorized for Color Guard or Drill Team members ONLY.

Physical Training (PT) Gear

Consists of a Pine View AFJROTC shirt and shorts. Cadets can also wear a Pine View AFJROTC hoodie and sweatpants (Winter PT Gear) purchased at their own expense or earned through fundraising.

Airman Battle Uniform (ABU) / Operational Camouflage Pattern (OCP)

ABUs/OCPs must have the appropriate AFJROTC patches and name tags. A Tan shirt or PT shirt must be worn as an undershirt. Sage Green or coyote brown boots for ABUs and ONLY coyote brown boots for OCP must be worn.

Flight Dress Uniform (FDU) “Flight Suit”

FDU (Flight Suit) wear is authorized as an additional cadet uniform. FDUs must have the appropriate US Flag, AFJROTC Command, AFJROTC or Unit, and Name Patches. A Tan Shirt or PT Shirt must be worn as an Undershirt. Sage Green or Coyote Brown Boots must be worn. FDUs are only authorized for Wednesday UIs or when otherwise directed by the SASI. FDUs are earned by either:

- ☐ Passing the FAA Part 107 Knowledge Test and are active members on the Drones Team.
- ☐ Enrolling in Pilot Ground School. Continuous wear is authorized after passing the written test.
- ☐ Completing the FAA's Private Pilot Practical Test.
- ☐ Earning a Private Pilot's Certificate and/or successfully completing the CSAF AFJROTC Flight Academy program.

Additional Uniform & Personal Appearance Comments

Replace buttons promptly and trim loose strings and frayed seams on the uniform. Wash the blue shirt at home on a regular basis and dry clean the uniform as needed.

Use of any tobacco product, chewing gum, and wearing personal listening devices are prohibited while in uniform. Ear buds/headsets may be used during travel on public transportation and during PT if authorized by the SASI/ASI.