AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORP (AFJROTC)
CADET HANDBOOK MD-803

PREPARING TOMORROW’S LEADERS
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Chapter 1

MISSION, GOALS, AND OBJECTIVES

The mission of Air Force Junior Reserve Officer Training Corps (AFJROTC) is to “build better citizens for America”. The goal of the program is to instill in high school cadets the values of: citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

Cadets are provided the climate, opportunity, and motivation to experience success in academic studies and in their development as leaders. Cadets will learn about the aerospace environment and how the technology of aerospace science affects them individually, or society, our nation, and our way of life. Cadets will be introduced to career opportunities offered in civilian and military aerospace industries and activities. They will learn about our armed services and the need for self and group discipline. Cadets will learn about and master effective followership and leadership qualities and skills. They will learn about military drill, customs, and courtesies and how to be poised, capable, and effective civilian and military leaders in today’s technically-oriented society.

The overall objectives of the AFJROTC program are to instill in high school cadets:

- Values and citizenship
- Service to the United States
- Personal responsibility
- Sense of accomplishment

With these objectives, the cadet will develop:

- An appreciation of the basic elements and requirements of national security
- Respect for and understanding of their need for a constituted authority in a democratic society
- Patriotism and an understanding of their personal obligation to contribute to national security
- Habits of orderliness and precision
- A high degree of personal honor, self-reliance, and leadership
- A broad-based knowledge of the aerospace age and fundamental aerospace doctrine
- Basic military skills
- A knowledge and appreciation for the traditions of the United States Air Force
- An interest in completing high school and pursuing higher educational goals
- An understanding of the Air Force and military as a possible career path
Chapter 2

AFJROTC CURRICULUM

COURSE DESCRIPTIONS/OBJECTIVES

Note: All AFJROTC classes are blends of material from an Aerospace Science (AS) component course, a Leadership Education (LE) course and the Wellness program. Elective or non-core credit classes teach AS 40% of contact time, LE 40% and Wellness 20%. Waivers to any of the above must be obtained from AFOATS/CR (or AFOATS/JR for Wellness waivers).

1. AEROSPACE SCIENCE: For organizational purposes Aerospace Science is separated from the Leadership Education component in each AFJROTC class. In practice, however, the overlap is considerable. For example, writing and speaking skills are categorized as “Leadership Hours” but can and should be incorporated into the Aerospace Science courses. Additionally, many of the Aerospace Science topics will be helpful in the Leadership education classes.

The overall objectives for academic courses are for the cadet to develop:

a. An appreciation of the basic elements and requirements for national security.
b. Respect for and an understanding of the need for constituted authority in a democratic society.
c. Patriotism and an understanding of their personal obligation to contribute toward national security.
d. Broad-base knowledge of the aerospace age and fundamental aerospace doctrine.
e. An interest in completing high school and pursuing higher educational goals or skills.
f. An understanding of the Air Force and military as a possible career path.

AS-100: A Journey into Aviation History: It is an aviation history course focusing on the development of flight throughout the centuries. It starts with ancient civilizations, then progresses through time to modern day. The emphasis is on civilian and military contributions to aviation; the development, modernization, and transformation of the Air Force; and a brief astronomical and space exploration history. It is interspersed with concise overviews of the principles of flight to include basic aeronautics, aircraft motion and control, flight power, and rockets. Throughout the course, there are readings, videos, hands-on activities, and in-text and student workbook exercises to guide in the reinforcement of the materials. The course objectives are:

a. Know the historical facts and impacts of the early attempts to fly.
b. Know the major historical contributors to the development of flight.
c. Know the contributions of the U.S. Air Force to modern aviation history.
d. Know the key events of space exploration history.

Textbook: *Aerospace Science: A Journey into Aviation History*

**AS-210: The Science of Flight:** It is a science course designed to acquaint the student with the aerospace environment, the human requirements of flight, principles of aircraft flight, and principles of navigation. The course begins with a discussion of the atmosphere and weather. After developing an understanding of the environment, how that environment affects flight is introduced. Discussions include the forces of lift, drag, thrust, and weight. Students also learn basic navigation including map reading, course plotting, and the effects of wind. The portion on the Human Requirements of Flight is a survey course on human physiology. Discussed here are the human circulatory system, the effects of acceleration and deceleration, and protective equipment. The course objectives are:

a. Know the atmosphere environment.
b. Know the basic human requirements of flight.
c. Know why Bernoulli’s principle and Newton’s Laws of Motion are applied to the theory of flight and the operating principles of reciprocating engines, jet engines, and rocket engines.
d. Know the basic elements of navigation, the four basic navigation instruments, and the current methods of navigation.

Textbook: *Aerospace Science: The Science of Flight*

**AS-310: Explorations: An Introduction to Astronomy:** explores the history or astronomy to include prehistoric astronomy, the early ideas of the heavens. The size and shape of the earth are discussed as well as the distance and size of the Sun and Moon. Other topics such as astronomy in the renaissance and Isaac Newton and the Birth of Astrophysics and the growth of astrophysics are discussed. We take focus on the Earth as a planet and the Earth’s interior; the age of the Earth and Earth’s magnetic atmosphere and magnetic field. The Moon is discussed in detail including its description, its structure, and its origin and history, as well as its eclipses and tides. An in-depth study of the Solar System, the terrestrial planets and the outer planets is covered as well.

The course objectives are:

a. Know the history of astronomy.
b. Know specific characteristics about Earth.
c. Know about the Moon and Solar System.
d. Know particular characteristics about the planets.

Textbook: *Explorations: An Introduction to Astronomy*

**AS-400: Management of the Cadet Corps:** Upper class cadets manage the entire corps under AFJROTC instructor supervision. This course is an AS option and practicum for those cadets to provide hands-on experience for the opportunity to put the theories of previous leadership courses into practice. All the planning, organizing, coordinating, directing, controlling, and decision-making will be done by the cadets, under the supervision of AFJROTC instructors. They practice their communication, decision-making, personal interaction, managerial, and organizational skills. The course objectives are:

a. Apply the theories and techniques learned in previous leadership courses.
b. Know how to develop leadership and management competency through participation.
c. Apply strengthened organizational skills through active incorporation.
d. Know how to develop confidence in ability by exercising decision-making skills.
e. Apply Air Force standards, discipline, and conduct.
**AS-430: Policy and Organization**: An AS option for upper class cadet, *Policy and Organization* establishes the foundation for understanding the United States Air Force and delves into the purpose of the Department of Defense and the Air Force. The text describes the functions of the four branches of service. It discusses and describes the United States’ National Security Strategy and gives a brief history of the military. The Nixon, Ford, Carter, Reagan, Bush, Clinton, and the current George W. Bush administrations are discussed. It discusses the defense structure of the United States to include descriptions of the objectives, mission, and organization of the Army, Navy, Marines, and the Coast Guard. Also covered are the organization, mission, and operations of the United States Air Force. Lastly, the text focuses on current operational and personnel Air Force issues. The course objectives are:

a. Know the importance of the United States National Security Strategy.
b. Know the major historical milestones, military policies, structures, missions, aircraft, organization, and capabilities of each branch of the military.
d. Know current Air Force Issues.

**Textbook: Policy and Organization**

**2. LEADERSHIP EDUCATION**: Leadership Education (LE) is an integral part of each year’s instruction for AFJROTC cadets. Each year’s activities are broken into Academic and Leadership components. In practice, however, the overlap is considerable. The development of writing and speaking skills are categorized as “Leadership Hours,” yet when used to present subject matter related to what is being taught in the “academic” area, the results are two-fold. Additionally, many after-school activities provide the proving ground for newly learned leadership skills. Activities such as drill teams, model rocketry clubs, and the formal cadet corps’ operation all require officers with considerable responsibilities. To describe the leadership portion of the curriculum as being 288 hours (72 hours per year) is technically true, in practice it is highly understated. The course objectives for Leadership Education are:

a. Know the AFJROTC mission and organization, customs and courtesies, and the meaning and purpose of standards, discipline, and conduct.
b. Comprehend why the elements of effective communication skills are important to the dynamics of individual and group behavior, and a key to effective leadership.
c. Comprehend why obtaining a degree or skill after high school is important to having a civilian or military career.
d. Know the various management theories and the management process, and how values and ethics are formed for an individual and the society.

**LE-100: Citizenship, Character & Air Force Tradition**: LE-100 introduces cadets to the Air Force Junior Reserve Officer Training Corps (AFJROTC), providing a basis for progression through the rest of the AFJROTC program while instilling elements of good citizenship. As such, it should be the first LE course taken by new cadets. It contains sections on cadet and Air Force organizational structure; uniform wear; customs, courtesies, and other military traditions; health and wellness; fitness; individual self-control; and citizenship. If this course cannot be taught first to new cadets, at least the first unit in the course and the first part of Unit Four should be taught before entering other LE instruction. The course objectives are:

a. Know the importance of AFJROTC history, mission, purpose, goals, and objectives.
b. Know military traditions and the importance of maintaining a high standard of dress.
and personal appearance.
c. Know the importance of attitude, discipline, and respect, and why values and ethics are so important.
d. Know the importance of individual self-control, common courtesies and etiquette.
e. Know that an effective stress management program improves the quality of life.
f. Know why courtesies are rendered to the United States flag and the National Anthem.
g. Know why it is important to be a good democratic citizen and to be familiar with the different forms of governments.
h. Know the importance of keeping yourself well and helping others stay well.

Textbook: Leadership Education I: Citizenship, Character & Air Force Tradition

LE-200: Communication, Awareness, and Leadership: LE-200 hours stress communications skills and cadet corps activities. It is normally taught to second-year cadets, but may be taught to other grade levels also. Much information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Written reports and speeches compliment the academic materials. Cadet corps activities include holding positions of greater responsibility in the planning and execution of corps projects.

The course objectives are:
a. Apply the key factors of effective communications.
b. Know the ways in which personal awareness affects individual actions.
c. Know the key elements of building and encouraging effective teams.
d. Apply the key behaviors for becoming a credible and competent leader.

Textbook: Leadership Education II: Communication, Awareness, and Leadership

LE-300: Life Skills and Career Opportunities: This course will be helpful to students deciding which path to take after high school. Most units offer this LE component to upper class cadets, but units may teach it to lower grade level cadets. Information on how to apply for admission to college or to a vocational or technical school is included. Information on how to begin the job search is available to students who decide not to go to college or vocational school. Available also is information about financial planning and how to save, invest, and spend money wisely, as well as how not to get caught in the credit trap. Students are informed about real life issues such as understanding contracts, leases, wills, warranties, legal notices, and personal bills. Citizen responsibilities such as registering to vote, jury duty, and draft registration will be helpful to. For those students who may be moving into an apartment of their own, information is presented on apartment shopping and grocery shopping skills. There is information on how to prepare a résumé and the importance of good interviewing skills. If there are students who are interested in a career in the military, with the federal government, or an aerospace career, information is also provided for them.

The course objectives are:
a. Know specific career options to pursue.
b. Know the elements of a personal budget and financial plan.
c. Know the requirements for applying to a college or university.
d. Know the essential process for pursuing a career.

Textbook: Leadership Education III: Life Skills and Career Opportunities
The Aerospace Science Curriculum consists of four course levels. Each course level covers a single academic year. Final determination of the sequence of the Aerospace Science subjects is at the discretion of the Senior Aerospace Science Instructor.

**Leadership Education 400: Principles of Management:** *Leadership IV: Principles of Management* textbook is a guide to understanding the fundamentals of management, managing yourself, and others. This LE component is usually taught to senior cadets, but may be taught at lower levels. Emphasis is placed on allowing the student to see himself/herself as a manager. Every organization, regardless of size, faces the challenge of managing operations effectively. No matter how well a manager carries out his or her job, there are always ways of doing at least part of the task more effectively. There are four building blocks of leadership considered in this text from the military and civilian perspective. Attention to these four areas will form a strong foundation for a capability to lead others – something that can be very valuable to you for the rest of your life. The four areas are Management Techniques, Management Decisions, Management Functions, and Managing Self and Others.

The course objectives are:

a. Comprehend the importance of management.
b. Comprehend the techniques and skills involved in making management decision.
c. Comprehend the concepts and skills of problem solving, decision-making, and negotiating.
d. Comprehend the importance of managing yourself and others.

**Textbook:** *Leadership Education IV: Principles of Management*

**Drill and Ceremonies:** The Drill and Ceremonies course provides an in-depth introduction to drill and ceremonies. This is not a stand-alone course, but it is to be taught as part of the Leadership Education 40% component for each Air Force Junior ROTC class. The Drill and Ceremonies course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Though each class will follow an established lesson plan, most of the work is to be hands-on.

The course objectives are: the student will:

a. Know the importance of drill and ceremonies.
b. Know basic commands and characteristics of the command voice.
c. Apply and execute the concepts and principles of basic drill positions and movements.
d. Know when and how to salute.
e. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
f. Know the function of the group and the wing.
g. Know how groups and wings are formed.
h. Know the purpose and definition of ceremonies and parades.

**Textbook:** *AFM 36-2203: Personnel Drill and Ceremonies*

**3. WELLNESS CURRICULUM:** Wellness is an official part of the Air Force Junior ROTC program. It is an exercise program focused upon individual base line improvements with the goal of achieving a national standard as calculated with age and gender. Wellness is instrumental in developing citizens of character dedicated to serving our nation and communities. The program is provided as a tool to help you develop individualized training
programs for your cadets. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I. The course objective is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

The goals of the Wellness program are to:

a. Create an individualized training program based on national standards by age and gender.
b. Identify areas of improvements for each cadet.
c. Incorporate a physical training program to reach goals.

4. AFJROTC GRADES: A cadet’s quarter grade is an average of the accumulated scores for class assignments adjusted for merits/demerits during that grading period. Standard class assignments consist of the following:

   a. Weekly Uniform Inspections
   b. Homework
   c. Exercise (Wellness) Program
   d. Drill/Quizzes/Tests
   e. Notebook Checks
   f. Warm-Ups
   g. Special Projects/Presentations
   h. Workbook assignments
   i. Promotion Programs (participation mandatory)
   j. Pass In Review (participation mandatory)

5. GRADING PROCEDURES:

Grading factors will be adjusted according to all individualized 504 Plans, IEPs, etc. For those students requiring special attention or teaching efforts, the department instructor will attempt to accommodate these requirements to the best of their abilities within the classroom environment.

<table>
<thead>
<tr>
<th>FACTORS</th>
<th>BRIEF DESCRIPTION</th>
<th>GRADE PERCENTAGE PER QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSWORK</td>
<td>-DAILY WORK HABITS</td>
<td>40%</td>
</tr>
<tr>
<td>LEADERSHIP LAB</td>
<td>-PROPER USE OF MILITARY CUSTOMS COURTSES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- UNIFORM INSPECTION; DRILL; LEADERSHIP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- MILITARY BEARING</td>
<td></td>
</tr>
<tr>
<td>HOMEWORK; WRITTEN ASSIGNMENTS</td>
<td>- ASSIGNMENTS GIVEN (FOR COMPLETION OUTSIDE OF CLASS) FOR PRACTICE AND/OR PREPARATION FOR INSTRUCTION; WORKBOOK ASSIGNMENTS</td>
<td>20%</td>
</tr>
<tr>
<td>(ORAL AND WRITTEN)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- PHYSICAL CONDITIONING/TRAINING  
- WORKSHEETS  
- CURRENT EVENT REPORTING  
- GROUP INTERACTION  
- PREPARATION FOR CLASS  
- CLASS PARTICIPATION  
- WARM-UPS  
- PORTFOLIOS/NOTEBOOK INSPECTIONS  
- WRITTEN ASSIGNMENTS DIRECTED BY THE PROGRAM OF INSTRUCTION.

| ASSESSMENT            | ASSESSMENTS: VARIOUS IN FORMAT AND TASK TYPE TO COLLECT EVIDENCE OF LEARNING MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:  
| TESTS, QUIZZES, PROJECTS | - TESTS AND QUIZZES  
|                       | - REPORTS AND ESSAYS  
|                       | - SPECIAL PROJECTS AND PRESENTATIONS  
|                       | - PROMOTION PROGRAMS  
|                       | - PASS-IN-REVIEW  

40%

6. Grading Scale (based on Prince George’s County Grading Scale)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Required</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90% and above</td>
</tr>
<tr>
<td>B</td>
<td>89% - 80%</td>
</tr>
<tr>
<td>C</td>
<td>79% - 70%</td>
</tr>
<tr>
<td>D</td>
<td>69% - 60%</td>
</tr>
<tr>
<td>E</td>
<td>59% and below</td>
</tr>
</tbody>
</table>

7. CURRICULUM-IN-ACTION (CIA TRIPS): Cadets are provided opportunities to leave school on field trips. These trips may include visits to museums, Air Force installations, colleges, NASA, the White House, military academies, drill competitions, parades and other county schools. Other visits may be to area middle schools to recruit students for the AFJROTC Program, and community service activities such as a veteran’s home or hospital.
AFJROTC BENEFITS FOR CADETS

Enrollment in the AFJROTC Program does not subject the cadet to any military obligation. Completion of two or more years of the JROTC Program does, however, provide some tangible benefits, which are listed below:

- Cadets who complete two years of JROTC and meet the qualifications set forth by Air Education and Training Command can be selected for a four-year college scholarship if recommended by the senior AFJROTC instructor and the high school principal.

- The Senior Aerospace Science Instructor and high school principal can nominate qualified graduating cadets to the military service academies.

- Cadets who complete three or more years of the AFJROTC Program and enlist in the Armed Forces after graduation may enter the respective Service (Army, Air Force, or Navy) two pay grades higher than those who enlist with no prior high school JROTC experience; for the Marine Corps, one pay grade higher. With two years of AFJROTC, the enlistee may enter one pay grade higher than other enlistees.

- Cadets who attend a college or university Senior ROTC Program may receive credit for one year of college ROTC if they have completed three or more years of AFJROTC, and one semester of college ROTC if they have successfully completed two years of AFJROTC.
Chapter 4

ADMISSION, TRANSFER AND DISENROLLMENT OF CADETS

1. To be eligible for membership and remain enrolled in the AFJROTC Program, each cadet must be:

   - Enrolled in and attend Gwynn Park High School
   - A citizen of the United States or one who has applied for citizenship
   - At least 14 years of age upon completion of AS 1
   - Of good moral character
   - Physically fit, which means qualified for the school’s physical education program.

2. A citizen of a foreign country recognized by the United States, may be admitted as a “special student” at the discretion of the Principal. The student must present a letter from and authorized representative of their country (obtained from their Embassy) stating that there is no objection to the student receiving AFJROTC instruction.

3. Transfer students from Army, Navy, Marine, or other Air Force JROTC Programs will receive full credit for the level of JROTC they have satisfactorily completed. Their rank will be granted in accordance with Gwynn Park High School JROTC Cadet Promotion Standards.

4. Cadets who are unwilling to adhere to Air Force Standards for Dress and Appearance, for example shaving and hair cuts for males, are not suitable students for enrollment in the program.

4. The Senior Aerospace Science Instructor and the Principal may disenroll a cadet from the Aerospace Science Program. A cadet may be disenrolled for the following reasons:

   - Failure to meet acceptable course standards: Cadets with a grade below “C” or the final grade point average is below 2.00 and SASI/ASI recommends removal.
   - Failure to maintain acceptable grooming standards as specifies within the policies and guidelines established in this cadet handbook or AFJROTC Regulations. For example, failure to wear the uniform as required is cause for disenrollment.
   - Inaptitude or disciplinary reasons involving undesirable character traits, the abusive use of drugs, or failure to adhere to the discipline standards required of being an effective team member.
Students who are disenrolled from the program will require SASI approval to re-enroll in AFJROTC at Gwynn Park High School.

Chapter 5

CADET CREED
AND
CODE OF HONOR AND CONDUCT

I am an Air Force Junior ROTC Cadet
I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism.
I earn respect when I uphold the Core Values of Integrity First, Service Before Self and Excellence in All We Do.
I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself.
My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds.
I will hold others accountable for their actions as well.
I will honor those I serve with, those who have gone before me, and those who will come after me.
I am a Patriot, a leader, and a Wingman devoted to those I follow, serve, and lead.
I am an Air Force Junior ROTC Cadet.

1. GENERAL CONDUCT: AFJROTC cadets are expected to operate with a minimum of supervision and display the most outstanding citizenship qualities of any group of students at Gwynn Park High School. Disturbances, and insolent attitude, or failure to comply with uniform and appearance standards are considered to be serious breaches of discipline. A cadet who is consistently the subject of disciplinary actions displays a lack of attitude, aptitude, ability, discipline, and responsibility to become successful adults and citizens. Correct conduct will be observed at all time by all cadets to reflect credit upon themselves, their parents/guardians, their school, and the United States Air Force.

2. CLASSROOM CONDUCT: Classroom instruction will begin with the cadets standing beside their desks until the instructor gives the command “Take your seats”. Cadets will be at “parade rest” while roll is being taken. As his or her name is called, each cadet will come to a position of “attention”, respond with “Here Sir/Ma’am, then resume the “parade rest” position after the the next cadet’s name is called. Promptness is an objective of this program and will be expected to be at their desk BEFORE THE LATE
BELL RINGS. TARDINESS IS A VIOLATION OF THE GWYNN PARK HIGH SCHOOL CODE OF CONDUCT. CLASSROOM INSTRUCTION WILL BE CONDUCTED WITH ALL STUDENTS AT EASE.

a. Cadets will not slouch in their seats, put their feet on other desks, or be inattentive to instruction. Cadets will never sit on student desks.

b. Cadets will not sleep while in the classroom. A cadet who cannot stay awake may, at any time, stand at the back of the classroom at he position of “parade rest” until he can remain awake. Cadets with their heads sown on the desk at any time are considered asleep and will receive the appropriate penalty.

c. **Classroom distractions will not be permitted.** Conduct and attitude that does not meet the standards of the AFJROTC program will result in disciplinary measures or a loss of privileges, e.g. field trips, promotions, military balls. Cadets whose conduct and attitude adversely affect the class continuously will be recommended for disenrollment.

3. Because you will be wearing the official United States Air Force uniform, a few rules governing conduct and appearance must be explained. Your actions will create either a positive or negative impression. This is why, when you are in or out of your AFJROTC uniform, you must display proper conduct. **Remember first impressions are lasting impressions!**

4. When wearing the uniform, you must display the sharpest appearance possible. Even when you are not in uniform, you are being evaluated on your actions and conduct as a cadet not only by your fellow students, but also by the faculty and staff of Gwynn Park High School. To attain and keep a sharp appearance, a positive attitude about yourself and the AFJROTC program is essential.

5. Your conduct as a cadet goes far beyond the AFJROTC program. As a cadet, you are expected to set the example of good and proper behavior and appearance at all times. One cannot succeed in this program by being a super cadet in AFJROTC class and then become a troublemaker in other classes. Remember that one of the major purposes of this program is to help you develop the necessary qualities to become a successful leader.

6. To progress in the Gwynn Park High School’s AFJROTC Program, you must avoid trouble. You cannot gain respect of your subordinates and peers alike if you cannot learn to “lead by example”.

7. “Yes Sir/ No Sir” and “Yes Ma’am/ No Ma’am” are military custom responses while you are a member of the MD-803 program. Let it become a habit when addressing instructors, teachers and staff, cadet officers, noncommissioned officers, airmen, fellow students, as well as parents and other adults.

8. Fighting will not be tolerated in AFJROTC. Cadets will not initiate fights and will do everything possible to walk away from a potential fight. Fighting is not considered acceptable behavior in the military and society in general. We will handle cadets who fight in the following manner-judging each situation on its own set of circumstances:
   - Cadets who initiate a fight may be recommended to the principal for disenrollment from AFJROTC.
• Cadets who are attacked will not necessarily be disenrolled from AFJROTC. An investigation will determine the level of involvement, then the appropriate discipline, if any will be administered.

9. Cadets facing suspension for any reason will not be promoted during the next promotion cycle.

10. Consuming alcohol, drug abuse, tobacco use, horseplay, public display of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks. Such behavior could result in cadet removal from the cadet staff or AFJROTC Program.

11. Hazing is strictly forbidden. It is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm.

12. Requiring your fellow subordinate cadets to perform push-ups or any other physical activity as punishment is also forbidden. These activities may only be performed as part of a unit’s regular physical training/wellness program while under the supervision of an AFJROTC instructor.

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

14. Vulgar conduct and language are not acceptable. For such conduct, all cadets risk undermining their effectiveness as leaders.

15. Cadets are expected to wear their ID badges properly, at all times.

NOTE: The flight will be called to attention any time a principal, school administrator, Air Force officer, or special guest enters the classroom. The flight commander, flight sergeant, or the first cadet seeing these individuals should call the flight to attention.
Chapter 6

MERIT/DEMERIT SYSTEM

1. AFJROTC is an elective course. Therefore, in a sense, all cadets in our Corps have volunteered to be members of this Unit. Since it is a para-military organization, it adheres closely to the standards maintained in the active duty military. This requires cadets to maintain standards of behavior higher than those of other students in the school.

2. To help maintain these standards, a merit/demerit system has been established. The purpose of the merit system is to reward cadets for increased participation in the program and to provide a means of negating the impact of demerits. The purpose of the demerit system is to provide a means of concretely demonstrating to cadets the efforts of their oversights or deliberate negative actions and to provide a means of enforcing discipline in the Corps.

3. Merits can be earned by wearing the uniform more than the required number of times a quarter. This wear can be the result of participation in Corps co-curricular, color guard or drill team activities which take place on non-uniform days when there is no special activity. However, this can only be done with the prior approval of the cadet’s leadership instructor.

4. Demerits may be assessed for the infractions which do not meet the standards established for cadets of this unit. The specific infractions and their demerit worth is shown in figure 1. Note, the assessment for cadet officers is twice that of the assessment for cadet enlisted personnel. This is to emphasize the importance that is assigned to officer status, their responsibilities to the Corps and their need to set the example for the enlisted members of the Corps.

5. Merits and demerits may be assigned by any cadet officer, cadet sergeant, the ASI or the SASI. Merits awarded by the cadet officers and cadet sergeants, must be approved by the ASI or SASI in the same manner as recommended uniform grades. Enlisted personnel, who feel merits or demerits should be awarded or assessed, should contact their flight commander or the officer in charge of their functional area and request that the officer complete and submit the appropriate paperwork. Merits will be assessed by using the Demerit Assessment Sheet shown in figure 1. Demerits assessed during assessment during inspection will continue to be recorded on the appropriate uniform inspection form. The master merit/demerit records will be kept by the instructor who keeps the master set of uniform records.

6. The system is only as good as the individuals who operate it. Administering merits is relatively easy. If a cadet wore the uniform in a special situation, then he or she should receive credit. The amount of credit depends on how well it was worn. Those issuing demerits should disregard petty concerns and focus on important matters. They must be evenhanded and use judgement, fairness, compassion and intelligence or the System will not function properly.
DEMERIT ASSESSMENT SHEET

Violator’s Name and Rank ___________________________________________ Date __________

Flight _______ Element Leader ______________________ Flight Commander ______________

INFRACTION—Circle the appropriated assessment(s). Total the assessment(s) at the bottom of
the page.

<table>
<thead>
<tr>
<th>INFRACTION</th>
<th>Enlisted</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexcused tardiness</td>
<td>10</td>
<td>20</td>
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<tr>
<td>Unexcused failure to report</td>
<td>20</td>
<td>40</td>
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<tr>
<td>Conduct unbecoming a cadet (Honor Code Violation)</td>
<td>10*</td>
<td>20*</td>
</tr>
<tr>
<td>Lying, cheating, stealing</td>
<td>20*</td>
<td>40*</td>
</tr>
<tr>
<td>Disrespect to superiors (cadets, teachers, and school staff)</td>
<td>20</td>
<td>40*</td>
</tr>
<tr>
<td>Failure to obey a proper order</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>Undesirable attitude</td>
<td>10*</td>
<td>20*</td>
</tr>
<tr>
<td>Abuse of authority</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>Disrespect toward the United States, its flag, the school or Corp</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>Suspension</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>Neglect or poor performance of duty</td>
<td>10*</td>
<td>20*</td>
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<tr>
<td>Public use of vulgar and profane language</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Chewing gum in AFJROTC in civilian clothes</td>
<td>10</td>
<td>20</td>
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</tbody>
</table>

REVIEWED:
Instructor’s Signature ___________________________ Date ________________
Chapter 7

UNIFORM WEAR

1. The Director of AFJROTC prescribes the uniform, uniform devices and the manner of wear for all AFJROTC cadets. The Senior Aerospace Science Instructor (SASI) determines the uniform wear day and that day has been established as Wednesdays or Thursdays, based on an “A/B” day schedule. The uniform of the day prescribed by the SASI is to be worn the entire school day, not just during the class period you are enrolled in AFJROTC. Exceptions to this policy will be granted only if you have asked your SASI/ASI for guidance. Failure to wear the appropriate uniform item on the day prescribed by the SASI/ASI will result in loss of all uniform points for that week and also make the cadet ineligible to receive the uniform wear ribbon for that school year.

2. While enrolled in the AFJROTC program, cadets will comply with the personal appearance and grooming standards prescribed by the Air Force (AFI 36-2903, Dress and Personal Appearance of Air Force Personnel) and the AFJROTC Uniform and Awards Guide. The Uniform and Awards Guide (posted on the classroom bulletin board) outlines the different insignias which may be worn on your uniform and where these insignias should be placed on the AFJROTC uniform. If in doubt about proper grooming standards or placement of insignias on your uniform, consult your cadet group staff or AFJROTC instructors for guidance.

3. You are responsible for dry cleaning and laundering costs associated with the proper care of your uniform. You are required to return all uniform items, dry cleaned and laundered, when you graduate or when no longer enrolled in AFJROTC, whichever is earliest. You will be required to pay for uniform items lost or damaged beyond “fair wear and tear.”

4. Male Uniform Requirements:
   a. Service Dress Uniform -Consists of service coat, trousers, blue shirt, tie, headgear, shoes, and required accessories.
   b. Service Uniform -Same as service dress uniform EXCEPT coat is not worn and tie wear
   c. Trousers -Worn up on waist (no sagging). Bottom of trousers will rest on the front of the shoe with a slight break in the crease. Back of trousers hem will be approximately 7/8 inch longer than the front.
   d. Belt -Dark blue with silver tip. The silver tip end of the belt extends beyond the buckle to the wearer’s left with no blue fabric showing between the silver tip and the buckle. Excess belt material is cut off behind the buckle once belt is properly sized. Wear is required with trousers.
   e. Belt Buckle -Highly polished chrome finish; must not be dirty, smudged, or scratched.
   f. Shirt -Military creases are prohibited; sleeves will be creased. The shirt may be worn with or without a necktie when worn as an outer garment. When the service coat is worn, wear of the tie is required. Jewelry must not be visible at the neckline.
   g. Necktie -Tie is worn outside the shirt, never tucked inside the shirt. When
properly tied, the bottom of the tie must be within 1½ inch of the top of the belt buckle.

h. Undershirt (T-shirt) - A plain V-neck white T-shirt, without writing or graphics, will be worn under the uniform shirt. Undershirts must not be visible at the neckline.

i. Socks - Must be plain black with no design and at least calf high. Wear of socks is mandatory.

j. Footwear - Plain black, standard issue shoes. Shoes will be clean and highly polished at all times. AS-II, III, and IV cadets may purchase and wear Corfam shoes.

k. Headgear - The flight cap is worn slightly to the wearer’s right, with the vertical crease of the cap in line with the center of the forehead and 1 inch above the eyebrows. The crown is not crushed. No hair will be visible below the front of the cap. Hat insignia will be worn by cadet officers.

l. Grade Insignia - Worn on service coat, windbreaker and blue shirt by cadets in the rank of Cadet Airman and above. See Attachments 6, 8, and 9 for proper placement.

m. Name Tag - Ultramarine blue with white letters of the last name. Worn centered over right breast pocket on blue shirt, resting on but not over the pocket line. Never worn on service coat or windbreaker. First name tag is provided, replacements must be purchased. The brushed silver name tag is worn on the service coat and is centered between arm seam and lapel with bottom edge parallel to top of welt pocket.

n. Badges - The wear of authorized badges is mandatory.

o. Ribbons - The wear of all authorized ribbons is mandatory. Cadets will wear earned ribbons on their shirt and service coat. They are worn centered over left breast pocket, resting on but not over the pocket line. Ribbons will not be dirty, torn or frayed.

p. Windbreaker - Jacket must be worn zipped at least halfway. It will not be worn with civilian attire. Jacket must be removed during inspection. (Optional item).

5. Female Uniform Requirements:

a. Service Dress Uniform - Consists of service coat, slacks or skirt, blue blouse, tie tab, headgear, shoes, and required accessories.

b. Service Uniform - Same as service dress uniform EXCEPT coat is not worn and tie tab wear is optional.

c. Slacks - Worn up on the waist (not on hips). Bottom of slacks will rest on the front of the shoe with a slight break in the cease. Back of slacks hem will be approximately 7/8 inch longer than the front.

d. Skirt - Worn up on the waist (not on hips) and hemmed to fall within the area one inch above to one inch below the knee.

e. Belt Buckle - Highly polished chrome finish; must not be dirty, smudged, or scratched.

f. Belt - The silver tip end of the belt extends beyond the buckle facing to the wearer’s right with no blue fabric showing between the silver tip and the buckle. Excess belt material is cut off behind the buckle once belt is properly sized. Wear is required with slacks and skirt.

g. Blouse - Military creases are prohibited; sleeves will be creased. The blouse may be worn with or without a tie tab when worn as an outer garment. When service coat is worn tie tab is required. Undergarments and jewelry must not be visible at the neckline.

h. Under Garments - A neutral color bra and panties must be worn with all uniforms.

i. Hose - Nylons (neutral, black or dark blue) must be worn with the skirt and may be worn with slacks. Patterned hosiery or tights are prohibited. Must be full length (no knee-highs) when worn with the skirt.
j. Socks - Must be plain black at least calf high. May be worn with oxfords; will not be worn with pumps. The wear of either hose or socks is mandatory with slacks (no bare legs).
k. Footwear - Plain black, standard issue shoes. Shoes will be clean and highly polished at all times. Cadets may purchase and wear Corfam shoes.
l. Headgear - The flight cap is worn slightly to the wearer’s right, with the vertical crease of the cap in line with the center of the forehead, 1 inch above the eyebrows. Hair may be visible in front of the flight cap, however it will not touch the eyebrows. Hat insignia will be worn by cadet officers. Females may wear male flight caps.
m. Grade Insignia - Worn on service coat, windbreaker and blouse by cadets in the rank of Cadet Airman and above.
n. Name Tag - Ultramarine blue with white letters of last name. Worn on the right side of the blouse centered horizontally between the buttons and the arm seam and vertically 1 ½ inches above to 1 ½ inches below the first exposed button. Never worn on the service coat or windbreaker. First name tag is provided, replacements must be purchased. The brushed silver name tag is worn on the service coat and is centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
o. Badges - The wear of all authorized badges is mandatory.
p. Ribbons - The wear of all authorized ribbons is mandatory. On the service coat, they are worn on the left side centered on but not over the pocket welt. On the blouse, they are worn centered on the left side, parallel with the ground. Bottom of ribbons will be even with bottom of nametag. Ribbons will not be dirty, torn or frayed.
q. Windbreaker - Jacket must be worn zipped up at least halfway. It will not be worn with civilian clothing. Jacket must be removed during inspection. (Optional item)
r. Purses - If purses are carried, they must be plain black.
Inappropriate conduct while in uniform is a long-standing taboo. It is a disgrace to the uniform, and the branch of service represented. Remember, once you put the uniform on, you become part of something much larger than yourself.

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

1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)*
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 ½ inches higher or lower than the first exposed button.
16. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer’s right pocket.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
ISSUANCE OF CADET UNIFORM ITEMS

Each cadet will be issued various AFJROTC uniform items and must acknowledge receipt by completing a uniform receipt checklist. (shown below) This receipt of issue must be acknowledged by the cadet’s parents and/or guardians. Specific instructions are provided at the bottom of each checklist as to the proper cleaning and personal responsibility for safeguarding Air Force property in your possession. Cadets could be held financially responsible for damaged or lost uniform items. A student fine will be initiated and must be paid prior to graduation or transfer out of Gwynn Park High School. Additionally, certain uniform items, slacks, trousers, coat sleeves may require tailoring to ensure proper fit.
GWYNN PARK HIGH SCHOOL AFJROTC/MD-803
UNIFORM ISSUE/RETURN

Name__________________________________________Date_____________________

Instructor___________________ Flight_____ Graduation Year__________________

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<th>ITEM ISSUED</th>
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<th>QUANTITY</th>
<th>DATE ISSUED</th>
<th>INITIALS</th>
<th>DATE RETURNED</th>
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<td>Ribbon Holder</td>
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</table>

I hereby acknowledge the receipt and responsibility for all items in the quantity issued column above. I further acknowledge that upon affirming my signature hereon I agree to exercise all reasonable caution and care to ensure that these items of AIR FORCE property are cared for and not damaged due to carelessness, neglect, improper cleaning, and/or laundering methods or processes. I further agree that I will return all items listed above to the issuing agency, cleaned and pressed, upon demand or at anytime I am no longer enrolled in the AFJROTC program.

Cadet’s Signature ______________________________ Date ________________
Chapter 9

UNIFORM INSPECTION

1. Each cadet will wear his/her uniform on designated days, usually Wednesdays or Thursdays, and on special occasions as required. It is mandatory that all cadets who are in school wear their uniforms on uniform days. This is regardless of the other special occasions for which they may be wearing the uniform during the week. Any cadet not wearing the uniform without adequate prior approval will consult with the SASI/ASI.

2. Scheduled uniform inspections will be conducted in a suitable location in formation at open ranks. Whenever possible, the formation should be at least three feet from any wall or obstruction. Normally, the inspection will be conducted by the flight commander with the assistance of the flight sergeant. Unless special permission is given by the instructor, all members of the flight who should be inspected including those who are not in uniform will stand the formation for the entire time of the inspection. Those members of the flight who were inspected prior to coming to class are not required to stand in the formation. The inspection will be conducted with hats on and off. The Unit Uniform Inspection Sheet (figure 1) will be completed, dated and signed by the individuals performing the inspection. The instructor in charge of the class will check the inspection sheet, make necessary changes, initial the changes and sign the sheet indicating his/her approval. The completed sheet will be turned over to the SASI/ASI responsible for maintaining the records for the flight.

3. Make up inspections will be performed at an appropriate location outside the classroom. As with the scheduled inspections, the formation should be at least three feet from any wall or obstruction. Unless special permission is given by the instructor, all members of the flight who need to be inspected will stand the formation for the entire time of the inspection. Whenever possible the inspection will be conducted by the flight commander with the assistance of the flight sergeant.

- A make-up uniform wear should be accomplished on the first day you are in school after the scheduled uniform day you missed. If you have missed multiple consecutive uniform days because of excused absences from school, you should work out the make-up schedule with your leadership instructor.
- A make-up uniform inspection is a privilege. The privilege should not be abused. It is the responsibility of the individuals requiring a make-up inspection to ensure that they are inspected. They should bring this requirement to the attention of the flight sergeant and the instructor prior to the formal start of the class period. When a cadet is abusing the uniform make-up privilege, the leadership instructor can, after warning the cadet and granting reasonable time for corrective action, revoke the privilege. A cadet cannot have more than two uniform wears which are not make-up in a quarter or he/she will automatically fail the course for the quarter.
Figure 1: UNIFORM INSPECTION SHEET

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Flight Commander/

Instructor
Chapter 10

CADET JOB DESCRIPTIONS

1. The purpose of the job descriptions which follow is to outline the duties and responsibilities of the leadership positions contained in the UDL. The descriptions contain only the major elements of each of the positions and should be modified, as necessary, to meet specific requirements.

   a. The Special Assistant is responsible for all duties assigned to him/her by the ASI and the SASI's. He/she reports directly to the ASI and does not occupy a position within the Group. This position will normally be filled by cadets who have rotated from the position of Group Commander.

   b. The Group Commander reports to the ASI and is responsible for:

      (1) Commanding and controlling the Group using the members of the staff and subordinate commanders.

      (2) Maintaining the AFJROTC standards of the Group.

      (3) Assisting the ASI and the SASI's as necessary in the accomplishment of the AFJROTC program.

      (4) Ensuring that all members of the Unit have the opportunity to develop leadership commensurate with their individual abilities.

      (5) Identifying and establishing goals to be attained by the staff, subordinate commanders and members of the Unit.

      (6) Conducting the weekly Commander's Personal Staff meetings.

      (7) Conducting biweekly Group staff meetings.

      (8) Briefing the ASI and AASI on appropriate Corps activities.

      (9) Managing Corps activities according to Air Force directives, principles, and procedures.

      (10) Attending Prince George's County JROTC Cadet Advisory Staff meetings.
c. The Group Vice Commander reports to the Group Commander and is responsible for:

(1) Accepting, as directed, command of the Group in the absence of the Group Commander.

(2) Assigning project officers and exercising oversight over the management of all Group special projects.

(3) Acting as an ex-officio member of all Group special project committees.

(4) Training all special project officers.

(5) Assisting the Group Commander as directed.

(6) Attending and conducting where appropriate the Group Commander's Personal Staff meetings.

(7) Attending and conducting where appropriate Group staff meetings.

(8) Performing other duties as assigned.

d. The Chief of Operations reports directly to the Group Commander and is responsible for:

(1) Directing, controlling and supervising the Squadron, Drill Team, and Color Guard Commanders and their activities.

(2) Assigning duties to subordinates and evaluating their work for compliance and quality.

(3) Maintaining the appearance, discipline, efficiency, training, and conduct of the Group.

(4) Scheduling and conducting periodic before and after school uniform patrol evaluations to ensure the maintenance of uniform standards.

(5) Keeping the Group Commander informed of all activities related to his/her staff position.

(6) Conducting weekly Operations Staff Meetings.

(7) Serving as a regular member at the Commander's Personnel Staff and Group staff meetings.

(8) Performing other duties as assigned.

e. The Chief of Staff reports directly to the Group Commander and is responsible for:
(1) Directing, controlling and supervising the administrative, personnel, logistics, finance, computer services, public affairs, facilities, morale, welfare, and recreation and the historical officers and their functions.

(2) Assigning duties to subordinates and evaluating their work for compliance.

(3) Training the cadet support staff.

(4) Conducting the weekly Chief of Staff's Meetings.

(5) Keeping the Group Commander informed of all activities related to his/her staff position.

(6) Serving as a regular member at the Commander's Personnel Staff and Group staff meetings.

(7) Performing other duties as assigned.

f. The Inspector General reports directly to the Group Commander and is responsible for:

(1) Supervising the Inspector General cadet staff.

(2) Conducting monthly complaint conferences and taking appropriate action on the concerns identified.

(3) Inspecting each staff and operations function and other activities and discussing the findings of such inspections with the Group Commander and at Unit staff meetings.

(4) Preparing the Group for the annual Air Force staff visit.

(5) Training the Inspector General cadet staff.

(6) Serving as a regular member at the Commander's Personnel Staff and Group staff meetings.

(7) Performing other duties as assigned.

g. The Honor Society Commander reports to the Group Commander and is responsible for:

(1) Presiding over meetings of the Society.

(2) Developing new and innovative Society programs.

(3) Providing oversight for all Society activities.

(4) Being an honorary member of all Society committees.

(5) Ensuring that society activities do not conflict with those of the Corps.

(6) Keeping the Group Commander informed of Society activities.
(7) Serving as a regular member at the Commander's Personnel and Group Staff meetings.

(8) Performing other duties as assigned.

h. The Honor Society Vice Commander reports to the Society's Commander and is responsible for:

(1) Accepting, as directed, command of the Society in the absence of the Society's Commander.

(2) Performing as chairperson of the membership committee.

(3) Preparing and releasing public affairs notices to appropriate media organizations.

(4) Performing other duties as assigned.

i. The Honor Society Administrative Officer reports to the Society Commander and is responsible for:

(1) Recording and presenting the minutes of all meetings

(2) Taking attendance at all meetings

(3) Maintaining necessary files

(4) Handling routine correspondence.

(5) Performing other duties as assigned.

j. The Honor Society Finance Officer reports to the Society Commander and is responsible for:

(1) Overseeing all financial matters relating to the Society.

(2) Serving as chairperson of the Finance Committee.

(3) Preparing the annual Society budget.

(4) Planning and coordinating fundraising programs.

(5) Reporting on the financial condition of the organization at all appropriate meetings.

(6) Collecting the Society's semiannual dues and implementing actions to collect delinquent member accounts.

(7) Performing other duties as assigned.

k. The Command Chief Master Sergeant reports directly to the Group Commander and is responsible for:

(1) Preparing, distributing, and posting the monthly schedule for the reveille and retreat ceremonies.
(2) Ensuring that reveille and retreat ceremonies are performed properly when scheduled, weather permitting.

(3) Preparing and restoring the room for Group staff meetings.

(4) Calling the room to attention for the opening and closing the Group staff meetings.

(5) Advising the commander on matters of enlisted cadet morale.

(6) Holding periodic NCO staff and training meetings.

(7) Forming parades, commanders calls and other similar group activities.

(8) Serving as a regular member at the Commander's Personal Staff and Group staff meetings.

(9) Performing other duties as assigned.

i. The Administration Officer reports to the Chief of Staff and is responsible for:

(1) Supervising the Administration cadet staff.

(2) Authenticating, publishing, distributing, and filing publications of the Group to include special orders, regulations, policy letters, and other directives.

(3) Distributing, tracking and suspending the mail and maintaining Group files.

(4) Maintaining the Group calendar and bulletin board.

(5) Performing the duties of the Adjutant in a Pass In Review.

(6) Publishing the agenda for and keeping the minutes of Group staff meetings.

(7) Training the Administration cadet staff.

(8) Serving as a regular member at Chief of Staff and Group staff meetings.

(9) Performing other duties as assigned.

m. The Computer Services Officer reports to the Chief of Staff and is responsible for:

(1) Supervising the Computer Services personnel.

(2) Using appropriate hardware and software to support AFJROTC activities requiring support.

(3) Producing computer products from the material provided by or requested by other members of the staff.

(4) Developing and providing new computer products based on perceived need.

(5) Training the Computer Services cadet staff.
(6) Serving as a regular member at Chief of Staff and Group staff meetings.

(7) Performing other duties as assigned.

n. The Facilities Officer reports to the Chief of Staff and is responsible for:

(1) Supervising the facilities personnel.

(2) Performing a weekly inspection of all Corps assigned areas within the school for safety, good order, or cleanliness. Ensuring that corrective action is taken when deficiencies are noted.

(3) Assisting the ASI and SASI's in moving, erecting or locating additional class or storeroom equipment.

(4) Serving as facilities advisor to all project groups when required.

(5) Insuring that all special facility requirements are met at Corps activities.

(6) Training the Facilities cadet staff.

(7) Serving as a regular member at Chief of Staff and Group staff meetings.

(8) Performing other duties as assigned.

o. The Finance Officer reports to the Chief of Staff and is responsible for:

(1) Supervising the Finance cadet staff.

(2) Preparing the annual Group budget and such other budgets as may be appropriate.

(3) Planning and coordinating various Corps fundraising activities.

(4) Reporting to the staff on the financial condition of the Unit.

(5) Implementing actions to collect delinquent cadet accounts.

(6) Serving as a financial advisor to project groups anticipating the use of Corps funds.

(7) Training the Finance cadet staff.

(8) Serving as a regular member at Chief of Staff and Group staff meetings.

(9) Performing other duties as assigned.

p. The Historian reports to the Chief of Staff and is responsible for:

(1) Supervising the historical function's cadet staff.
(2) Collecting and causing to be collected historical information and data pertaining to the Group's activities.

(3) Preparing and maintaining the Group's Scrapbooks and other historical documents.

(4) Training historical cadet staff personnel.

(5) Serving as a regular member at Chief of Staff and Group meeting,

(6) Performing other duties as assigned.

q. The Logistics Officer reports to the Chief of Staff and is responsible for:

(1) Supervising the Logistics cadet staff

(2) Assisting the AASI in the receipt, issue and accounting for all items of uniform, equipment, and supplies related to the operation of the Unit.

(3) Assisting the AASI in maintaining supply records in keeping with AFROTCR 67-2.

(4) Organizing and supervising the maintenance, repairing, and cleaning of AFJROTC uniforms, supplies, and equipment.

(5) Assisting the AASI in conducting inventories as directed.

(6) Providing guidance to the cadet staff on proper supply discipline.

(7) Training the Logistics cadet staff

(8) Serving as a regular member at Chief of Staff and Group meetings.

(9) Performing other duties as assigned.

r. The Morale, Welfare, and Recreation Officer reports to the Chief of Staff and is responsible for:

(1) Supervising the MWR cadet staff.

(2) Planning and coordinating AFJROTC co-curricular activities with other school organizations and activities.

(3) Assisting the ASI/AASI's and project officers in the scheduling of cadets, obtaining approval for and arranging the transportation for field trips.

(4) Determining appropriate guest speakers for cadet activities.

(5) Developing and conducting the intramural sports program.

(6) Organizing, supporting, and obtaining food, clothing, etc. for needy cadets and other worthy individuals.

(7) Maintaining the Group library.
(8) Training the MWR cadet staff.

(9) Serving as a regular member at Chief of Staff and Group staff meetings.

(10) Performing other duties as assigned.

s. The Personnel Officer reports to the Chief of Staff and is responsible for:

(1) Supervising the Personnel cadet staff.

(2) Keeping the organizational chart current.

(3) Preparing and coordinating the draft copy of all special personnel orders, presenting the copy to the Administrative Officer for preparation and printing.

(4) Maintaining and updating cadet personnel files.

(5) Training the Personnel cadet staff.

(7) Serving as a regular member at Chief of Staff and Group staff meetings.

(8) Performing other duties as assigned.

t. The Public Affairs Officer reports to the Chief of Staff and is responsible for:

(1) Supervising the Public Affairs cadet staff.

(2) Ensuring that appropriate publicity concerning the Group and personnel within the Group is directed to each of the following.

   (a) The local area public.

   (b) The teachers and staff.

   (c) The cadets and non-AFJROTC students.

   (d) The principal, JROTC supervisor, superintendent, school board, and higher AFJROTC headquarters.

(3) Providing procedures for keeping all the above informed on a recurring basis and ensuring that all news releases are cleared by the ASI.

(4) Preparing, producing, distributing, posting, and filing the weekly Cadet Flyer.

(5) Producing publicity displays for the Group.

(6) Ensuring Group protocol activities are carried out in a correct, timely and efficient manner.

(7) Training Public Affairs cadet staff personnel.

(8) Serving as a regular member at Chief of Staff and Group staff meeting

(9) Performing other duties as assigned.
u. The Protocol Officer reports to the Public Affairs Officer and is responsible for:

(1) Obtaining escorts and hosts for guests and dignitaries.

(2) Preparing appropriate invitational and thank you letters for guests, dignitaries, and organizations.

(3) Keeping the Public Affairs officer and the Group staff informed of Protocol activities.

(4) Accepting, as directed, responsibility for the Public Affairs function in the absence of the Public Affairs officer.

(5) Serving as a regular member at Chief of Staff and Group staff meetings.

(6) Performing other duties as assigned.

v. A Deputy Chief of a function reports to the chief of that function and is responsible for:

(1) Assisting the organizational chief as directed.

(2) Accepting, as directed, command of the organization in the absence of the organizational chief.

(3) Conducting, as directed, organizational staff meetings.

(4) Serving as a regular member at all organizational and Group staff meetings.

(5) Performing other duties as assigned.

w. A Non Commissioned Officer In Charge (NCOIC) reports to the Officer In Charge (OIC) of the function to which assigned and is responsible for:

(1) Assisting the OIC with all duties assigned to that function.

(2) Serving as an alternate for the OIC at Group and other mandatory staff meetings.

(3) Performing other duties as assigned.

x. An Assistant Non Commissioned Officer In Charge reports to the NCOIC of the function to which assigned and is responsible for:

(1) Assisting the NCOIC with all duties assigned to that function.

(2) Performing other duties as assigned.

y. The Group Photographers report to the Public Affairs Officer and are responsible for:

(1) Monitoring the Group schedule for appropriate photo opportunities.
(2) Recording those events and activities which the Public Affairs Officer determines are worthwhile and taking photographs for the organizational chart.

(3) Obtaining and ensuring proper processing of film and VCR tapes.

(4) Distributing photographs and VCR tapes properly.

(5) Obtaining and maintaining Group photographic and camcorder equipment and supplies.

(6) Performing other duties as assigned,

z. A Squadron Commander reports to the Chief of Operation and is responsible for:

(1) Acting for the Chief of Operations when directed.

(2) Assisting the Chief of Operations as directed.

(3) Supervising and controlling the flight commanders.

(4) Assigning duties to flight commanders and evaluating their work for compliance and quality.

(5) Maintaining Squadron appearance, discipline, efficiency, training and conduct.

(6) Training Squadron flight commanders.

(6) Keeping the Chief of Operations informed of all activities related to the Squadron.

(7) Holding weekly Squadron staff meetings.

(8) Serving as a regular member at Operations and Group staff meetings.

(9) Performing other duties as assigned.

aa. A Flight Commander reports to the Squadron Commander and is responsible for:

(1) Maintaining the appearance, discipline, efficiency, and training of the flight and for the conduct of flight members during the leadership training program, in the academic classroom and other appropriate times.

(2) Acting as an advisor to the Squadron Commander on matters pertaining to the flight.

(3) Leading and directing the flight at all Group/Squadron functions.

(4) Advising the Squadron Commander of discipline problems, etc.

(5) Conducting the weekly uniform inspection and developing a recommended grade.

(6) Providing for two way communication between the members of the flight and the Squadron Commander.
(7) Serving as a regular member at Squadron and Group staff meetings,

(8) Performing other duties as assigned.

bb. The Drill Team Commander reports directly to the Chief of Operations and is responsible for:

1. Organizing, directing, and training the Unit Drill Team.
2. Developing innovative drill routines.
3. Scheduling and coordinating drill team practices.
4. Developing and implementing a schedule for drill team performances.
5. Maintaining the highest standards of team sharpness, discipline, grooming, and performance.
6. Identifying, obtaining, maintaining, dispensing, and collecting drill team unique equipment items.
7. Serving as a regular member at Operations and Group staff meetings.
8. Performing other duties as assigned.

cc. The Deputy Drill Team Commander reports directly to the Drill Team Commander and is responsible for:

1. Assisting the Drill Team Commander with all duties assigned to the Drill Team.
2. Accepting, as directed, the command of the Drill Team in the absence of the Drill Team Commander.
3. Performing other duties as assigned.

dd. The Color Guard Commander reports directly to the Chief of Operations and is responsible for:

1. Organizing, directing, and training the Group Color Guard.
2. Developing and implementing a schedule for Color Guard performances.
3. Scheduling and coordinating Color Guard practices.
4. Maintaining the highest standards of guard sharpness, discipline, grooming and performance.
5. Identifying, obtaining, maintaining, dispensing, and collecting Color Guard unique equipment items.
6. Serving as a regular member at Operations and Group staff meetings.
(7) Performing other duties as assigned.

ee. The Deputy Color Guard Commander reports directly to the Color Guard Commander and is responsible for:

(1) Assisting the Color Guard Commander with all duties assigned to the Color Guard.
(2) Accepting, as directed, command of the Color Guard in the absence of the Color Guard Commander.
(3) Taking attendance at both practices and performances and maintaining a separate log of each.
(4) Performing other duties as assigned.

ff. The First Sergeant reports to the Squadron Commander and is responsible for:

(1) Ensuring that Squadron personnel are trained for and that the reveille and retreat ceremonies are performed properly when scheduled and the weather permits.
(2) Preparing and restoring the room for the Squadron Staff meeting.
(3) Opening and closing the Squadron Staff meetings.
(4) Advising the Squadron Commander concerning enlisted cadet morale.
(5) Holding periodic NCO staff and training meetings.
(6) Forming all Squadron parades, commanders calls, and other activities related to drill and ceremonies.
(7) Serving as a regular member at Squadron staff meetings.
(8) Performing other duties as assigned.

gg. The Flight Sergeant reports to the Flight Commander and is responsible for:

(1) Serving as Flight Commander when the Flight Commander is absent.
(2) Assisting the Flight Commander as required.
(3) Forming the flight for and taking daily attendance.
(4) Preparing the flight for uniform inspections.
(5) Forming the flight for leadership training.
(6) Assisting in the training of cadets for drill and ceremonies.
(7) Supervising the flight's reveille and retreat ceremonies.
(8) Performing other duties as assigned.

hh. The Guidon Bearer reports to the flight sergeant and is responsible for:
(1) Acting as the flight sergeant in the absence of the flight sergeant,
(2) Providing the direction and cadence of march for the flight.
(3) Securing, properly using, and storing the flight guidon.
(4) Assisting in the training of cadets in drill and ceremonies.
(5) Performing other duties as assigned.

ii. The Element Leaders report to the flight sergeant and are responsible for:
   (1) Maintaining order in their element during leadership training and in the classroom.
   (2) Reporting accurately the element's daily attendance.
   (3) Assisting the Flight Commander, Flight Sergeant and Flight Guidon Bearer as directed.
   (4) Performing other duties as assigned.
Figure 1

MD-803 AFJROTC CADET GROUP
CADET PROMOTIONS AND DEMOTIONS

1. The subject of promotions is of great interest to all members of the AFJROTC Cadet Corps. The interest is proper and important since the insignia one wears is visible evidence of ones standing among fellow cadets. More importantly, this insignia is evidence of growing maturity, willingness to accept additional responsibility, and demonstrated growth of leadership capability. This is learned by working with and directing others toward attainment of desired goals. Promotions are based on two key factors: demonstrated performance and an estimate of the potential to assume greater responsibility.

2. The leadership positions within this Unit are limited by the UDL and are extremely competitive. Our promotion system is patterned after that of the active duty United States Air Force with both temporary and permanent promotions. The use of a temporary rank pattern is intended to serve as an administrative vehicle for rotation of responsibility and to avoid gross imbalances in rank structure.

3. All cadets will have a permanent rank commensurate with the number of years of AFJROTC satisfactorily completed. They will receive this permanent rank toward the end of or after the second semester of each year, providing they have made satisfactory progress that year. The retention of permanent rank is contingent upon satisfactory performance and behavior as determined by the SASI/ASI. The permanent rank for satisfactory completion of the first year is cadet airman; the second year, cadet airman first class; the third year, cadet sergeant; and the fourth year, cadet staff sergeant.

4. Cadets may also have a temporary rank based upon specific assigned position. Cadets serving in a temporary rank in a command or staff position should revert to their permanent rank upon completion of these duties unless their new position requires such rank. Exceptions can be made for graduating seniors and fourth year cadets. At the discretion of the SASI/ASI, graduating seniors may retain the highest grade to which they have been promoted, regardless of course level. Fourth year cadets may be allowed to retain the highest rank held during their fourth year.

5. Cadet ranks are not to be confused with United States Air Force ranks. The word cadet will be a part of any written reference to a specific cadet rank. Orders published to confirm promotions will be designated as, “AFJROTC Training Material”.

6. The Unit conducts two major promotions per school year: one in November/December and the other in April/May. Generally, such factors as: academic and leadership achievement, attendance, attitude, respect for authority, and self-discipline within and outside AFJROTC are considered when evaluating individuals for promotions. Cadets are usually promoted if they have maintained at least a 2.0 grade point average. They
must not have been suspended during the promotion period and have exhibited a high degree of self-discipline both in and outside of AFJROTC.

7. Demotion can and does take place in AFJROTC. If a cadet fails to maintain the criteria stated above there are two options:

   a. Retain the position at the same rank and be placed on probation for one academic quarter. If the cadet fails to achieve the criteria after the probationary period, he/she will be removed from the position and demoted to his/her permanent rank. If the cadet makes a reasonable effort and achieves the promotion criteria by the end of the probationary period, he/she will be considered for promotion to the next higher rank.

   b. Demote to permanent rank. If a cadet fails to perform satisfactorily in his/her functional specialty, enlisted or officer position, does not demonstrate leadership qualities, fails to maintain tow or more criteria of the assigned position, demonstrates a negative attitude, commits an honor code violation, etc., he/she will be immediately demoted to his/her permanent rank. In severe cases, a cadet will be demoted to airman basic regardless of permanent rank.

   

   CADET OATH OF OFFICE

   I, (state your full name), having been selected to become an officer or non-commissioned officer in the Air Force Junior Reserve Officer Training Corps, do willingly and freely accept this position of trust. Further, I do declare that:

   • I will wear the Air Force Junior ROTC uniform with pride and at such times and places as authorized or directed by my Senior Aerospace Science Instructor.
   • I will be ever mindful that my uniform represents the finest of traditions, having been established by dedicated men and women in a free society.
   • I will assure that those under my supervision do the same.
   • I will support the cadet officers appointed over me.
   • I will use good manners and judgment in dealing with others, both in and outside the cadet corps.
   • I will ensure that my personal appearance remains consistent with both AFJROTC and Air Force Policies.
   • I will strive to develop habits of orderliness, precision, self-reliance, self-discipline, and above all, Honor.
Figure 1
UNIT DETAIL LISTING (UDL)

Headquarters AFJROTC establishes the Cadet grade authorizations for an AFJROTC Unit. Each unit publishes its authorizations in a Unit Detail Listing such as this and these grade authorizations cannot be exceeded. Cadets initially assigned to command and staff positions normally will not be promoted to the highest grade authorized for these position. This will allow for promotion based on actual performance in the position. The UDL for this Group is as follows:

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<th>POSITION TITLE</th>
<th>GRADE</th>
<th>NUMBER AUTHORIZED</th>
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<td>Group Commander</td>
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</tr>
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<td></td>
<td>Honor Society Vice</td>
<td>Cadet 1 Lt</td>
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<tr>
<td></td>
<td>Commander</td>
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<td>Honor Society Administrative Officer</td>
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<td>Honor Society Finance</td>
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<td>Protocol Officer</td>
<td>Cadet Capt</td>
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<td></td>
<td>NCOIC</td>
<td>Cadet MSgt</td>
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<tr>
<td></td>
<td>Photographer</td>
<td>Cadet SSgt</td>
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<tr>
<td>Operations (DO)</td>
<td>Chief of Operations</td>
<td>Cadet Lt Col</td>
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<tr>
<td></td>
<td>Deputy Chief of Operations</td>
<td>Cadet Lt Col</td>
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<tr>
<td></td>
<td>Drill team Commander</td>
<td>Cadet Maj</td>
<td>1</td>
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<tr>
<td></td>
<td>Deputy Drill Team Commander</td>
<td>Cadet 1 Lt</td>
<td>1</td>
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<tr>
<td></td>
<td>Color Guard Commander</td>
<td>Cadet Maj</td>
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<tr>
<td></td>
<td>Deputy Color Guard Commander</td>
<td>Cadet 1 Lt</td>
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<tr>
<td>Color Guard</td>
<td>Cadet MSgt</td>
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<tr>
<td>NCOIC (Logistics)</td>
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<tr>
<td>Squadron</td>
<td>Cadet Maj</td>
<td>I***</td>
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<tr>
<td>First Sergeant</td>
<td>Cadet SMS</td>
<td>I***</td>
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</tr>
<tr>
<td>Flight</td>
<td>Cadet Capt</td>
<td>I****</td>
<td></td>
</tr>
<tr>
<td>Flight Sergeant</td>
<td>Cadet TSgt</td>
<td>I****</td>
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<tr>
<td>Guidon</td>
<td>Cadet SSgt</td>
<td>I****</td>
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</tr>
<tr>
<td>Element</td>
<td>Cadet SSgt</td>
<td>I*****</td>
<td></td>
</tr>
</tbody>
</table>

*NCOIC means non commissioned officer in charge
** ANCOIC means assistant non commissioned officer in charge
*** One per Squadron
**** One per flight
*****The number depends on the number of elements in each flight but not exceed four per flight
CADET AWARDS AND DECORATIONS

1. Each school year cadets have an opportunity to earn various AFJROTC awards and certificates. Please refer to the AFJROTC Uniform and Awards Guide for a description and eligibility criteria for each award.

2. These awards are awarded at the end of the school year during what is known as the Pass In Review Ceremony. Many of these awards are presented by retired military veterans affiliated with distinguished organizations such as Veterans of Foreign Wars, Air Force Association, American Legion, etc.

3. Pass In Review Ceremony is a mandatory formation for all cadets. Family members and friends are highly encouraged to attend. The uniform of the day is the Blue Service Uniform for all cadets.

4. Awards are documented on an awards order and entered into CIMS.

5. Order of Precedence (an * represents a new ribbon or a name change):

6. Special Awards:
   1. Gold Valor Award
   2. Silver Valor Award
   3. Cadet Humanitarian Award
   *4. Community Service with Excellence Award

7. National Awards:
   1. Air Force Association Award
   2. Daedalian Award
   3. American Legion Scholastic Award
   4. American Legion General Military Excellence Award
   5. Daughters of the American Revolution Award
   6. American Veterans Award
   7. Reserve Officers Association Award
   8. Military Order of World Wars Award
   9. Military Officers Association Award (formerly called “The Retired Officers Association Award”)
   10. Veterans of Foreign Wars Award
   11. National Sojourners Award
   12. Sons of the American Revolution Award
   13. Scottish Rite, Southern Jurisdiction Award
   14. Military Order of the Purple Heart Award
   15. Air Force Sergeants Association Award
16. Sons of Union Veterans of the Civil War Award
17. Tuskegee Airmen Incorporated Air Force Junior ROTC Cadet Award
*18. The Retired Enlisted Association Award

8. AFJROTC Awards:
   1. Outstanding Cadet Ribbon
   2. Leadership Ribbon
   3. Achievement Ribbon
   4. Superior Performance Ribbon
   5. Distinguished Unit Award
   6. Aerospace and Technology Honors Camp Ribbon (use the same ribbon as the Leadership School Ribbon and add the H device)
   7. Top Performer Award
   8. Academic Ribbon
   9. Outstanding Flight Award
  10. Leadership School Ribbon
  11. Drill Competition Ribbon
  12. Orienteering Competition Ribbon
  13. Co-curricular Activities Leadership Ribbon
  14. Drill Team Ribbon
  15. Color Guard Ribbon
  16. Saber Team Ribbon
  17. Service Ribbon
  *18. Extreme Excellence Challenge (E2C) Ribbon (formerly called the “Physical Fitness Ribbon”)
  19. Recruiting Ribbon
  20. Activities Ribbon
  21. Attendance Ribbon
  22. Good Conduct Ribbon
  23. Dress and Appearance Ribbon
  24. Longevity Ribbon

9. Civil Air Patrol (CAP) Awards:
   1. General Carl Spaatz Award
   2. General Ira C. Eaker Award
   3. Amelia Earhart Award
   4. General Billy Mitchell Award
   5. General J.F. Curry Achievement Award

10. The following chart is provided as a pictorial display of what you can achieve while enrolled in the AFJROTC Program.
AIR FORCE JUNIOR ROTC
Wear Your Ribbons Proudly & Properly

1. Air Force JROTC Valor Award (Gold)
2. Air Force JROTC Valor Award (Silver)
3. Cadet Humanitarian Award
4. Community Service with Excellence Award
5. Air Force Association Award
6. Daedalian Award
7. American Legion Scholastic Award
8. American Legion General Military Excellence Award
9. Daughters of the American Revolution Award
10. American Veterans Award
11. Reserve Officers Association Award
12. The Military Order of World Wars Medal
13. Military Officers Association Award
14. Veterans of Foreign Wars Award
15. National Sojourners Award
16. Sons of the American Revolution Award
17. Scottish Rite, Southern Jurisdiction Award
18. Military Order of the Purple Heart
19. Air Force Sergeant Association
20. Sons of Union Veterans of the Civil War
21. Tuskegee Airmen Inc. AFJROTC Cadet Award
22. The Retired Enlisted Association Award
23. The Outstanding Cadet Ribbon
24. Leadership Ribbon
25. Achievement Ribbon
26. Superior Performance Ribbon
27. Distinguished Unit Award
28. Aerospace & Technology Honors Camp Ribbon
29. Top Performer Award
30. Academic Ribbon
31. Outstanding Flight Ribbon
32. Leadership School Ribbon
33. Drill Competition Ribbon
34. Orienteering Competition Ribbon
35. Co-curricular Activities Leadership Ribbon
36. Drill Team Ribbon
37. Color Guard Ribbon
38. Sabre Team Ribbon
39. Service Ribbon
40. Extreme Excellence Challenge Ribbon
41. Recruiting Ribbon
42. Activities Ribbon
43. Attendance Ribbon
44. Good Conduct Ribbon
45. Dress & Appearance Ribbon
46. Longevity Ribbon
47. Gen Carl Spaatz Award (CAP)
48. Gen Ira C. Eaker Award (CAP)
49. Amelia Earhart Award (CAP)
50. Gen Billy Mitchell Award (CAP)
51. Gen J.F. Cunny Achievement Award (CAP)
APPENDIX A

GLOSSARY OF REFERENCES & SUPPORTING INFORMATION

References
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*
AFJROTC 36-2001, *AF Junior ROTC Operations*
AFJROTC Uniform and Awards Guide
Curriculum In Action Guide
DoDI 1205.13, *Junior Reserve Officer Training Corps Program*
*Public Law 104-208, Section 625*
Title 10, United States Code, Section 2031-2033, *Junior ROTC Program*

Abbreviations and Acronyms

AA – Area Administrator – individual who comes every 3-years to evaluate unit’s performance
AETC – Air Education and Training Command
AFB – Air Force Base
AFI – Air Force Instruction
AFJROTC – Air Force Junior Reserve Officers’ Training Corps – High school program
AFOATS – Air Force Officer Accession and Training Schools – AFJROTC Headquarters
AFOATS/CC – Commander, AFOATS
AFOATS/JR – Director of AFJROTC
APT – Awareness Presentation Team
AS – Aerospace Science
ASI – Aerospace Science Instructor
LEI – Leadership Education Instructor
ATHC – Aerospace and Technology Honors Camp
AU – Air University
AY – Academic Year
CC - Commander
CIA – Curriculum in Action is the term used to identify school sponsored activities –Field Trips.
CIMS – Cadet Information Management System
CMPF – Curriculum, Materials, Publications, and Forms Guide
DoD – Department of Defense
DUA – Distinguished Unit Award
HQ – Headquarters, located at Maxwell AFB, Alabama
KHAS – Kitty Hawk Air Society – AFJROTC Honor Society
LE – Leadership Education
NCOIC – Noncommissioned Officer in Charge
OIC – Officer in Charge
OM – Operation and Maintenance
PA – Public Affairs
PT – Physical Training
ROTC – Reserve Officer Training Corps – College program
SASI – Senior Aerospace Science Instructor
SECAF – Secretary of the Air Force
SLS – Summer Leadership School
USC – United States Code
APPENDIX B

FLIGHT DRILL EVALUATION
PART I:
OPEN RANKS INSPECTION

Drill and Ceremonies: Drill and Ceremonies is offered as a part of the Leadership Education component. Drill instruction/application is normally scheduled on Wednesdays or Thursdays. The following commands are taught in preparation of the Unit’s external visit, when LE-II must demonstrate their understanding and ability to carry out the following drill commands:

1. FLIGHT, FALL-IN (Size the flight):
   A). RIGHT, HACE
   If you are taller than the person in front of you, tap them on the shoulder and move forward.
   
   B). RIGHT, HACE
   If you are taller than the person in front of you, tap them on the shoulder and move forward.

2. ABOUT, HACE

3. OPEN RANKS, HARCH
   A). Check alignment of each element

4. READY, FRONT

5. REPORT:
   A). Salute
   B). Sir, ECHO Flight ready for inspection

6. SECOND & THIRD ELEMENTS, PARADE HEST
   A). Accompany the inspector

7. RECEIVE INSPECTION REPORT:
   A). After receiving the report, salute and state Sir, thank you Sir!
   B). Center on Flight

8. CLOSE RANKS, HARCH
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. REPORT:</td>
<td>16. FORWARD, HARCH (Given on left foot)</td>
</tr>
<tr>
<td></td>
<td>17. EYES, RIGHT (Everyone but the right column looks to the right)</td>
</tr>
<tr>
<td></td>
<td>18. READY, FRONT (Everyone looks straight ahead)</td>
</tr>
<tr>
<td></td>
<td>19. COLUMN RIGHT, HARCH (Given on right foot)</td>
</tr>
<tr>
<td></td>
<td>20. FORWARD, HARCH (Given on left foot)</td>
</tr>
<tr>
<td></td>
<td>21. CHANGE STEP, HARCH (Given on right foot)</td>
</tr>
<tr>
<td></td>
<td>22. COLUMN RIGHT, HARCH (Given on right foot)</td>
</tr>
<tr>
<td></td>
<td>23. FORWARD, HARCH (Given on left foot)</td>
</tr>
<tr>
<td></td>
<td>24. FLIGHT, HALT (Given on left foot)</td>
</tr>
<tr>
<td></td>
<td>25. LEFT, HACE</td>
</tr>
<tr>
<td></td>
<td>26. RIGHT-STEP, HARCH (Step off with right foot)</td>
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<tr>
<td></td>
<td>27. FLIGHT, HALT (Given as heels come together)</td>
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<td></td>
<td>28. LEFT STEP, HARCH (Step off with left foot)</td>
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<td></td>
<td>29. FLIGHT, HALT (Given as heels come together)</td>
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<tr>
<td></td>
<td>30. REPORT:</td>
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<tr>
<td></td>
<td>A). Salute the Officer &amp; report, “Sir, this concludes Echo Flights drill evaluation, SIR!”</td>
</tr>
<tr>
<td></td>
<td>31. FLIGHT, DISMISSED (Return to classroom)</td>
</tr>
<tr>
<td>2. PRESENT, HARMS</td>
<td></td>
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<tr>
<td>3. ORDER, HARMS</td>
<td></td>
</tr>
<tr>
<td>4. PARADE, HEST</td>
<td></td>
</tr>
<tr>
<td>5. FLIGHT, ATTN-HUT</td>
<td></td>
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<tr>
<td>6. LEFT, HACE</td>
<td></td>
</tr>
<tr>
<td>7. ABOUT, HACE</td>
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<tr>
<td>8. FORWARD, HARCH (Step off with left foot)</td>
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<tr>
<td>9. RIGHT FLANK, HARCH (Given on right foot)</td>
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<tr>
<td>10. LEFT FLANK, HARCH (Given on left foot)</td>
<td></td>
</tr>
<tr>
<td>11. COLUMN RIGHT, HARCH (Given on right foot)</td>
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<tr>
<td>12. FORWARD, HARCH (Given on left foot)</td>
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<tr>
<td>13. TO THE REAR, HARCH (Given on right foot)</td>
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<tr>
<td>14. TO THE REAR, HARCH (Given on right foot)</td>
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<tr>
<td>15. COLUMN RIGHT, HARCH (Given on right foot)</td>
<td></td>
</tr>
<tr>
<td>16. FORWARD, HARCH (Given on left foot)</td>
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<td>17. EYES, RIGHT (Everyone but the right column looks to the right)</td>
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<td>22. COLUMN RIGHT, HARCH (Given on right foot)</td>
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<td>24. FLIGHT, HALT (Given on left foot)</td>
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<td>25. LEFT, HACE</td>
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<td>26. RIGHT-STEP, HARCH (Step off with right foot)</td>
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<td>27. FLIGHT, HALT (Given as heels come together)</td>
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<td>29. FLIGHT, HALT (Given as heels come together)</td>
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<tr>
<td>30. REPORT:</td>
<td>A). Salute the Officer &amp; report, “Sir, this concludes Echo Flights drill evaluation, SIR!”</td>
</tr>
<tr>
<td>31. FLIGHT, DISMISSED (Return to classroom)</td>
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APPENDIX C

CRITERIA FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

- Membership criteria are determined by the AFJROTC instructors and posted as follows:

  a. Students desiring to participate in these activities must have a passing grade in each of their academic courses with a minimum grade point average of 2.0 and no “E”s in any class.
  b. Students will not be on the in-school suspension (ISS) or out-of-school suspension (OSS) list for an entire school quarter.
  c. Students must always comply with uniform and grooming procedures.
  d. Students must be willing to stay after school for designated practice sessions.
  e. Any infraction of school rules will result in loss of privileges of participation.

AWARENESS PRESENTATION TEAM (APT)

- APT is an academic endeavor designed to provide positive role models for elementary and middle school students. It also provides a practical application of the skills learned in the leadership education portion of the AFJROTC curriculum.

- An APT team is composed of cadets selected by the AFJROTC instructor based on their demeanor, verbal abilities, and professional appearance. The teams are responsible for selecting topics, conducting research, writing, and presenting the material. The AFJROTC instructor must coordinate the topic/content with the elementary/middle school principal.

- Team members should not be considered or advertised as experts. They should be prepared to deliver brief presentations on a topic of current interest that can include, but is not limited to, high school dropouts or drug use/abuse. All APT presentations must be cleared and approved by the high school principal, SASI, LEI, and Cadet Group/CC.

KITTY HAWK AIR SOCIETY (KHAS)

- Kitty Hawk Air Society (KHAS): KHAS is a nationally recognized AFJROTC academic honor society. The membership requirements for admission to the MD-803 chapter include a 2.8 GPA overall and a grade of “A” in AFJROTC, per semester. The purpose of this society is to promote interest in the Air Force, encourage cadets to attend college, and recognize the importance of an education. The objectives of KHAS are to develop higher academic standards, promote community service within the school and community, and to help cadets develop leadership abilities. KHAS members are presented the KHAS Badge and cord for active participation.
MODEL ROCKERY

- The Rocket Club is designed to enhance and promote awareness and knowledge of all aspects of rocketry, and the technology involved. Cadets build, launch and display various types of model rockets and study the associated aerodynamics. Cadets may attend rocket meets to compete and exchange ideas. Cadets who meet all requirements are presented the Model Rocketry Badge. Active participation results in award of the activities ribbon.

- Units will develop a training plan for cadets desiring to qualify for the Model Rocketry badge. The plan will provide for the completion of:
  
  o Operational Performance Requirements
  o Leadership Performance Requirements.

COLOR GUARDS & DRILL TEAMS,

- A group of select cadets who present and post the Colors at formal and informal events, compete in competitions, and participate in parades. This elite group helps to spread awareness of Gwynn Park AFJROTC on a national, state, and local level. The Color Guard members may be issued special uniform items including boots, ascots, berets and gloves. It is an honor to be a Color Guard member, and members may be awarded Color Guard ribbons, letters, and letter devices for participation.

- Drill Team: A formal group of select cadets that join together to polish and refine the complicated skills of military drill. The Drill Team attends local drill meets, parades, and other extra-curricular activities in order to promote esprit de corps. The Drill Team is considered the “Best of the Best” and has high expectations of its members. Drill Team members may be awarded Drill Team ribbons and cords. These activities are authorized and encouraged as they support the school and community while instilling esprit de corps.