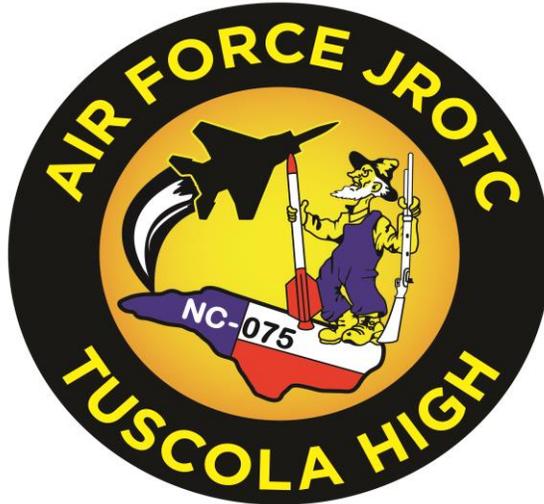


CADET NAME & RANK: _____ Flight: _____

**Tuscola High School
AIR FORCE JUNIOR ROTC**



NC-075th Cadet Corps Guide
School Year—2018-2019

This guide is in effect until superseded and supersedes all previous Tuscola Cadet Guides.

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Established in 1972. Unit Motto: "Never Say Die!"

AIR FORCE JROTC UNIT AWARDS

- DISTINGUISHED UNIT *with* MERIT (2010-2011)
- DISTINGUISHED UNIT *with* MERIT (2005-2006)
- DISTINGUISHED UNIT (2006-2007)
- DISTINGUISHED UNIT (2007-2008)
- DISTINGUISHED UNIT (2008-2009)
- DISTINGUISHED UNIT (2009-2010)

REFERENCES:

- AIR FORCE JROTC 36-2010 Air Force Junior Reserve Officer Training Corps, dated 7 May 2018
- Air Force Junior ROTC Consolidated Operations Supplement, 20 November 2017 - Chapters 1-6, and 8
- Air Force JROTC Consolidated Operations Supplement Chapter 7: Uniform and Awards, Operational Supplement
17 August 2018 Change 1 and Visual Aid
- AFJROTC Ribbon Chart, 1 AUGUST 2018
- AFJROTC Assessments Checklists, Rubric and Attachments - AY-2019

PREFACE

The NC-075th Cadet Corps Guide was prepared to establish high standards of performance for cadets enrolled in the Tuscola High School, NC-075th AFJROTC Cadet Corps.

These standards allow the entire Cadet Corps Group to work together towards a common goal of proficiency; thus, allowing you to earn a sense of pride in each of your achievements.

Moreover, make the NC-075th Cadet Corps one of the best in the United States.

Cadets are encouraged to refer to the Cadet Corps Guide often—in other words, when in doubt check it out.

We believe most cadets will voluntarily work for the betterment of the group especially if they are aware of their goals and mission of our unit.

You, as a cadet, are responsible for obtaining a thorough understanding of the contents of this Cadet Corps (*Reference*) Guide. Only then, can you maximize your experience and participation in the AFJROTC Program. Moreover, apply these standards to the benefit of yourself, the NC-075th Cadet Corps, Tuscola High School, and our community.

Use of the information contained in this guide can be very helpful to the performance of your unit.

The NC-075 Cadet Guide is designed to provide you a guide for AFJROTC operations.

It provides an overview of AFJROTC programs and Co-Curricular activities, and has been developed to enhance your understanding of AFJROTC operations to help in handling the variety of issues that may arise daily in our unit.

It will be updated regularly to provide the most current information in one easily accessed location.

We hope you will find the NC-075 Cadet Guide to be a useful reference tool.

Do not hesitate to contact your chain-of-command and/or instructors for clarifications.

Likewise, if you feel there are issues that should be covered in future updates of this NC-075 Cadet Guide.

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The NC-075 maintains both OUR CADET GUIDE AND or CADET CORPS OPERATIONS OPLAN—Part I for all cadets to have access. Both documents comply with Air Force Junior Reserve Officers Training Corps (AFJROTC) Instruction 36-2010 para 7.6; and AFJROTC Unit Assessment Checklist & Attachments AY-2019 Section VII; Item VII-9.

Per AFJROTC directives...OUR CADET GUIDE AND/OR CADET OPERATIONS PLAN PART ONE contain the following at a minimum:

- A. Cadet appearance (*detailed cadet uniform appearance, cadet grooming standards as defined in AFI 36-2903, AFJROTC 36-2010, & AFJROTC Ops Sup*).
- B. Program opportunities; such as post-graduation benefits, Kitty Hawk Air Society, Drill Team, Color Guard, CIA trips, marksmanship, rocketry, annual community service projects, etc.
- C. Cadet Expectations include; cadet promotion opportunities (unit-specific), conduct standards and demotion procedures, classroom procedures, saluting, etc.
- D. Corps operational and functional areas such as; Logistics, Personnel, Support, Public Affairs, etc.
- E. Disenrollment rules and process.
- F. Prohibition on Verbal or Physical Discipline and Hazing.
- G. Reserve cadet participation (AFJROTCI 36-2010 para 7.6.) requirements such as; uniform wear, community service events, etc.
- H. SPECIAL TEAM Awards, national awards or HQ-approved specialized ribbons have specific criteria for earning these and are listed in our Cadet Corps Operations Plan—Part One.

SECTION ONE: GENERAL INFORMATION

1.1. CADET HONOR CODE.

“We will not lie, cheat, or steal, nor will we tolerate anyone among us who does.”

1.2. CADET OATH.

“On my word of honor, I will not lie, cheat or steal, nor tolerate those who do. I will obey the orders of those appointed over me, and abide by all cadet and school regulations. I will perform my assigned duties to the best of my ability, so help me.”

1.3. CADET CREED.

I am an Air Force Junior ROTC Cadet.

I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism.

I earn respect when I uphold the Core Values of Integrity First, Service before Self, and Excellence in All We Do.

I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself.

My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

I will honor those I serve with, those who have gone before me, and those who will come after me.

I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and Lead.

I am an Air Force Junior ROTC cadet.

1.4. CADET CODE OF CONDUCT.

The code of conduct contains everyday rules of behavior for cadets whether in or out of uniform. Violations of the code of conduct will result in a demerit, and could lead to a disciplinary hearing called a Cadet Evaluation Board. (See Section 4.2)

1. I will follow all school rules.
2. I will not lie, cheat or steal.
3. I will maintain the highest standards of conduct at all times on and off campus.
4. I will show proper respect to all and salute senior ranking officers (in uniform).uniform))
5. I will not haze or harass other cadets. This includes name-calling, hitting, punching, and sexual harassment.
6. I will wear my uniform proudly and properly.
7. I will not use profanity in any way.
8. I will immediately report Honor Code violations to a senior cadet, ASI, or SASI.
9. I will not do anything that reflects poorly upon my unit, school, community or the Air Force.
10. I will follow all lawful orders of the staff and the instructors.

1.5. AFJROTC Mission Statement.

“Develop citizens of character dedicated to serving their nation and community.”

The overall objectives of AFJROTC are to: Instill values of citizenship, service to the United States of America, personal responsibility, and sense of accomplishment.

1.6. Cadet Conduct, Classroom Rules, Military Customs and Courtesies, and Saluting.

1.6.1. General: You should always conduct yourself in a manner that reflects favorably upon Tuscola High School, AFJROTC NC-075, and the United States Air Force.

1.6.2. Addressing the SASI and ASI: When addressing the SASI/ASI, you state their rank, followed by their last name i.e. Major David Clontz will be addressed in the following example: "Major Clontz" Senior Master Sergeant Robertson will be addressed in the following examples: "Senior Robertson." The SASI/ASI may also be addressed by simply stating their rank i.e. "Major/Sergeant." Furthermore, Cadets may even address the SASI/ASI as "Sir."

1.6.3. Other cadets: following military custom and courtesies, cadets will not address each other by first name in the JROTC classroom, in formation, or at any time while in uniform.

a. Cadet Officers: When addressing Cadet Officers in the classroom, in formation or any other time in uniform state their rank, followed by their last name i.e. C/Captain Smith would be addressed as "Captain Smith". Cadet Officers will also be addressed by stating their rank i.e. C/Lieutenant Smith may be addressed simply as "Lieutenant". Cadets will also address Cadet Officers as "Sir/Ma'am", or as "Mr./Ms." followed by their last name.

b. Chief Master Sergeants: When addressing Chief Master Sergeants, state their rank followed by their last name i.e. C/Chief Master Sergeant Smith would be addressed as "Chief Smith". Chief Master Sergeants may also be addressed by simply stating their rank i.e. "Chief". Cadets will address Chief Master Sergeants as "Mr./Ms." followed by their last name.

c. First Sergeants: When addressing First Sergeants, state their rank followed by their last name i.e. C/First Sergeant Smith would be addressed as "First Sergeant Smith". First Sergeants will also be addressed by simply stating their rank i.e. C/First Sergeant Smith may be addressed simply as "First Sergeant". Cadets will also address First Sergeants as "Mr./Ms." followed by their last name.

d. Senior Ranking Non-Commissioned Officers (NCOs): When addressing Senior Ranking NCOs, you state their rank followed by their last name i.e. C/Staff Sergeant Smith would be addressed as "Sergeant Smith". Senior Ranking NCOs may also be addressed by simply stating their rank i.e. "Sergeant". Cadets may also address Senior Ranking NCOs as "Mr./Ms." followed by their last name.

e. Cadets of equal rank: When addressing cadets of equal rank, you state their rank followed by their last name i.e. C/Senior Airman Smith would be addressed as "Airman Smith". Cadets of equal rank will also be addressed by simply stating their rank i.e. "Airman". Cadets will also address cadets of equal rank with Mr./Ms. and their last name.

f. Cadets of lower rank: When addressing cadets of lower rank, you state their rank followed by their last name i.e. C/Airman Basic Smith would be addressed as "Airman Smith". Cadets of lower rank will also be addressed by simply stating their rank i.e. "Airman". Cadets will also address cadets of lower rank with Mr./Ms. and their last name.

g. Active Duty, Reserve, and Retired Military Personnel: Military personnel are addressed by their rank, followed by their last name.

1.6.4. Saluting: A salute is a formal greeting. Salute all Cadet Officers in uniform, Military Officers, and the SASI/ASI. All Cadet Officers must render a salute to Cadet Officers of a higher rank. Salutes will be rendered while outside in uniform, reporting in, or during a ceremony where saluting is warranted. No Hat/No Salute Areas have been established by the SASI. In general, these locations are the short walkways on Tuscola Campus.

a. Walking With Cadets and Military Personnel of a Higher Rank: When walking with a cadet of higher rank, walk to their left and in step. When passing through a doorway, the person of lower rank opens and holds the door and allows the person of higher rank to proceed through the doorway first. When boarding and leaving a vehicle, the person of lower rank gets in first and gets out last.

b. Treatment of Cadets: Fellow cadets are to be treated with courtesy and respect. Hazing, physical/verbal assault, or any other types of degrading behavior are not permitted.

c. Calling Rooms to Attention: When the United States Flag, Principal, Assistant Principal, SASI/ASI, military officer, or distinguished guest, enters the room, the first person that notices their presence calls the room to attention. The occupants of the room remain at attention until ordered otherwise (e.g., “carry on,” or “as you were.”). The room will not be called to attention if a higher ranking person already occupies the room (e.g.; if the ASI enters the classroom while it is already occupied by the SASI).

d. Courtesies Rendered To Adults: Adults will be treated with courtesy and respect. Adults are addressed as “Mr.”/”Ms.” followed by their last name. In conversation they are answered as “Sir/Ma’am”.

e. Public Display of Affection: Public display of affection is not tolerated while in formation, in the classroom, participating in a JROTC event, or at any time while in uniform. This includes holding hands, hugging, kissing, or any other displays of affection. Partaking in any such activities while in uniform will result in a *1-13: Misconduct or other actions bringing discredit upon the corps* Form 341 Demerit, worth 4 demerit points. Further guidance can be located in the Cadet Corps Operations Plan.

f. Quibbling: When a Cadet Officer or NCO gives an order, it can be considered to be an order from the Cadet Commander. This means that orders should be followed to the full extent. Cadets who feel they are being treated unfairly should still carry out the order to the best of their ability without quibbling. After the order has been carried out, then they should attempt to discuss the incident to the ordering Officer/NCO. If the Cadet still feels that they are being treated unfairly, then they should take the incident to the next cadet on the chain of command. *Note: see para. 11 below of list of exceptions*

1.6.5. Answering Superiors:

a. When answering a question or replying to an order given by the SASI/ASI, Military Officer/NCO, Senior Cadet Officer, or other appointed commanders, the cadet will reply using the following:

- “Yes Sir/Ma’am”,

- “No Sir/Ma’am”,
- “No Excuses Sir/Ma’am”,
- “Request Better Judgment Sir/Ma’am”, and
- “Permission to speak freely, Sir/Ma’am”.

b. When answering a question or replying to an order from a Cadet NCO, the cadet will reply by: Substituting Sergeant for Sir/Ma’am i.e. “Yes Sergeant”.

c. When answering a question or replying to an order from a Cadet First Sergeant, the cadet will reply by substituting First Sergeant for Sir/Ma’am i.e. “Yes First Sergeant”.

d. When answering a question or replying to an order from a Cadet Chief Master Sergeant, the cadet will reply by substituting Chief for Sir/Ma’am i.e. “Yes Chief”.

1.6.6. Knock-it-offs: Any time a cadet feels that he/she or someone else is being treated in an inappropriate manner not in accordance with the Tuscola Student Handbook, the cadet may call a “Knock-it-off”. This includes any degrading comments or discrimination with respect to race, religion, ethnicity, gender, or any other offensive remarks. Most importantly, if a cadet senses that his/her physical well-being is in danger, or an incident occurs that requires immediate teacher or administrator attention, he/she will call a “Knock-it-off.” The intent of this phrase is to automatically bypass the Cadet Chain of Command, and report such serious incidents directly to the SASI/ASI. Cadets will only call “Knock-it-offs” in the appropriate circumstances, and will not abuse the phrase to bypass or undermine the cadet chain of command.

1.6.7. CLASSROOM PROCEDURES AND CONDUCT.

1.6.8. Class Preparation: Cadets will be expected to come to class prepared. That includes:

- a. Properly wearing the uniform when assigned.
- b. Homework Assignments completed.
- c. Pen, sharpened pencils, writing paper, 1” binder, planner, and NC-075 Cadet Guide.

1.6.9. Uniform Wear: To pass this course, you must correctly wear the uniform when directed to do so. Uniform day will be once a week on Wednesday or as otherwise specified. Refer to the Tuscola Air Force JROTC Google Site Calendar for dates of uniform wear. There may be times when we will be called upon to wear it more often. *Failure to wear the uniform two times a nine-week grading period will result in an F for the grading period.* Changing out of uniform is not allowed during the school day unless the activity in another class could damage the uniform. Any cadet changing out of uniform will have his/her grade changed to “0” for that day’s uniform inspection.

1.6.10. Food or drinks: No food, drinks or candy are allowed in the classroom or staff offices unless authorized by the SASI/ASI. Bottled water will be allowed.

1.6.11. Sleeping: Cadets may not sleep in class. If you become drowsy quietly get up, move to the rear of the classroom, and stand at “parade rest” to stay awake. Do not lay your head on the desk.

1.6.12. Entering Class: Everyday, cadets are to stand quietly, “at ease”, to the left side of their seats after entering the room. All backpacks will be grounded against the left side of the cadets’ desks. Upon entering the classroom, cadets are to place planners in the upper left hand corner of the desk, 341’s on the upper right hand corner of the desk, and center notebook along the bottom of the desk.

1.6.13. Class Reporting:

a. When the final bell rings, the Flight Sergeant will call the room to “*attention*”. The Flight Commander will then report into an instructor “Sir. Flights are ready for instruction”. Instructors will salute back, after the salute is dropped the flight commander calls the squadron to parade rest. Instructors will proceed to take roll call, calling cadets name. Cadets responding with “Here, Sir” at attention. When the last person is called the Flight Commander will call the room to attention and recite the cadet oath. Finally each Flight Commander will call their individual flights to seats

1.6.14. Behavior: Cadets will display proper courtesy and manners toward the instructors and other cadets at all times. If cadets wish to speak, they will raise their left hand and will not speak until recognized by the SASI/ASI/Flight Commander.

1.6.15. Seats: Cadets will remain in their seats during class unless given permission by the SASI/ASI/Flight Commander.

1.6.16 Class Dismissal: Flight commanders will dismiss cadets. He/she will call the flight to “attention” and give the order “dismissed” After the command you will do an about face. Do not load book bags, put on coats, etc. until the flight is dismissed. It is the responsibility of the Element Leaders to police their elements and make sure that the desks are properly aligned, and all materials in the bottom racks are situated correctly as advised by the SASI/ASI. Be sure the area around your desk is clean and where applicable, your chair is left in the proper position. In the Absence of the Flight Commander, the Flight Sergeant will dismiss the Flight.

1.6.17. Cadet Administrative Time: The first five minutes of class after taking report of flight belong to the Flight Commander/Flight Sergeant. That time will be used to brief the flight on any new information or upcoming events. On occasion an Upper-Class Cadre may conduct class, or teach a specific lesson.

1.6.18 BASIC MILITARY COURTESY

1.6.19. Yes Sir/Ma’am: Cadets will address the SASI, ASI, and other AFJROTC cadets with the words, “*Sir/Ma’am*”, “*Yes Sir/Ma’am*” and “*No Sir/Ma’am*” as appropriate. These rules also apply when addressing any other personnel who warrant such courtesies (principal, teachers, visiting military/guests, etc.).

1.6.20. Cadet Rank vs. Military Rank: Cadet rank/grade will not be confused with U.S. Military Rank/grades. The word *cadet* will be a part of any written or spoken reference to a specific cadet rank. When writing your rank and name,

Place a capital ‘C’ with a ‘/’ in front of your name, i.e. “C/SSgt. Smith.”

1.6.21. SALUTING.

1.6.22. Procedures:

a. Saluting higher rank: Cadets in uniform will salute all Cadet Officers of higher rank, officers of the United States Armed Forces, and the SASI/ASI.

b. **Timing of salutes:** Cadets will render a salute to the SASI and any Cadet Officer of senior rank first while within a range of three paces, and will hold the salute until it is properly returned or otherwise acknowledged. A salute is a courteous form of military greeting that may be exchanged between any cadets, but is not required. If a cadet renders a salute common courtesy requires that the salute be returned.

c. **American Flag:** When a cadet in uniform sees the American Flag being raised on a flagpole, he/she will assume the position of attention, render the hand salute, and hold it until the flag reaches the top of the flagpole. When the flag is being lowered, the salute will be held until the flag reaches the hands of the individuals lowering the flag. When a Color Guard passes bearing the American flag, cadets will come to attention and render a salute until the American Flag is 10 paces past them.

d. **Late Reporting:** When a cadet is late for an official formation, he/she will approach the cadet in command when the formation is at a halt. He/she will salute and request permission to fall in, i.e. *"Sir/Ma'am Cadet Tech Sergeant Smith, requesting permission to fall-in, Sir/Ma'am."* This also applies to flag raising/lowering ceremonies, and details.

1.6.23. Saluting Areas: The mandatory saluting areas at Tuscola High School are:

a. **Outside:** Salute any time, while in uniform, when not in an enclosed structure such as a building or vehicle (including school buses). Covered walkways do *not* constitute enclosed structures. (NOTE: There are three exceptions designated "No Salute Zones" at Tuscola. These are the walkways connecting: B & C Buildings, D & C Buildings, and E & C Buildings (i.e. "the short ones.")

b. **Inside:**

- (1) When reporting to the SASI/ASI
- (2) When reporting late to class
- (3) When taking report of flight
- (4) When reporting to the Chairman of the Cadet Evaluation Board
- (5) When being recognized at awards ceremonies

C. **Flight Cap (Hat) Note:** They will be worn in all salute zones on uniform days; will not be worn in the "No Salute Zones" defined in para. 2a above; will be removed immediately upon entering all buildings.

D. Flight Cap will be worn indoors in formations...etc.

1.7. All Disciplinary Systems are outlined in the Cadet Operational PART ONE.

1.8. History of AFJROTC.

Air Force Junior Reserve Officer Training Corps (JROTC) can track its heritage to a program founded in 1911 in Cheyenne, Wyoming, by Army Lt Edgar R. Steevers. Lieutenant Steevers was assigned as an inspector-instructor of the organized military of Wyoming. During his assignment, he envisioned a non-compulsory cadet corps comprised of high school students. His program was aimed toward making better citizens.

The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools and other non-preparatory schools. The Army implemented JROTC in 1916. Public Law 88-647, commonly known as the ROTC Vitalization Act of 1964, directed the secretaries of each military service to establish and maintain JROTC units for their respective services. The first Air Force JROTC programs were opened in 1966. Air Force JROTC (AFJROTC) is a continuing success story. From a modest beginning of 20 units in 1966, AFJROTC has grown to over 884 units throughout the world, with well over 103,000 cadets enrolled. The AFJROTC program positively influences our country by helping one student at a time. Comprised solely of active duty Air Force retirees, the AFJROTC instructor force is helping to form tomorrow's nation by educating proud and patriotic cadets—tomorrow's leaders.

1.9. NC-075 CADET CORPS DUTY POSITIONS. *Not all positions are listed nor are all duties for each job are listed either. For further information please refer to the Cadet Corps Operations Plan—Part I.*

CADET CORPS COMMANDER (GP/CC).

1. Responsible for appearance, discipline, efficiency, training & conduct of Cadet Corps.
2. Planning and coordinating all Group activities, training, facilities, and resources.
3. Ensuring that all Group Policies and Procedures are enforced in accordance with AFJROTC regulations, NC-075 Cadet Operations Plan, and the Tuscola Student Handbook.
4. Ensuring that all members of NC-075 have the opportunity to develop leadership, commensurate with their individual abilities.
5. Conducts all Group Staff meetings.
6. Performing other duties as assigned by the SASI/ASI.

CADET DEPUTY CORPS COMMANDER (GP/CD).

1. Commanding the Group during absence of the Group Commander.
2. Supervising the Group Staff, and acting as the administrator of Group Headquarters.
3. Attending all Group Staff meetings as well as conducting Group Staff meetings in the absence of the Group Commander.
4. Performing other duties as assigned by the Group Commander.

EXECUTIVE OFFICER (GP/CCE).

1. Assists Group Command Staff.
2. Recording all meeting minutes for the Group Commander and SASI.
3. Scheduling and coordinating activities of the Cadet Group Commander.
4. Attending all Group Staff meetings.
5. Responsible for the upkeep of all cadet calendars.
6. Responsible for tracking and logging all community service hours
7. Responsible for managing the admission, upkeep, and meetings of the Kitty Hawk Air Society.
8. Performing other duties as assigned by the Group Commander.

STANDARDIZATIONS AND EVALUATIONS OFFICER (GP/SEO).

1. Acting as administrator of the Cadet Group Staff.
2. Managing and enforcing all Staff and Cadet Regulations in accordance with the AFJROTC regulations, NC-075 Operations Plan, and the Tuscola Student Handbook.
3. Responsible for conducting and/or overseeing all Evaluations.
4. Responsible for tracking and recording all Cadet Inspections.
5. Responsible for notifying cadet staff members of Evaluation Boards.
6. Notifying cadet staff members when they:
 - Are late completing Staff Productivity Activities (PA's)
 - Are at or nearing their missed meeting limit.
 - When any other staff standards are not being met and disciplinary action is possible.
7. Attending all Cadet Evaluation Boards.
8. Notifying cadet staff of Board decisions and ensuring that disciplinary actions are carried out.
9. Performing other duties as assigned by the Cadet Group Commander.

COMMAND CHIEF MASTER SERGEANT (GP/CCM).

1. Acting as the disciplinary administrator.
2. Maintaining the 341 Merit/Demerit system.
3. Providing Recommendations to the Group Commander based on inputs from lower class cadets as well as acting as a liaison between the Corps and Group Staff.
4. Advising the Group Commander on problems with the Corps and suggesting possible solutions.
5. Attending all Group Staff meetings.
6. Responsible to CGP/CC for ensuring Group staff office spaces are clean at the end of the school day.
7. Performing other duties as assigned by the Group Commander.

CHAPLAIN (GP/CHP).

1. Acting as both counselor and spiritual advisor of the cadet corps.
2. Responsible for leading prayers at all events.
3. Performing all other duties as assigned by the Cadet Group Commander.

OPERATIONS SQUADRON COMMANDER (OS/CC).

1. Responsible for the appearance, discipline, effectiveness, training, and conduct of the cadet Operations Squadron.
2. Supervising and assisting with the planning and coordination of extracurricular activities such as Dining-in, Banquets, Military Balls, Drill Practices/Competitions, Color Guards, Color Guard practices, ceremonies, parades, community service activities, school activities, Curriculum in Action (CIA) Trips, and any other events in need of Operational assistance as deemed appropriate by the Group Commander.
3. Ensuring that proper training and attendance policies are being enforced within the Drill/Color Guard Teams.
4. Ensuring that all Squadron Policies and Procedures are enforced in accordance with AFJROTC regulations, NC-075 Operations Plan, and the Tuscola Student Handbook.
5. Ensuring that after-action reports are submitted on all Operation Squadron's functions as ordered by the Group Commander.
6. Attending all Group Staff Meetings.
7. Performing other duties as assigned by the Group Commander.

DRILL TEAM COMMANDER (OS/DT/CC).

1. Responsible for the appearance, discipline, effectiveness, training, and conduct of the NC-075 Drill Team.
2. Maintaining and enforcing Drill Team policies and requirements as directed by the Operations Squadron Commander and Group Commander.
3. Assisting in the planning and coordination of all Drill Team practices, competitions, parades, ceremonies, and events.
4. Submitting after-action reports on Drill Team functions as ordered by the Operations Squadron Commander.
5. Performing other duties as assigned by the Operations Squadron Commander.

DRILL TEAM NCOIC (OS/DT/NCOIC).

1. Responsible for assisting in the commanding and training of the NC-075 Drill Team.
2. Maintaining attendance records for all Drill Team practices, competitions, and other events.
3. Maintaining a Drill Team cadet roster.
4. Ensuring that logistical support is coordinated for all Drill Team activities.
5. Performing other duties as assigned by the Drill Team Commander.

COLOR GUARD COMMANDER (OS/CG/CC).

1. Responsible for the appearance, discipline, effectiveness, training, and conduct of the NC-075 Color Guard team.
2. Maintaining and enforcing Color Guard policies and requirements as directed by the Operations Squadron Commander and Group Commander.
3. Assisting in the planning and coordination of all Color Guard practices, competitions, parades, ceremonies, and events.
4. Submitting after-action reports on Color Guard functions as ordered by the Operations Squadron Commander.
5. Performing other duties as assigned by Operations Squadron Commander.

COLOR GUARD NCOIC (OS/CG/NCOIC).

1. Responsible for assisting the Color Guard Commander and training the Color Guard team.
2. Maintaining attendance records for all Color Guard practices, competitions, and other events.
3. Maintaining a Color Guard cadet roster.
4. Ensuring that logistical support is coordinated for all Color Guard activities.
5. Performing other duties as assigned by the Color Guard Commander.

SPECIAL PROJECTS COMMANDER (OS/CSP/CC).

1. Responsible for the planning, coordinating, and execution of all Group special activities.
2. Securing all information and resources needed to execute all Group special activities.
3. Coordinating with other staff personnel and organizations within the school and community.
4. Submitting after-action reports on all special projects to Operations Squadron Commander.
5. Head Military Ball Committee and designate cadets for certain positions within the Military Ball Committee.
6. Performing other duties as assigned by the Operations Squadron Commander.

Special Projects NCO (OS/CSP/NCO).

1. Assisting Special Projects Commander in all special projects activities for the corps.
2. Maintaining group pledge schedule for each month.
3. Performing other duties as assigned by the Special Projects Commander, Operations Commander, and Group Commander.

MISSION SUPPORT SQUADRON COMMANDER (MSS/CC).

1. Responsible for the appearance, discipline, effectiveness, training, and conduct of the cadet Mission Support Squadron.
2. Ensuring proper maintenance of administrative and personnel files and the Cadet Inventory Management System (CIMS).
3. Learning and coordinating the responsibilities and procedures of each functional area of Mission Support.
4. Ensuring that support is provided by the Mission Support Squadron to other areas of the Group Staff while coordinating Group procedures and special activities.
5. Supervising the Group supply inventory and logistical operations.
6. Ensuring that all Squadron Policies and Procedures are enforced in accordance with AFJROTC regulations, NC-075 Operations Plan, and the Tuscola Student Handbook.
7. Attending all Group Staff meetings.
8. Maintaining and updating the personnel and Logistics data online (WINGS).
9. Performing other duties as assigned by the Group Commander.

DIRECTOR OF LOGISTICS (MSS/LG).

1. Responsible for maintaining an inventory of on-hand supplies for the Group.
2. Providing logistical support in the planning, coordinating, and execution of all Group activities.
3. Distributing supplies to functional areas in the Group.
4. Maintaining all supply records and inventory data.
5. Coordinating with the Command Staff, Operations Squadron, and Flight Commanders concerning logistical requirements.
6. Acting as the administrator of the Supply Department in Group Head Quarters.

7. Performing other duties as assigned by the Mission Support Squadron Commander and the Group Commander.

DIRECTOR OF PERSONNEL (MSS/DPM).

- 1. Responsible for maintaining the cadet personnel records by following the guidelines established by the Mission Support Squadron Commander.**
- 2. Filing all documentation in cadet records or other internal information**
- 3. Performing other duties as assigned by the Mission Support Squadron Commander.**

DIRECTOR OF PUBLIC AFFAIRS (MSS/DPA).

- 1. Staying informed on all upcoming Group activities.**
- 2. Preparing and submitting news articles to school and local newspapers concerning cadet activities.**
- 3. Providing all Group photographic support.**
- 4. Assisting briefings with graphics support.**
- 5. Maintaining contact info on all people/organizations involved with NC-075.**
- 6. Sending "thank-you cards" to people/organizations that have contributed to the Tuscola AFJROTC NC-075 program.**
- 7. Establishing and maintaining a cadet newsletter.**
- 8. Being involved with the cadet population, and using media tools to uplift the morale and productivity of the Cadet Corps.**
- 9. Assisting in maintaining positive relations with people and organizations that have been involved with NC-075.**
- 10. Establishing slideshows for various cadet events.**
- 11. Performing other duties as assigned by the Mission Support Squadron Commander.**
- 12. Maintain unit webpage.**

FLIGHT COMMANDER (FLT/CC).

- 1. Responsible for maintaining the appearance, discipline, efficiency, training, and conduct of the flight.**
- 2. Enforcing cadet conduct, military courtesy, classroom rules & etiquette.**
- 3. Supervising the Flight in absence of the SASI/ASI.**
- 4. Staying updated with Group bulletin boards.**
- 5. Taking report at the beginning of class and updating basic cadets on upcoming events, announcements, and policies.**
- 6. Planning and coordinating activities within the Flight.**
- 7. Ensuring that cadet documentation is processed through personnel management.**
- 8. Recommending the top cadets within the flight for awards and recognition to the Group Commander.**
- 9. Ensuring that all Flight Policies and Procedures are enforced in accordance with AFJROTC regulations, NC-075 Operations Plan, and the Tuscola Student Handbook.**
- 10. Performing other duties as assigned by the Group Commander/SASI/ASI.**

CADRE (CCA).

1. Responsible for the training and morale of the cadet corps.
2. Aiding in maintain the appearance, discipline, efficiency, and training of the cadet corps.
3. Acting as liaisons between the Cadet Corps and the Group Staff.
4. Aiding in enforcing cadet conduct, military courtesy, classroom rules, and etiquette.
5. Supervising the flight in absence of the SASI/ASI/Flight Commander.
6. Maintaining knowledge on all Cadet Corps rules, regulations, policies, and activities.

FLIGHT SERGEANT (CFS).

1. Responsible for maintaining the appearance, discipline, efficiency, training, and conduct of the flight in the absence of the Flight Commander
2. Taking report at the beginning of class.
3. Keeping track of the Group bulletin boards and informing the Flight Commander on any upcoming events that were overlooked.
4. Enforcing discipline in the classroom and on the drill field.
5. Enforcing the appearance and uniform wear of the Flight.
6. Ensuring that the classroom is organized and in proper order before Flight dismissal.
7. Supervising the Element Leaders and assisting the Flight Commander in Flight activities.
8. Performing other duties as assigned by the Flight Commander/SASI/ASI.

Element Leader (CEL).

1. Responsible for taking report of his/her element.
2. Supervising their element and ensuring cadet standards are enforced.
3. Assisting the Flight Sergeant in conducting Flight activities.
4. Performing other duties as assigned by the Flight Sergeant/Flight Commander/SASI/ASI.

1.10 Cadet Activities/Program Opportunities (for full list refer to Cadet OPLAN)

SPECIAL TEAMS. Any cadet that meets all academic and physical requirements and can be present at the required special team practices can participate. Cadets may participate with special teams throughout the year. These include parades, drill competitions, demonstrations, and community service activities.

SPECIAL TEAMS Requirements. NOTE: Not all teams nor all requirements are listed here please refer to the Cadet Corps Operations Plan—Part I for additional information.

1. Must be able to attend all afternoon practices and other mandatory practices. If a cadet misses one afternoon practice then he/she must report to the RESPECTIVE SPECIAL Teams commander with a valid excuse, if the cadet does not have an excuse he/she will be given a 1-12. If cadet misses two or more practices without a valid excuse, he/she will be removed from the special team.
2. Must maintain a grade of C or better in all classes and an A in AFJROTC.
 - a. If a cadet does not maintain a C or better at the end of the First Nine-Week Grading Period, he/she will be temporarily suspended from all SPECIAL Teams; and required to attend Kitty Hawk Tutoring till his/her grades improve. If cadets continue to fail classes by the end of the second nine weeks he/she will be removed from all special teams for the rest of the year.
 - b. If the cadet continues to fail the class at the end of the Second Nine-Week Grading Period, they will be removed from all special teams.

3. Cannot exceed their maximum demerit point limit. This will result in being removed from all Special Team Activities.

4. Must be able to participate in Physical Training.

5. All Special Team cadets can only miss one uniform day per Nine Week Grading Period.

Color Guard and Marksmanship Teams are the elite special teams of the unit.

The Color Guard is seen by the public many times throughout the year.

They participate in:

Home football games.

Home basketball games.

Drill Competitions.

Parades.

Ceremonies.

Other special events.

Color Guard Requirements.

1. Must be on Drill Team and maintain the Drill Team standards.
2. Must be present for all scheduled Color Guard and Drill Team practices.
3. Must maintain a C average or better in all classes and an A in AFJROTC.
4. Cannot exceed their maximum demerit limit.
5. Must be able to participate in physical activities required to maneuver flag and harnesses
6. Must be able to participate in physical activities.
7. Must be selected in try-out process.
8. No ISS or OSS.

MARKSMANSHIP Requirements.

1. Must be Team standards.
2. Must be present for all scheduled practices.
3. Must maintain a C average or better in all classes and an A in AFJROTC.
4. Cannot exceed their maximum demerit limit.
5. Must be able to participate in physical activities.
6. Must pass weapons safety test.
7. Must interview with commander and instructors.
8. No ISS or OSS.

Ribbon Team. A group consisting of cadets who help prepare awards for the Military Ball. These cadets also help personnel take inventories and help do personnel folders.

This group will just help Mission Support Squadron with any tasks they might need help on with emphasis on awards and ribbons for Military Ball.

Ribbon Team Requirements.

Open to all cadets that are not currently on staff or cadre.

Cadets must have an “A” average in AFJROTC and a “B” average in all other classes.

Cadets must express dedication and display good conduct.

No more than 10 demerit points during time of application process.

Recommendations from both a teacher of choice and flight commander.

Be able to stay after school and pass entry test.

Must have worn uniform every Wednesday up until date of application and continue consistent uniform wear throughout school year.

Awareness Presentation Team. Selected cadets will prepare and make presentations to students to persuade and educate them to stay in school and abstain from drugs.

Requirements.

1. Open to all cadets that are not currently on staff or cadre.
2. Cadets must have an “A” average in AFJROTC and a “B” average in all other classes.
3. Cadets must express dedication and display good conduct.
4. No more than 10 demerit points during time of application process.
5. Recommendations from both a teacher of choice and flight commander.
6. Must have worn uniform every Wednesday up until date of application and continue consistent uniform wear throughout school year.
7. Pass interview with team commander and instructors.

HONOR GUARD (AM/PM Flag Detail). The NC-075 Flag Detail raises and lowers the colors in the morning and afternoon during the school year. They also participate and supervise the raising and lowering of the colors at home football games.

HONOR GUARD (AM/PM Flag Detail) Requirements

1. Ability to be excused from class every day prior to the end of the day to lower the colors.
2. Must be present for all assigned formations and meetings.
3. Must be on Drill Team and uphold to the teams standards.
4. Must participate in drill team practices
5. Have one class on flag etiquette provided by the Color Guard commander.
6. *Note: morning flag detail does not excuse participants from being late for class.*

Military Ball Committee. Military Ball Committee consists of cadets that assist in helping plan the Military Ball by doing various tasks asked of them such as, addressing, folding and stuffing thank you cards and invitations. Helping decorate the day of the Military Ball, and cadet affairs such as dates, typing sign-up sheets and cadet questions.

Military Ball Committee Requirements.

1. Cadets must maintain a grade of C or higher in all classes and an A in AFJROTC.
2. Any cadet who does not maintain a grade of C or better will be put on suspension from the Military Ball Committee and as a condition for returning to the committee will be required to attend Kitty Hawk Tutoring until his/her grades improve. If said cadet grades do not improve by the next report card or progress report, the cadet will be removed from the Military Ball Committee.
3. Military Ball Committee will be required to attend mandatory meetings and “workdays” which may include: weekends, snow days, teacher work days and arriving early to the military ball.
4. If the cadet misses a mandatory meeting without a valid excuse will be required to give a 1-12.

5. Cadets may not miss more than 2 meetings without an excuse and making it up if they fail to do so they will be removed from the Military Ball Committee.

6. Cadets may not exceed the maximum demerit limit for their Aerospace Science year or they will be removed from Military Ball Committee.

7. Cadets may not miss more than one uniform day while on Military Ball Committee, this includes all days cadets are asked to wear the uniform.

CURRICULUM-IN-ACTION (CIA) TRIPS. Cadets who wish to participate in the Curriculum in Action (CIA) trip are expected to maintain specific standards

1. In order to participate in Tuscola NC-075 CIA trips, a cadet must not be failing *any* course in which he/she is currently enrolled, regardless of parental or teacher endorsement of the cadet's participation in the CIA trip.

2. Cadets must not have failed to wear the uniform on the prescribed day more than once during the current Nine Week Grading Period, or more than three total for the year. *NOTE: See para 4.8.1 for CIA trip academic eligibility requirements.*

3. Cadets must obtain permission from parents and teachers.

COMMUNITY SERVICE. Community Service participation serves as one of the primary means to teach one of our Core Values: "*Service before Self.*" Throughout the year NC-075 will perform a variety of community service events such as raising the flag/presenting the Colors at sporting /community/school events, helping with charity fundraising events (e.g., *American Cancer Society Relay for Life*), performing community volunteer work, and providing briefings on pertinent citizenship topics at other schools. Participation in most of these events will be voluntary.

KITTY HAWK AIR SOCIETY. The Kitty Hawk Air Society is an AFJROTC academic honor society, with admission requirements based on merit, proscribed by AFJROTC Instructions, and by invitation only. Admission is open to 2nd Semester freshmen and sophomore through Senior Cadets.

Minimum requirements: Must maintain an "A" average in AFJROTC

Must have at least a "B" average in all other classes

(Additional requirements are outlined in our Cadet Corps Operations Plan-Part I)

Summer Leadership Schools (SLS) and Other Cadet Activities.

During the year there will be mandatory events for the entire corps. These include parades, ceremonies, pass and reviews, and other special events.

All cadets in AFJROTC are required to attend these mandatory events and the practices for the event for an academic grade. Summer Leadership School participation is *voluntary*, competitive, and attendees must be approved by the SASI.

SECTION TWO: CADET APPEARANCE (*uniform & grooming standards*)

2.1. INITIAL UNIFORM ISSUE POLICIES.

You are issued one complete AFJROTC blue service uniform, as well as one complete AFJROTC physical training GEAR (PTG) uniform. Each cadet is responsible for properly maintaining his/her blue service uniform throughout the academic year, and will sign a Uniform Hand Receipt stating what Tuscola AFJROTC NC-075 uniform articles they have in their possession. If any articles throughout the year do not fit the cadet, or become worn or damaged, then the cadet should report to his/her Flight Commander and NC-075 will replace the uniform article. If a cadet loses any uniform articles, or a cadet damages uniform articles due to neglect, the cadet will be responsible for paying for the lost or damaged item. (NOTE: cadets will be issued ONE ribbon rack to accommodate the number of ribbons they have received. If the cadet breaks that rack, he/she must pay for the replacement rack).

2.2. UNIFORM TURN-IN POLICIES.

1. All cadet uniforms will be turned in at the end of the academic year unless given special status by the Group Commander to conduct operational activities during summer leave. Special Status cadets will turn in an inventory sheet, issued by their Flight Commander, showing what uniform articles they will possess during summer leave.
2. Cadets will be held accountable for every uniform article issued to them, with the exception of: socks, shoes, and Physical Training GEAR (PTG) uniform. (GRADUATING SENIORS ONLY: May keep ribbons and ribbon holders.)
3. Uniforms must be turned in completely dry cleaned (shirts as well), on hangers, in a garment bag, in accordance with specific instructions provided by the cadet staff at the end of the year.
4. If a cadet does not turn in every uniform article that was issued to them, in the manner specified above, they will be put on the Tuscola High School obligation list. This means that the cadet will not be allowed to take any final exams and will not be able to obtain official high school transcripts until the obligation is cleared, resulting in possible failure of their classes. More uniform turn-in specifications are outlined in NC-075 Cadet Operations Plan.

2.3. Special Awards. NOTE: Refer to the NC-075 Cadet Operations Plan—Part One for specific requirements and more.

Gold Valor Award

Silver Valor Award

Cadet Humanitarian Award

2.4. National Awards. NOTE: Refer to the NC-075 Cadet Operations Plan—Part One for specific requirements and more.

Some examples include the following: Air Commando, Air Force Association, Air Force Sergeants Association, American Legion General Military Excellence and American Legion American Veterans Awards, Daedalian Award, The Military Officers Association, The Military Order of World Wars, Military Order of the Purple Heart, National Sojourners, and the Reserve Officers Association.

2.5. Air Force Junior ROTC Awards and Ribbon Chart listed on next page.



AIR FORCE JUNIOR ROTC



1. Air Force JROTC Gold Valor Award



2. Air Force JROTC Silver Valor Award



3. Cadet Humanitarian Award



4. Silver Star Community Service with Excellence Award



5. Community Service with Excellence Award



6. Air Force Association Award



7. Daedalian Award



8. American Legion Scholastic Award



9. American Legion General Military Excellence Award



10. American Veterans Award



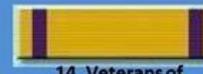
11. Reserve Officers Association Award



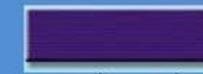
12. Military Order of World Wars Medal



13. Military Officers Association Award



14. Veterans of Foreign Wars (VFW) Award



15. Military Order of the Purple Heart



16. Air Force Sergeants Association



17. Tuskegee Airman Inc. AFJROTC Cadet Award



18. The Retired Enlisted Association Award



19. Celebrate Freedom Foundation Award



20. Air Commando Association Award



21. Distinguished Unit Award With Merit



22. Distinguished Unit Award



23. Outstanding Organization Award



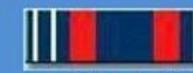
24. Outstanding Flight Ribbon



25. Top Performer Award



26. Outstanding Cadet Ribbon



27. Leadership Ribbon



28. Achievement Ribbon



29. Superior Performance Ribbon



30. Academic Ribbon



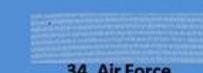
31. Cadet Leadership Course (CLC) Ribbon



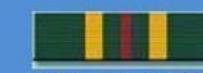
32. Special Teams Placement Ribbon



33. Joint/All-Service National Competition Ribbon



34. Air Force Nationals Competition Ribbon



35. Orienteering Ribbon



36. Leadership Development Requirement (LDR) Leadership Ribbon



37. Drill Team Ribbon



38. Color Guard Ribbon



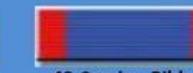
39. Sabre Team Ribbon



40. Marksmanship Ribbon



41. Good Conduct Ribbon



42. Service Ribbon



43. Health and Wellness Ribbon



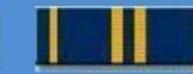
44. Recruiting Ribbon



45. Activities Ribbon



46. Attendance Ribbon



47. Dress and Appearance Ribbon



48. Longevity Ribbon



49. Bataan Death March Memorial Hike Ribbon



50. Patriotic Flag Ribbon

2.6. SHOULDER CORDS. Cords are worn to signify certain duty positions or membership in certain teams. Cords are worn on the right shoulder of the uniform. Refer to Cadet Operations Plan Part One—Cord Addendum Attachment for further details.

2.7. UNIFORM AND GROOMING STANDARDS.

2.7.1. TATTOOS/BRANDS.

a. **Unauthorized Content: Tattoos/Brands** anywhere on the body that are obscene, advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Tattoos/brands that are prejudicial to good order and discipline or of a nature that tends to bring discredit upon the Air Force are prohibited in and out of uniform. The SASI or ASI will address all questions concerning what is and is not appropriate.

b. **Inappropriate Military Image.** Excessive tattoos/brands will not be exposed or visible (includes visible through the uniform) while in uniform. Excessive is defined as any tattoo/brands that exceed $\frac{1}{4}$ of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform. This includes the PHYSICAL TRAINING GEAR (PTG) uniform.

c. **Coverage.** Members will not be allowed to display excessive tattoos that would detract from an appropriate professional image while in uniform. The SASI or ASI will determine if the tattoo conforms to an appropriate military image. Cadets with existing tattoos not meeting an acceptable military image should be required to maintain complete coverage of the tattoos using current uniforms items.

2.7.2. BODY PIERCING.

a. **In Uniform.** Cadets are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, or any exposed body part (includes visible through the uniform). **EXCEPTION:** Women are authorized to wear one pair of small spherical, conservative, diamond, gold, or silver pierced, or clip earring per earlobe and the earring worn in each earlobe must match. Earring should fit tightly without extending below the earlobe. (**EXCEPTION:** Connecting band on clip earrings.)

b. **Civilian Attire;** during class, cadets are expected to uphold piercing standards. No one will be permitted to wear piercing in the classroom unless it is an authorized female ear piercing.

2.7.3. UNIFORM WEAR POLICY.

1. **General:** Uniforms must be clean, correct in design and specification, fitted properly, pressed and in good condition (that is, not frayed, worn out, torn, faded, patched, and so forth.) Uniform items are to be kept zipped, snapped, or buttoned. Shoes will be shined to high gloss. Use edge dressing or polish on sole edges and heels. Uniforms will be inspected once a week by the SASI/ASI for a uniform wear grade. Wear the uniform proudly and properly.

2. OPEN RANKS UNIFORM INSPECTION—EVERY WEDNESDAY.

- a. The designated uniform day for each week is Wednesday. Wednesday uniform wear is mandatory regardless of weather delays or late arrivals/early departures due to appointments.
- b. Any exceptions will be discussed with the SASI/ASI in advance to the scheduled uniform day. If the cadet will not be present for the AFJROTC class on the scheduled uniform day due to appointments or other scheduling conflicts, it is the cadet's responsibility to locate the SASI/ASI to receive a uniform inspection grade.
- c. Cadets will wear their uniform for the full academic day, and will not change-out or remove articles for any reason unless approved by the SASI/ASI in advance to the scheduled uniform day.
- d. If the cadet is enrolled in a class where the uniform is impractical, or could be damaged, then the cadet may receive a waiver from the SASI/ASI to be excused of uniform wear for that class only.

3. Uniform of the Day (UOD): The Group Staff will coordinate with SASI on UOD designation for each designated uniform day to be posted on the Air Force JROTC Google Calendar, and the Daily Cadet Classroom Slides Presentation. The Flight Commander will inform his/her flight at the beginning of each week on what the UOD will be. Cadets must wear the proper UOD to receive credit for the uniform inspection.

4. Alternate/Makeup Day:

- a. If a cadet is present on the Wednesday Inspection Day, but does not wear the uniform for inspection, then he/she will receive an automatic grade of zero for the uniform inspection grade for that week; unless he/she has their parent/guardian call or email SASI/ASI with an explanation. Depending on the circumstances; the cadet may still not be excused. The SASI/ASI must approve cadets to make up uniform wear on non-uniform days. These excusals must be sought out ahead of time.
- b. If a cadet is absent on the Wednesday Inspection Day, he/she will wear the uniform on (the next day they attend school) with no point reduction.
- c. If a cadet is absent Wednesday, Thursday, and Friday that week, he/she will wear the uniform the next week (Wednesday); and receive a "No-Grade" for that week.
- d. If school is cancelled for any reason, the uniform will be worn on the next day of school, even if the next day of school is a delay, or an early dismissal.

5. Non-compliance Consequences:

- a. The cadet will receive a 0% grade for each Uniform Inspection missed and receive demerit points (1-11 Failure to wear uniform) unless the uniform inspection is made up.
- b. *If the cadet fails to wear his/her uniform twice during one grading period, he/she may fail AFJROTC for that grading period unless the uniform inspections are made up, as defined in para. 4 above.*

2.7.4. UNIFORM INSPECTION PROCEDURES.

- 1. A Uniform inspection will be conducted on each uniform wear day.
- 2. For each infraction of the uniform wear guidance, the inspector will subtract points based on the NC-075 Form 1; Uniform Inspection Scorecard.
- 3. Uniform wear guidelines are in effect at all times during wear of the uniform regardless of being in the ROTC classroom or not. Appropriate points may be deducted for infractions while wearing the uniform on or off campus.

4. Failure to wear the uniform, gross uniform wear, or repeated uniform infractions will result in a score of a “0” (ZERO). See *para. 4.8.4 for Military bearing implications of repeated failure to correct uniform or grooming standards discrepancies.*

2.7.5. UNIFORM WEAR GUIDELINES. Following are excerpts from AFJROTCI 36-2010 and AFI 36-2903. These Instructions provide explicit guidelines on the proper wear of the cadet uniform and maintaining grooming standards. Cadets should use information from these excerpts in conjunction with the uniform

General Uniform Wear Guidelines—Not all inclusive!

1. Keep uniform clean, neat, and pressed.
2. Wear cover outdoors/remove indoors.
3. Keep hands out of pockets.
4. Keep pockets buttoned.
5. Do not fill pockets with bulky items.
6. Keep shoes shined, including heels and edges of soles.
7. Walk on walkways while in uniform; do not cut through grass.
8. Unit Tee Shirt must stay tucked in all day; unless participating in physical fitness.

Guidelines - Female

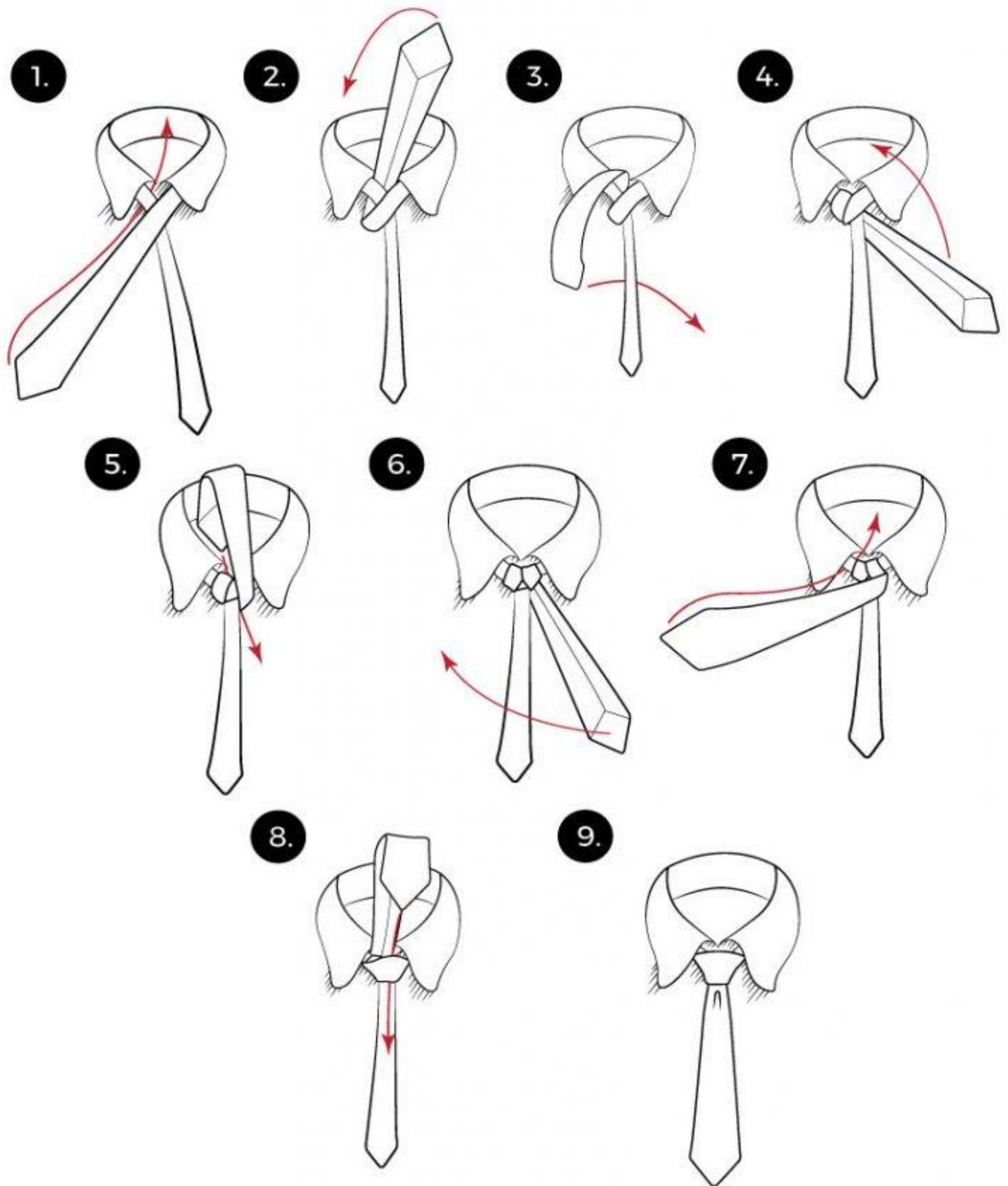
1. Hair no longer than bottom of edge of collar at the back of neck.
2. Hair must be styled to allow proper wear of headgear.
3. Pins, combs barrettes must be black in color or match the color of the cadet’s hair.
4. Skirts fit smoothly; length must be between the top & bottom of the knee cap.
5. No more than three rings and one bracelet are to be worn at a time.
6. Slacks must rest on front on shoes and 7/8” longer at back.
7. Earrings must be small, plain gold, pearl, or silver spherical.
8. Flight cap is worn slightly to the right 1½” above eyebrows.

Guidelines - Male

1. Earrings are not permitted while in uniform.
2. Hair must be clean, neat and trimmed, and present a tapered appearance.
3. Hair may not touch ears or protrude below front of headgear.
4. Hair may not be worn in an extreme or fad style and may not interfere with proper wear of headgear.
5. Slacks must be pulled up to waist (not rest on hips), rest on front of shoes, and 7/8” longer at back (no sagging).
6. Flight cap: wear slightly to the right with vertical crease at center of forehead, 1” above the eyebrow

2.8. Visual Aids

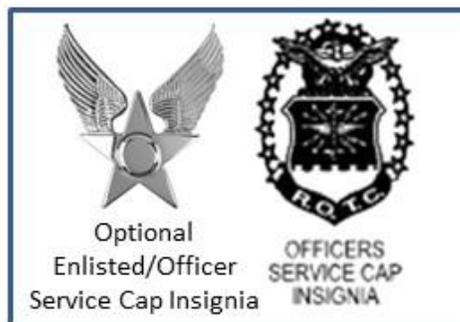
REFER TO THE FOLLOWING VISUAL AID ATTACHMENTS FOR FURTHER ASSISTANCE:



TIE-A-TIE

NC-075 CADET CORPS GUIDE—ATTACHMENT 1-1

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



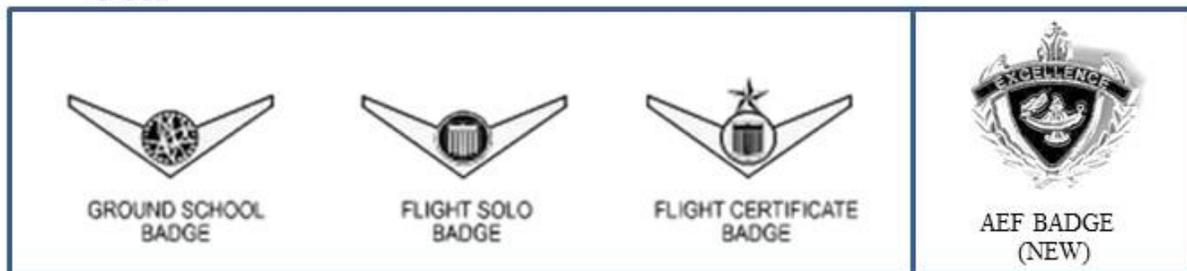
KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



SHOULDER TAB
METAL OR CLOTH



Marksmanship
Shield



AWARENESS
PRESENTATION
TEAM BADGE

Choose one only. Follow APT placement criteria.
May NOT wear Marksmanship Shield and a
Marksmanship Badge.



MARKSMANSHIP



SHARPSHOOTER



EXPERT

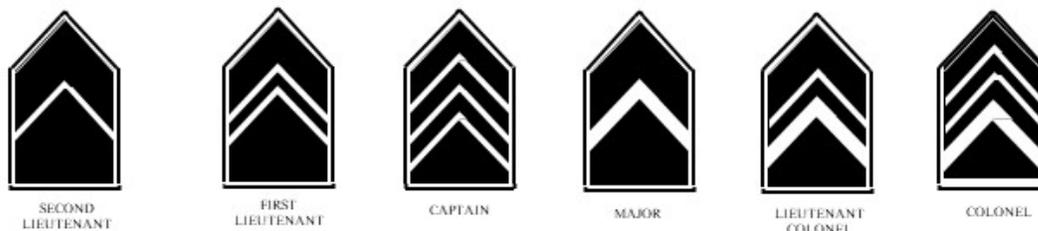
Choose one only. Place directly underneath
ribbons. May NOT wear Marksmanship
Shield and Marksmanship Badge. Do not
wear Marksmanship badges with medals.

Badges/Insignia not listed here are unauthorized.

NC-075 CADET CORPS GUIDE—ATTACHMENT 1-2

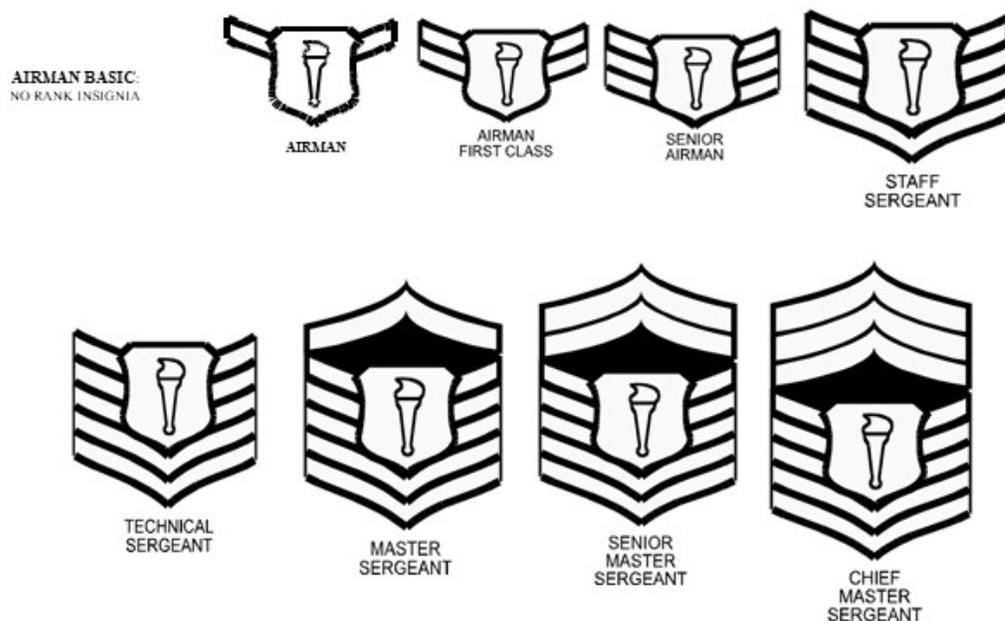
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

CADET ENLISTED RANK



NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

Rank insignia not listed here is unauthorized.
The First Sergeant device is not authorized.

NC-075 CADET CORPS GUIDE—ATTACHMENT 1-3

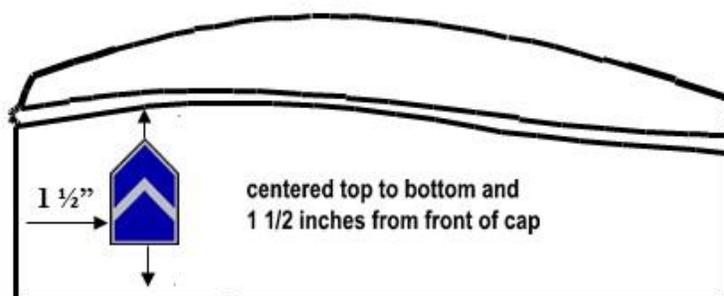
CADET MALE HEADGEAR

SERVICE CAP



Service Cap - Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

FLIGHT CAP*



- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

NC-075 CADET CORPS GUIDE—ATTACHMENT 1-4

CADET FEMALE HEADGEAR

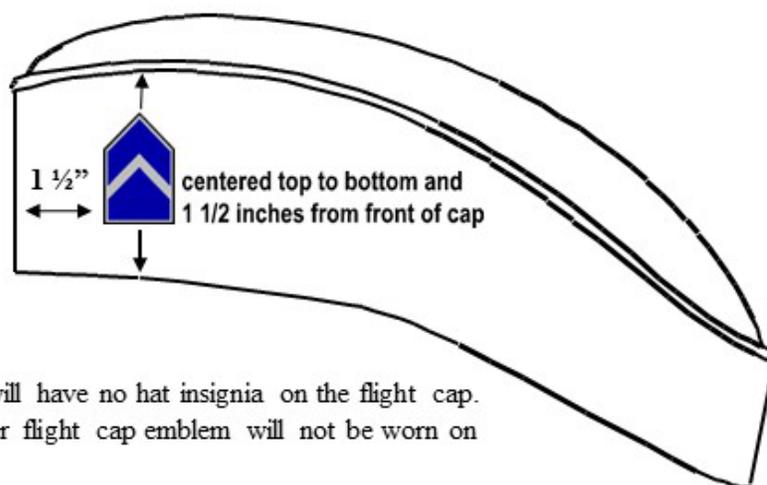
SERVICE CAP

Solid Blue Color with no embroidery



Service Cap - Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

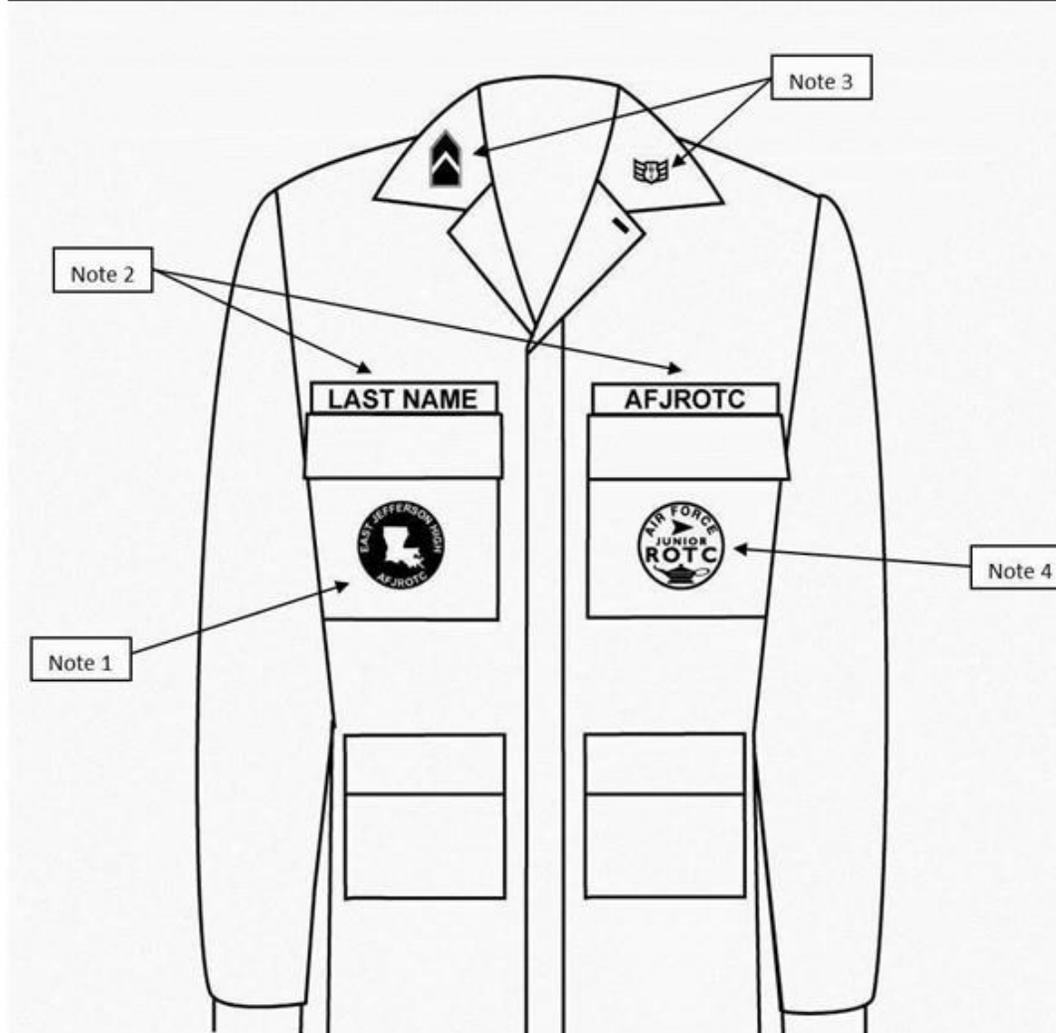
FLIGHT CAP*



- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

NC-075 CADET CORPS GUIDE—ATTACHMENT 1-5

CADET ABU Male and Female

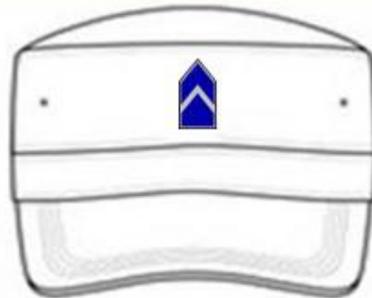


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes, dark blue (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left pocket and centered.

NC-075 CADET CORPS GUIDE—ATTACHMENT 1-6

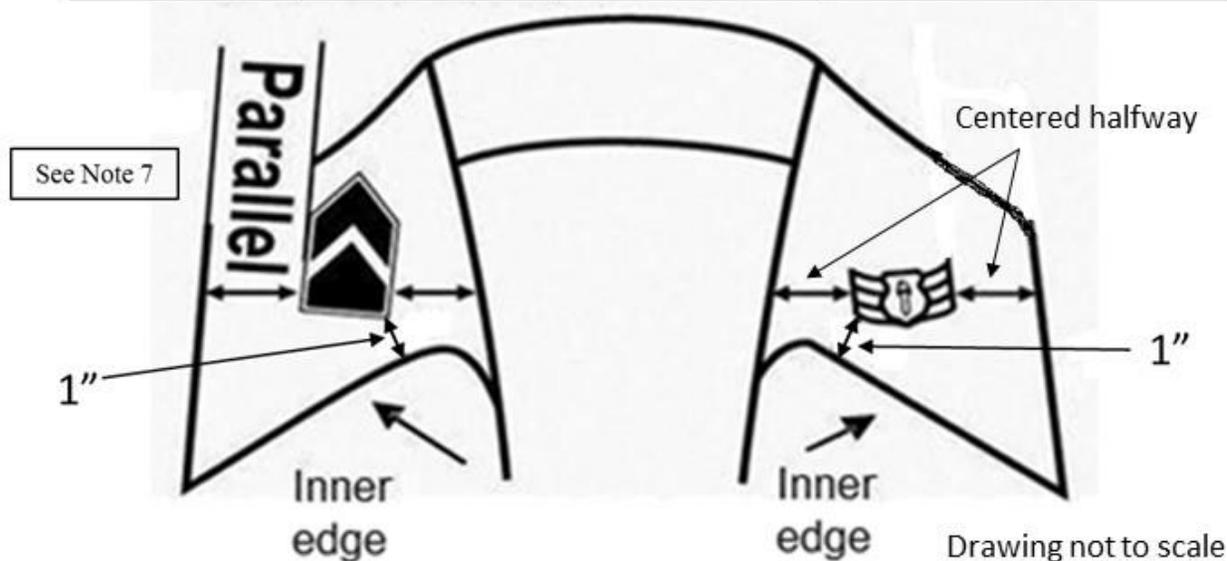
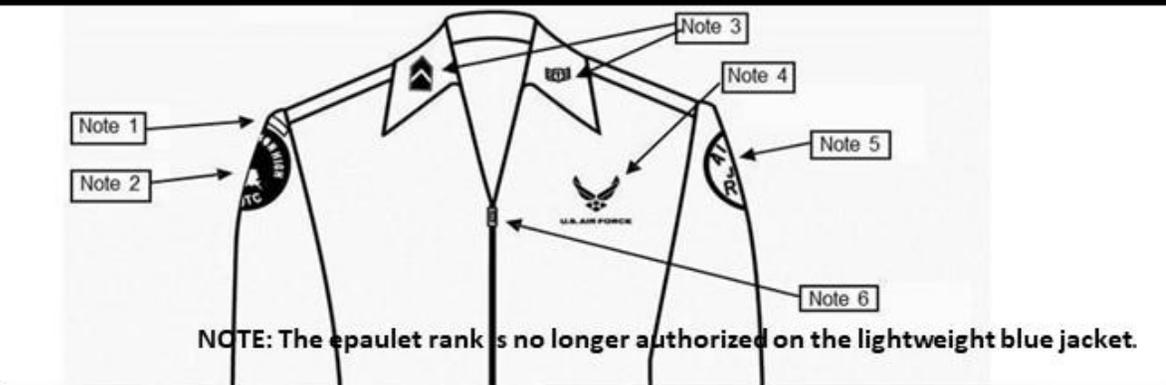
CADET ABU HEADGEAR

Enlisted Cadets will not wear rank on the ABU cap.



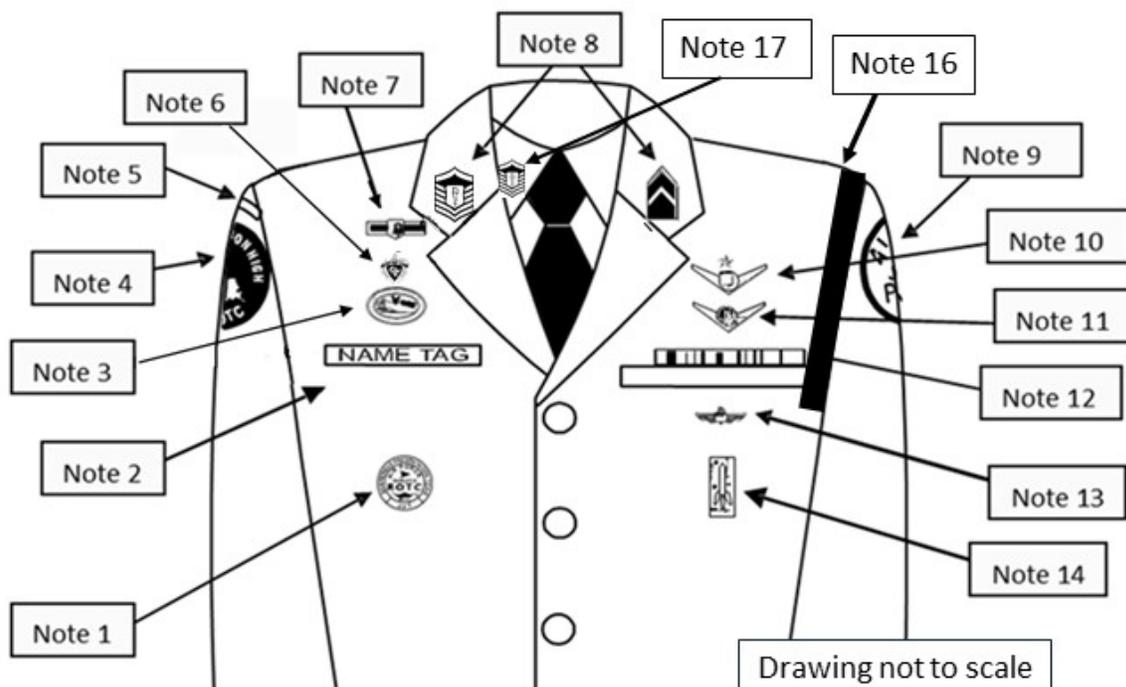
Officers will wear rank insignia on the ABU cap.

CADET LIGHT WEIGHT BLUE JACKET



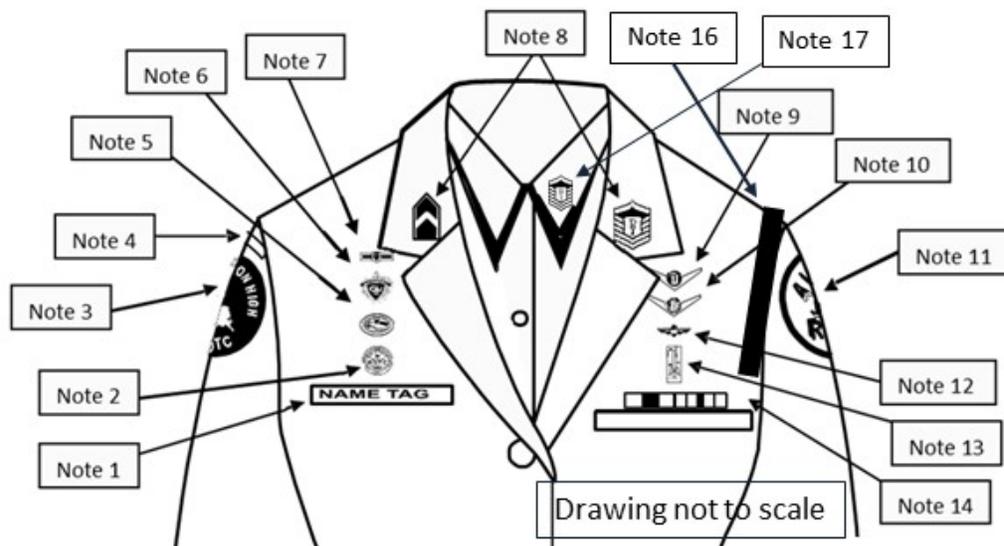
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform.**

CADET MALE SERVICE DRESS



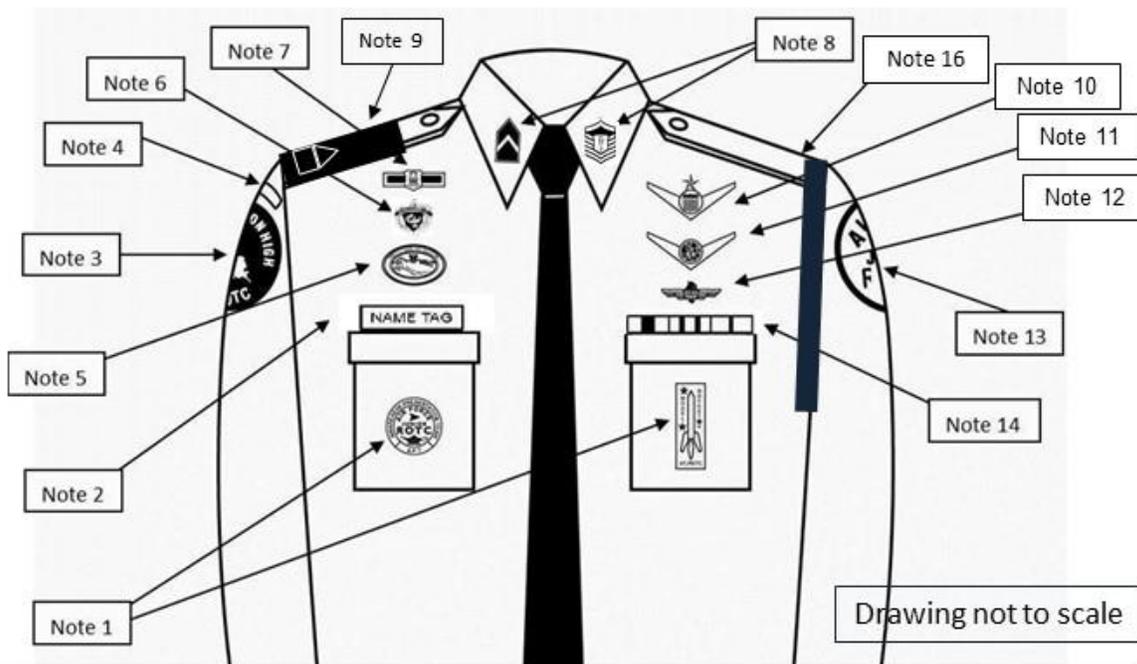
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. Flight Solo or Flight Certificate Badge. See Note 15 below.
11. Ground School Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
13. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
14. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed $\frac{1}{2}$ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

CADET FEMALE SERVICE DRESS



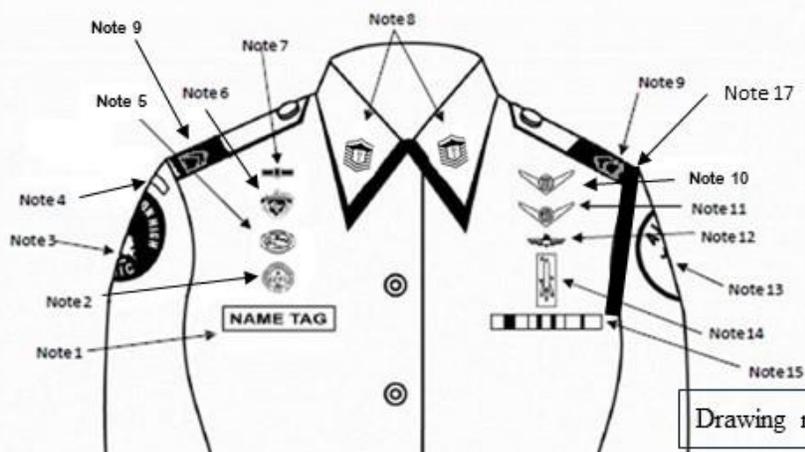
1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ½ inch higher or lower than the first exposed button.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge. See Note 15 below.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
13. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn 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. (Use larger male epaulets only).
10. Flight Solo or Flight Certificate Badge. See Note 15.
11. Ground School Badge. See Note 15.
12. Academy of Model Aeronautic (AMA) Wings. See Note 15.
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. Medals (regardless of what type) are not authorized for wear on this uniform.

CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn 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. (Use smaller female epaulets only)
10. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. First badge is centered ½ inch above name tag or ribbons (as appropriate).
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. **Medals (regardless of what type) are not authorized for wear on this uniform.**

NC-075 CADET CORPS GUIDE—ATTACHMENT 1-12

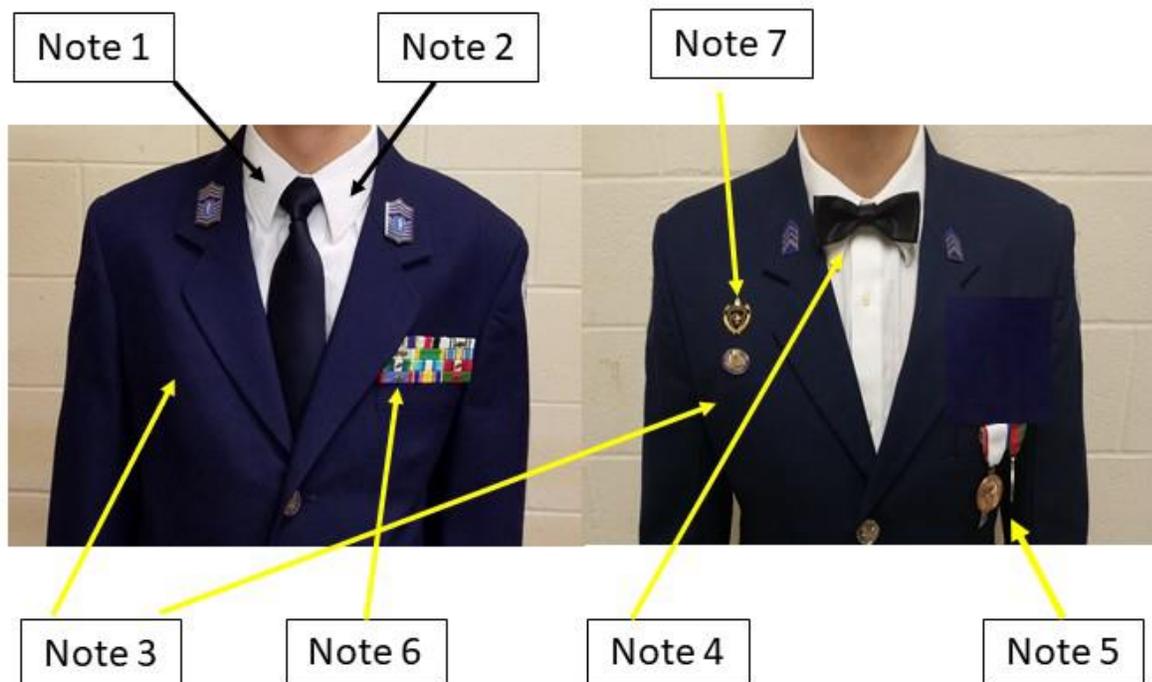
FLIGHT SUIT (Male and Female)

1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patch will be worn Velcro attached.
3. * American Flag Patch (mandatory) on left shoulder. Velcro attached.
4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC".
5. **Flight Suits are authorized for those cadets currently enrolled in or that have successfully completed aviation honors ground school, been awarded a flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.**

* Flight patches may be purchased from a vendor using MilPer funds.

NC-075 CADET CORPS GUIDE—ATTACHMENT 1-13

Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat $\frac{1}{2}$ inch below the top of the welt of the pocket, centered on the pocket. If medals are worn, ribbons will not be worn (no mixing).
6. AFJROTC ribbons may be worn on the semi-formal uniform. If ribbons are worn, medals will not be worn (no mixing).
7. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
8. Headgear is not worn with the semi-formal dress uniform.

NC-075 CADET CORPS GUIDE—ATTACHMENT 1-14

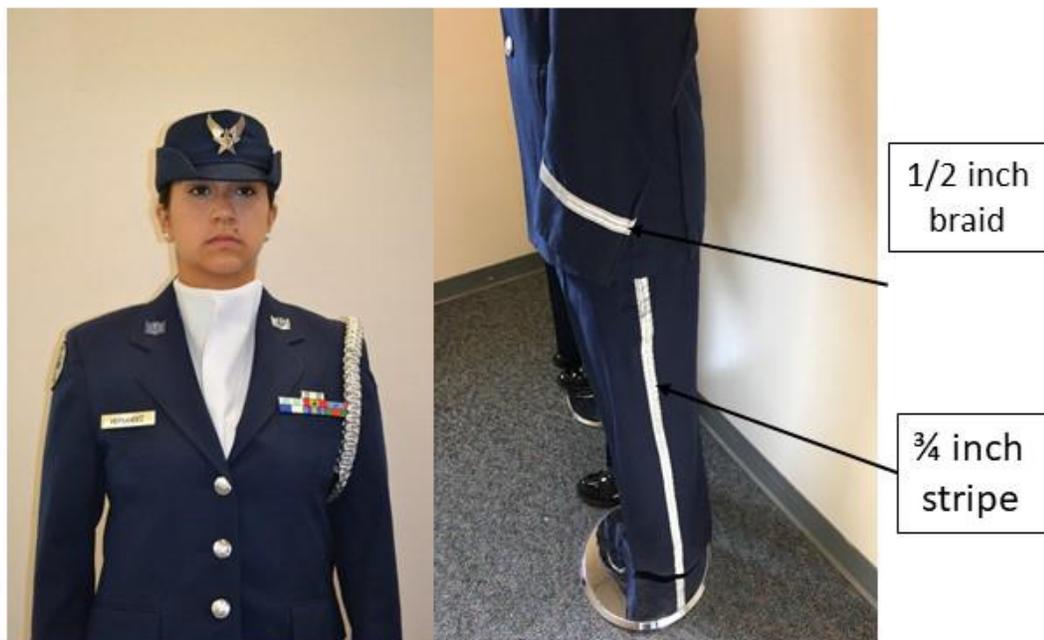
Sample Exhibition Uniform



1. Berets. Solid Color, white, dark blue or black ONLY, with AFJROTC officer or enlisted rank insignia or mini-Hap Arnold Insignia. The former officer/enlisted flight cap emblem will not be worn on the beret.
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single “infantry” style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, dark blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized**, i.e., on the back of the blue shirt collar or shoulder yoke.
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam

NC-075 CADET CORPS GUIDE—ATTACHMENT 1-15

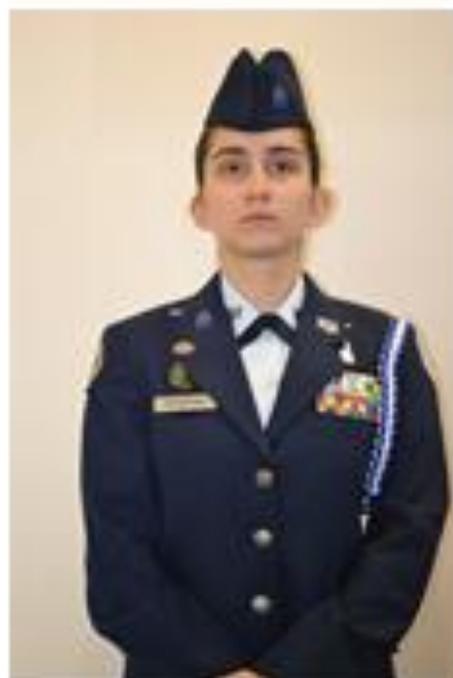
Sample Exhibition Uniform



1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's. Service Caps (wheel and bucket hats) will be a **solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, dark blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A $\frac{1}{2}$ inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam

NC-075 CADET CORPS GUIDE—ATTACHMENT: 1-16

Sample Uniform Pictures



NC-075 CADET CORPS GUIDE—ATTACHMENT: 1-16**Sample Uniform Pictures**

NC-075 CADET CORPS GUIDE—ATTACHMENT: 1-16**Sample Uniform Pictures**

Local Purchased PHYSICAL TRAINING GEAR (PTG)



FEDMALL Purchased Air Force PTG

SECTION THREE: CADET PROMOTION PROCESS

3.1. General. Promotions are an integral part of the AFJROTC program and are designed to reward individuals when their performance meets the standards outlined in policies and directives. It is an honor to be promoted and a special honor to meet all promotions on time.

3.2. Definitions:

1. **Permanent Rank:** Permanent rank *is earned* by the amount of time you spend in the ROTC program (called time-in-grade) and by how well you perform during your time-in-grade. All cadets will wear their permanent rank unless selected for a position that requires a higher rank.
2. **Temporary Rank:** Temporary rank *is assigned* when you serve in any Group/Squadron/Flight position of duty. All staff/flight positions have a temporary rank associated with that position. Cadets are eligible to wear the temporary rank as long as they serve in the position. They will return to their permanent rank once you complete your tour of duty.
3. **Officer Rank:** Officer Rank *is assigned* as a special privilege and responsibility to those individuals who show exceptional leadership. To be considered for officer rank, you must first complete a cadet officer leadership program. Officer rank is accompanied by more responsibility in the cadet corps. At SASI discretion, if a cadet holds an officer rank for two or more grading periods, then he/she may retain that rank, regardless of staff duty status, for the rest of the year.
4. **Spot Promotion:** A spot promotion is an immediate and “on the spot” change in rank that can be earned by extraordinary actions. Spot promotions are rare, but will be awarded anytime the instructors determine an individual has shown that exceptional ability or outstanding character.
5. **Demotion:** A demotion is the loss of rank caused by serious infractions, or failure to meet standards set for the rank assigned. Loss of temporary rank is not considered a demotion.
6. **Senior Rank Privilege:** At SASI discretion, seniors who serve with a temporary rank higher than their permanent rank may keep the temporary rank for their senior year.

3.3. Promotion Process:

1. **General:** It is important to have a fair and equitable promotion policy for all cadets. Promotions will be based on participation in corps activities/teams, merit/demerit points, performance in academics, uniform wear, military bearing, and leadership. Substandard performance in any area may be grounds for a promotion to be denied or withdrawn (demotion). NC-075 provides a positive environment where everyone can advance according to demonstrated abilities and performance.
2. **Cadet Promotion Board:** All promotions will be conducted by the Cadet Promotion Board at the end of each semester. The board normally consists of the following: Group Commander, Deputy Commander, Command Chief, First Sergeant, and Flight Commanders. All decisions regarding promotions, demotions, and rank detainment, will be published as special orders and posted in the classroom. All special orders must be approved by the SASI and ASI. (On Spot promotions Cadets are not required to appear in front on a Cadet Promotion Board).

3. Permanent Rank Progression: The following chart describes the permanent rank progression based on longevity.

	1 st Sem. thru 2 nd Sem.	
AFJROTC I	E-1	thru E-2
AFJROTC II	E-2	thru E-3
AFJROTC III	E-3	thru E-4
AFJROTC IV	E-4	thru E-5

4. Temp. Rank Progression: The following chart describes the temp. Rank progression that will occur in the Flight structure. 2nd semester promotions are not mandatory.

AFJROTC I:

	1 st Sem. thru 2 nd Sem.	
Element Leader	E-3	thru E-4
Flight Guide	E-3	thru E-4
Flight Sergeant	E-4	thru E-5
Flight Commander	E-6	thru E-7

AFJROTC II, III, IV:

	1 st Sem. thru 2 nd Sem.	
Element Leader	E-4	thru E-5
Flight Guide	E-4	thru E-5
Flight Sergeant	E-5	thru E-6
Flight Commander	E-6	thru E-7

CADRE

	1 st Sem. thru 2 nd Sem
AS-II	E-5
AS-III	E-6
AS-IV	E-7

Group Staff: These cadets rank is structured and deemed appropriate by the Group Commander/SASI/ASI.

SECTION FOUR: CADET EXPECTATIONS (*i.e.*; STAFF, DISCIPLINE, and GENERAL GRADING POLICIES)

4.1. Staff Appointments: Throughout the academic year various Group Staff positions may become available. The potential staff member must submit a one page essay on why he/she should become a staff member and what he/she has to offer the corps. To become a staff member, the cadet must stand in front of the Cadet Evaluation Board. When a staff position becomes available, Flight Commanders will notify their cadets on the date, time, and location of the Eval Board. Any cadet is welcome to pursue a staff appointment, but the cadet must meet high standards of integrity, dedication, responsibility, professionalism, and military bearing. The cadet must be involved in corps activities/teams and project a positive image of Tuscola AFJROTC. Also, they must have an academic average of at least a “C” in all classes, and an “A” average in AFJROTC.

4.2. Cadet Evaluation Board: The Cadet Eval Board will serve to evaluate all cadets that have: committed serious infractions, exceeded their demerit point limit, failed AFJROTC for a grading period, are pursuing a staff appointment, or are under review for staff dismissal. An Eval Board may be called at any time with the approval of the Group Commander and the SASI.

The Cadet Eval Board will consist of five Group Staff personnel.

The Cadet Eval Board Chairman will be an upper-class cadet on the senior staff at all times possible. If the cadet under evaluation is an enlisted cadet, then 3/5 of the Eval Board will be enlisted cadets as well, the remaining two will be cadet officers.

If the cadet under review is a cadet officer, then 3/5 of the Cadet Eval Board will be cadet officers as well, the remaining two will be enlisted cadets.

The evaluated cadet will be notified in writing by the Evaluation Board Chairman of all decisions and guidelines established by the Cadet Evaluation Board after the Eval Board is ended.

The cadet must abide by all decisions and guidelines established by The Cadet Evaluation Board. If a cadet is absent for his/her Eval Board, the Cadet Evaluation Board will make a decision regarding discipline, reward, appointment, or dismissal in the absence of the cadet.

4.3. Cadet Eval Board Appeal:

If a cadet wishes to appeal the decision of the Cadet Evaluation Board, he/she may type a letter of appeal in USAF memorandum form to the Command Chief Master Sergeant.

The letter should include: why the cadet was put under evaluation, the decision and guidelines established by the Cadet Evaluation Board, why they are sending a letter of appeal, and what they feel should be done regarding the Cadet Evaluation Board’s decision.

The letter of appeal will be replied to promptly by the Command Chief, and a second Eval Board may be conducted.

If the cadet feels that they are still being treated unfairly, they may discuss the situation with the SASI/ASI.

4.4. Using the Chain of Command. The Chain of Command’s purpose is to draw a line of responsibility and authority up the chain to the top. Cadets should make every attempt to resolve problems at the lowest level possible—starting within their respective flights. If the cadet is unable to resolve the problem at that level, then the Flight Commander will arrange for the cadet to see the

desired level of authority. The only authorized bypass of the Cadet Chain of Command is described in Section 1.6.1, paragraph 11, "Knock-It-Offs."

4.5. AFJROTC Military/Organizational Chain of Command

(REFER TO OPLAN PROMOTION ATTACHMENT HANDOUT)

4.6. Tuscola High School AFJROTC Chain of Command (*Current as of SY 2018-2019*)

Haywood County School Board of Education, Superintendent Dr. Bill Nolte

Tuscola High School Principal Mr. Todd Trantham

Assistant Principal Mr. Graham Haynes

Assistant Principal Mrs. Lisa Thompson

Assistant Principal Mr. Jacob Shelton

Tuscola AFJROTC Senior Aerospace Science Instructor Major David M. Clontz, USAF, Retired

Aerospace Science Instructor SMSgt Steven W. Robertson, USAF, Retired

4.7. Tuscola AFJROTC NC-075 Cadet Chain of Command (REFER TO OPLAN ATTACHMENT)

4.8. General Grading Procedures:

Cadets are graded based on their attitude, willingness to participate, and compliance with procedures. Cadets receive three standards grades each week: Weekly Physical Fitness grade, Weekly Uniform Inspection grade, and Weekly Discipline grade. Weekly Physical Fitness grades and Weekly Discipline Grades are worth 100 points each week, and Weekly Uniform Inspections are worth 200 points each week. In addition, cadets receive participation grades for special events such as parades or cadet promotion boards. Cadets who fail to wear the issued PHYSICAL TRAINING GEAR (PTG) uniform will receive a maximum Weekly Physical Fitness grade of 50. Cadets who fail to wear the AFJROTC blue uniform will receive a Weekly Uniform Inspection grade of zero. Initially, failure to wear the PTG uniform or AFJROTC blue uniform will only impact the Weekly Physical Fitness grade or Weekly Uniform Inspection grade respectively. If cadets consistently refuse to wear the PTG uniform or AFJROTC blue uniform over a period of time, it will impact their Weekly Discipline grade also. The Weekly Discipline grade takes into account a cadet's overall discipline for each week. **HABITUAL (REPEATED) NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM.** Grades will be computed in accordance w/standard district grading policy.

Course Evaluation	Number of Points Awarded
1. Weekly Physical Fitness (16 at 100 points each)	1,600

2. Weekly Uniform Inspection (13 at 200 points each)	2,600
3. Weekly Discipline (17 at 100 points each)	1,700
4. Parades, Special Events, Projects (1 at 100 points each)	100
5. End-of-Semester Final Exam* (1500 points)	1,500
	Total 7,500

*The Final Exam will appear in the electronic gradebook as being worth 100 points, but the Final Exam counts for 20% of the overall grade for the course. Therefore, the adjusted value of the Final Exam is 1,500 points.

GRADING SCALE: As set by the North Carolina State Board of Education

Grade	Percentage Required
A	90 and above
B	80 - 89
C	70 – 79
D	60 - 69
F	59 and BELOW

4.8.1. Academics. See separate Tuscola High School Course of Study and Cadet Syllabus Handout forthcoming under separate cover, which will provide complete curriculum requirements, syllabus, and grading details. *NOTE: the SASI will not allow a cadet who is failing any of his/her classes to participate in NC-075 Curriculum in Action Trips.*

4.8.2. Drill. Drill training will be intensive during the first two-three weeks of school. Subsequently, drill will occur typically on Mondays and Wednesdays in conjunction with the day we wear the uniform. Cadets will be required to perform at least one graded drill event each nine weeks and to command a graded 30-Step drill sequence once per semester.

*****4.8.3. PHYSICAL TRAINING (PT)/ WELLNESS CLASS.** Air Force JROTC has implemented the *Presidential Challenge Physical Fitness Test*; details about the test will be provided in class. Cadets will NOT be graded on how well they perform during PT/Wellness Class; they WILL be graded on:
a) whether they are willing to make an honest effort to try the exercises/activities.
b) whether or not they dress out in the issued AFJROTC PHYSICAL TRAINING GEAR (PTG) uniform. Cadets are required to dress out in the unit issued PTG uniform during AFJROTC class period on specified Tuesdays.

4.8.3.1. *If they fail to dress out, they will receive a grade of 0 for the day and not be allowed to participate. They will stand at Parade Rest for that class period, and may earn an administrative disciplinary referral to the main office.*

4.8.3.2. *The NC-075 unit issues each cadet a Physical Training Gear (PTG) uniform. NC-075 has alternate physical fitness clothing options; and cadets may purchase them if they desire. Cadets may wear either the standard issue or alternate PTG clothing items during PT/Wellness Class.*

4.8.3.3. *NO PTG MAY NOT be mixed with any combination of the Air Force blue uniform or ABUs. NO PTG cannot be substituted for the weekly uniform wear day.*

4.8.4. Military Bearing. Military bearing is evaluated daily, and cadets will receive a military bearing grade every week. That grade will be based upon: general ability to follow class instructions, display self-discipline, AF 341 merit/demerit points, and correction of problems identified by instructors. As specific examples, if a cadet fails repeatedly to comply with Air Force grooming standards, comply

with Air Force customs and courtesies to adults/school/superior cadet officers/instructors, or turn in assignments as required, those infractions will also impact their military bearing grade. Specifically, if the SASI/ASI reminds a cadet to get a haircut during a weekly uniform inspection, the next week the cadet will lose 25 points on the military bearing portion of the uniform inspection. Additionally that cadet will lose points on the 9 weeks' military bearing grade.

SECTION FIVE: CADET MANAGEMENT OF PROHIBITED BEHAVIORS— ASSAULT / HAZING / HARASSMENT / Improper Use or Abusive LANGUAGE / Physical Discipline / Mental

5.1. Prohibited Behavior.

Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals.

Any form of physical/verbal assault or mental abuse is strictly prohibited.

5.2. HAZING

Examples of prohibited physical activities include, but are not limited to: any inappropriate physical contact such as shoving, pulling or grabbing. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

5.2.1 Your receipt of this guide constitutes your understanding and acceptance of the prohibition on student Hazing and/or Harassment in accordance with North Carolina General Statutes and Haywood County School Board Policies.

5.2.2 The NC-075 Cadet Corps, and moreover, the Haywood County Schools will NOT tolerate assaults, threats, or harassment from any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

5.3. ADDITIONAL PROHIBITED BEHAVIOR.

5.3.1. Assault Students are prohibited from assaulting, physically injuring, attempting to injure, or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

5.3.1.2. Threatening Acts. Students are prohibited from directing toward any other person any language that threatens force, violence, or disruption, or any sign or act that constitutes a threat of force, violence, or disruption. Bomb and terrorist threats are also addressed in Haywood County School Board (policy 4333) Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety.

5.3.1.3. Harassment. Students are prohibited from engaging in or encouraging any form of harassment, including bullying and cyberbullying of students, employees, or other individuals on

school grounds, at school-related functions, and at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools. Harassment is unwanted, unwelcome, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. A hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

5.3.1.4. Harassment and bullying are further defined in (policy #'s:1710/4021/7230); Prohibition against Discrimination, Harassment, and Bullying. Complaints of harassment will be investigated pursuant to (policy #'s:1720/4015/7225); Discrimination, Harassment, and Bullying Complaint Procedure.

5.3.1.5. For incidents of misbehavior that do not rise to the level of harassment, see policy 4310, Integrity and Civility, which establishes the expectation that students will demonstrate civility and integrity in their interactions with others.

5.3.1.6. Policies presented in this Guide are not inclusive, but are examples of approved Haywood County School Board policies regarding Student behavior.

5.3.1.7. For a full list of Haywood County School Board Policies please refer to the Haywood County Schools home page; keyword <policy> at the following link <http://www.haywood.k12.nc.us/> : Prohibition Against Discrimination, Harassment, and Bullying (policy #'s: 1710/4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy #'s: 1720/4015/7225), Student Behavior Policies (policy #: 4300), Integrity and Civility (policy #: 4310), Assaults, Threats, and Harassment (policy #: 4331), Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety (policy #: 4333). These were officially adopted by HCS Board of Commissioners' on June 8, 2015.

5.4. Prohibition on Physical Discipline and Hazing.

Any form of hazing, whether verbal or physical, WILL NOT be tolerated within the NC-075 AFJROTC unit or activity. In addition, we DO NOT require cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated.

5.4.1. Cadets will not condone or encourage any type of hazing or initiation rituals.

5.4.2. Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.

5.4.3. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.

5.4.4. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

5.4.5. Unauthorized Clubs. We DO NOT encourage, facilitate, or otherwise condone secret societies or private clubs as part of the NC-075 AFJROTC program.

5.5. Transfer Cadets.

In some cases, a cadet may transfer from another AFJROTC unit or from a high school, which offered one of the other military services' JROTC. While academic credit may be transferred, cadet positions and rank earned in another unit are not necessarily transferable. Temporary rank normally relates to the cadet's position in the Cadet Corps. His/her permanent rank is normally tied to the cadet's year in Junior ROTC. Awards and decorations from other service JROTC units will be worn below AFJROTC awards and decorations. Authorized Civil Air Patrol (CAP) ribbons will be worn below other service

JROTC ribbons. All transfers will be evaluated by the SASI on a case-by-case basis to determine appropriate cadet rank and position.

5.6. DISENROLLMENT RULES AND PROCESSES.

Haywood Co. Schools has authorized the SASI authority to disenroll an AFJROTC cadet at any time during the academic year with proper cause. Disenrollment is a last resort, and must be preceded by documentation and corrective counseling. However, it is necessary in some cases, in order to maintain the morale and discipline of the unit. Instructors must work together with the cadets, their parents, unit cadet leaders, school counselors and administrators to resolve these issues. However, when these efforts are unsuccessful, the SASI is allowed to remove the cadet from the NC-075 AFJROTC program.

5.6.1. In most cases, a maximum of three weeks is sufficient to complete this entire administrative process. The cadet either chooses to comply as required, or is removed from AFJROTC. These students can be placed wherever the school administration sees fit, but it is the HQ AFJROTC position that these students must be removed from the AFJROTC class and disenrolled.

5.6.1. Cadets may be disenrolled from AFJROTC based on any other conduct related reason deemed appropriate by the AFJROTC SASI or the principal.

5.6.2. Disenrollment WILL used be a last resort; preceded by substantiated documentation and corrective counseling, to maintain the morale and discipline of the unit.

5.6.3. NC-075 Examples of Disenrollment: The following list is NOT all inclusive and a cadet may be removed for any one or combination of the following:

5.6.3.1. Cadet Honor Code violation(s), disciplinary problems, and other derogatory reasons.

5.6.3.2. Failing to maintain acceptable course standards such as, but not limited to the following: failing grades, improper haircuts, unacceptable grooming, incorrect uniform wear, failure to wear the uniform when required, i.e., four or more no uniform days per semester or half of the academic year, etc.

5.6.3.3. Ineptitude (inability or unwillingness to grasp academic material) or indifference to training; i.e., participation in drill and ceremonies or leadership development activities.

5.6.3.4. Undesirable traits of character and/or inappropriate behavior (in or out of uniform) while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public display of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks.

5.6.3.5. Failing to remain enrolled in school and make satisfactory progress towards graduation.

5.6.3.6. Individual request for release, consistent with current THS drop/add policy.

5.6.4. Failure to Comply with AFJROTC and/or Tuscola High School Regulations and Standards.

5.6.4.1. Failure to comply with the personal appearance and grooming standards prescribed in Air Force Instruction 36-2903 and the AFJROTC Uniform and Awards Chapter of the Operation Supplement. Examples of inappropriate grooming include (males) earrings, dreadlocks/braided hair, beards, fad haircuts, baggy/saggy pants; (females in uniform) multiple earrings, facial piercing, multi colored fingernails, excessive hair that interferes with proper wear of headgear.

5.6.4.2. Cadets NOT demonstrating proper conduct will be limited in participation so that the “good order and discipline” of the unit is not compromised. If rescheduling these cadets is not possible, they will be permanently removed from the Good Standing List and the training environment with a failing grade for not meeting Congressional standards.

5.6.5. Any other reason deemed appropriate by the SASI and/or school administration.

5.7. Student Classifications. Cadet personnel classifications are defined below.

5.7.1. AFJROTC Cadet.

A student who meets eligibility requirements for participation as described in paragraph 62.2. And is currently enrolled in the AFJROTC Academic Program.

5.7.2. Foreign Student. Local school policy will be followed in determining the eligibility of a Foreign Student to participate as a cadet in the AFJROTC program. If approved by the school to participate, Foreign Students will fully participate in the program and are required to meet all standards.

5.7.3. AFJROTC Graduate. A student who has successfully completed the AFJROTC Academic Program as prescribed by public law and Air Force instruction and has been awarded a Certificate of Completion (see paragraph 62.5.).

5.8. RESERVE CADET (*Participation*) PROGRAM.

A Reserve Cadet is basically a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular (after school) activities. To qualify as a Reserve Cadet, a student will meet one of the following criteria, with SASI concurrence.

5.8.1. The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating curriculum courses.

5.8.2. The student is currently enrolled in a 4x4 scheduled unit, has completed an AFJROTC course during Term #1 (the first semester), but is not participating in an AFJROTC course during Term #2 (the second semester).

5.8.3. The student is in a Traditional scheduled school, but cannot participate in the AFJROTC academic program for that particular year due to only duplicated courses being offered.

5.8.4. A student must have been a cadet for at least one academic year (academic term for 4x4) prior to being considered a Reserve Cadet.

5.8.5. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.).

5.8.5.1. Time in reserve status DOES NOT count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding.

5.8.5.2. Reserve Cadets may retain their uniform for the entire academic year. Uniforms for these Reserve Cadets must be issued out of the unit's uniform overage or obtained at no expense to the Air Force.

5.8.6. SASI/ASI approval is required.

5.8.7. Official Reserve Cadet Title/Status: *Reservist*.

5.8.8. Additional NC-075 Standards: To maintain Reservist status; cadets must wear the designated uniform on uniform day; and report for uniform inspection prior to school or at break. AFJROTC instructions/standards apply.

5.8.9. Reservists are eligible to participate in the Cadet Promotion Program; provided they meet all requirements during that semester.

5.8.10. Reservists are eligible to participate in all JROTC extra-curricular/co-curricular activities and earn ribbons for participation in JROTC activities.

5.8.11. Reservists must check the classroom bulletin boards/with flight leadership weekly to ensure effective communications.

5.9. PROGRAM COMPLETION.

5.9.1. AFJROTC Graduate. A student who has successfully completed the AFJROTC academic program as prescribed by public law and Air Force instruction and has been awarded a Certificate of Completion.

5.9.2. Completion Certificate. Passing grades in every credit-granting academic period constitutes successful completion of the AFJROTC program and makes the cadet eligible by law for a Certificate of Completion.

5.9.2.1. Certificate Types. All cadets will be awarded an AF Form 1256, *Certificate of Training*, for successful completion of 2 academic program years of AFJROTC with SASI concurrence. AFJROTC Form 310, *AFJROTC Certificate of Completion*, will be awarded to all cadets for successful completion of 3 academic program years of AFJROTC with SASI concurrence. AFJROTC instructors administering a 4-year program have the option of issuing an updated Certificate of Completion after 4 academic program years.

5.9.2.2. Certificate Eligibility. Cadets may be awarded certificates even if they do not graduate from high school, since the certificate is based only on AFJROTC performance.

5.9.2.3. Recognition. The AFJROTC Form 308, *AFJROTC Certificate of Recognition*, is used to recognize AFJROTC cadets and organizations (units) for outstanding support and achievement. The SASI presents this certificate.

5.9.3. Advanced Enlistment. In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade. For specifics, refer to each service's recruiting instructions/regulations.

5.9.4. ROTC Course Credit. A student completing at least two years of JROTC may be entitled to credit in the Senior ROTC program. See AFROTCI 36-2011, *Cadet Operations*, for specifics. ROTC scholarships are Senior ROTC controlled. Inquiries on scholarship eligibility, availability, and other scholarship-related issues should be made to Holm Center/RRUC.

5.9.5. Service Academy Nominations. U.S.C. Title 10 sets aside up to 20 nominations per Service Academy for "honor graduates of JROTC honor schools."

5.9.5.1. Air Force Academy Nominations: Students will apply for nomination to the Senior Aerospace Science Instructor (SASI), SASI must certify that the applicants meet the basic eligibility requirements and have or will have successfully completed the prescribed AFJROTC program by the end of the school year. The SASI will contact USAFA Admissions for an AFJROTC Nomination Appointment form.

5.9.5.2. Holm Center Operations Support will send a list of the AFJROTC Distinguished Unit Award winners to USNA and USMA Service Academies. The Service Academies will maintain a Distinguished Unit Award list so cadets who apply to Academies on line will get additional consideration. (AFI 36-2019 and USAFA Sup to AFI 36-2019).

5.9.5.3. Due to the level of competition for these limited appointments, cadets are highly encouraged to pursue other nomination sources to increase their chances of earning an appointment.

5.10.

VISIT OUR GOOGLE WEBSITE—TAB <REFERENCES) AND DOWNLPOAD THIS CADET AND MANY MORE DOCUMENTS SUCH AS OUR CADET CORPS OPERATIONS PLAN—PART ONE for additional guidance.

REMIND.COM

PHONE NUMBER: 81010

SPECIAL TEAMS:

CADET INFORMATION

INSTRUCTOR INFORMATION

TEXT @msgtr

TEXT @nc075jrotc

TEXT@push-it-up

