

**INTEGRITY FIRST**



**SERVICE BEFORE SELF**

**FARMINGTON HIGH SCHOOL  
AIR FORCE JUNIOR ROTC CADET HANDBOOK**



**MO-961**

**EXCELLENCE IN ALL WE DO**

**MO-961<sup>st</sup> AFJROTC GROUP  
FARMINGTON HIGH SCHOOL  
1Black Knight Dr  
Farmington, Missouri**

**FORWARD**

Congratulations on your decision to enroll in the AFJROTC program.

The Missouri (MO-961) Air Force Junior Reserve Officer Training Corps (AFJROTC) was established at Farmington High School in July of 1996 by agreement between the Farmington R-VII School District and Headquarters, United States Air Force JROTC.

The Senior Aerospace Science Instructor (SASI) is a retired U.S. Air Force officer and the Aerospace Science Instructor (ASI) is a retired U.S. Air Force noncommissioned officer. These instructors have extensive professional military education and training, as well as, many years experience teaching and training others.

The AFJROTC curriculum includes aerospace science and leadership instruction and training. Cadet officers and noncommissioned officers learn leadership and management skills by organizing and directing the MO-961 AFJROTC Group. Our mission is simply to build better and more productive citizens for America. Enrollment in the corps in no way obligates the cadet for military service.

The Aerospace Science Instructors and cadets of the MO-961 AFJROTC Group at Farmington High School prepared this cadet guide for your use. It is not a regulation although it refers to Air Force regulations and gives guidance in areas not practically regulated. This guide may also be informative to principals, counselors, teachers and parents.

The standards in this guide support the leadership and personal development objectives of the AFJROTC program and if taken in the spirit, in which they are intended, will provide the foundation for a pleasant and profitable educational experience. It contains policy guidance, requirements and rules of conduct for you, an AFJROTC cadet at Farmington High School. I recommend you study this guide thoroughly. You will be held responsible for its contents during daily activities and on examinations.

We wish you success and personal satisfaction as a member of the Farmington High School Group.



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*An A+ Designated School with a  
Caring and Excellent Faculty and Staff*

## WELCOME

Congratulations! You have just made the first step in planning your future. You're off to a great start, and we're proud that you have joined the MO-961 Air Force Junior Reserve Officer Training Corps Cadet Group. This unit has obtained a Distinguished Unit with Merit rating (Top 25% of all AFJROTC units in the nation), and this year we plan to maintain that rating.

But as I mentioned, you've only just begun. Since you have chosen to become a part of such a reputable organization, you now become a valued asset who will be challenged to the utmost in achieving our goals for the year. As we strive for these goals you will learn teamwork, leadership, responsibility, discipline, honor, pride, and a great deal about yourself. All this may sound like we expect a lot from you, but all of these qualities are within your grasp. These few words are often used to describe the students in our school, and after you become involved in the many activities available to you, you'll see why.

What you are going to experience this year in JROTC may be the toughest challenge you will ever face. You must be ready to conform to standards, take orders, and learn new ways of doing things. Everything you do is designed to make you a better person for your community and your country. Being the best often means giving 250% effort for 100% achievement. But remember you are not alone! There are over 50 new cadets going through the same thing you are. Keep in mind that the officers and upperclassmen are here to help. So, if you have any questions don't hesitate to ask any of them.

By following the guidelines in this handbook you can help prepare yourself for a more rewarding future in the cadet group. This handbook was designed to give you a better understanding of what will be expected of you as a cadet. Please use it throughout the year, for it will answer most of the questions you will have about the JROTC program here at Farmington High School.

If you are ready to accept the challenges that lie before you, then MO-961 welcomes you. As I mentioned earlier, we have set some rather high goals for this unit to accomplish this year. We have achieved our goals in the past, and I'm sure that with your help and dedication, we will do the same this year.

Again, I welcome you to MO-961.

Sincerely,

Dr. Nathan Hostetler, Principal  
Farmington High School

<b>CONTENTS</b>	<b>PARAGRAPH</b>	<b>PAGE</b>
<b>CHAPTER 1 - MISSIONS AND OBJECTIVES</b>		<b>6</b>
The Basics	1-1	6
AFJROTC and MO-961 Mission	1-2	7
Instructional Objectives	1-3	7
Air Force Core Values	1-4	7
AFJROTC Quality	1-5	8
Benefits	1-6	9
Grading Policy	1-7	10
AFJROTC-Related Clubs/Activities	1-8	11
<b>CHAPTER 2 – STANDARDS</b>		<b>12</b>
Cadet Honor Code	2-1	12
Inappropriate Behavior	2-2	12
Standards of Conduct	2-3	13
USAF JROTC Cadet Roles and Relationships	2-4	14
General Leadership Guidelines	2-5	15
Public Display of Affection (PDA)	2-6	15
Chain of Command	2-7	16
Saluting Privileges	2-8	17
Classroom Procedures	2-9	18
<b>CHAPTER 3 - AIR FORCE JUNIOR ROTC UNIFORMS</b>		<b>21</b>
The Uniform	3-1	21
Appearance Standards	3-2	24
Cadet Health and Wellness Program	3-3	26
Other Uniform Wear	3-4	26

ABU/ACU/BDU Wear	3-5	26
Shoe Shine Tips	3-6	27
Cadet Awards, Medals, Ribbons & Cords	3-7	27
<b>CHAPTER 4 - DISCIPLINARY SYSTEM</b>		30
Disciplinary Action	4-1	30
Cadet Review Board	4-2	31
Probation (Disciplinary and/or Academics)	4-3	31
Exception	4-4	31
<b>CHAPTER 5 - CADET CORPS ORGANIZATION</b>		32
Group Commander	5-1	32
Vice Group Commander	5-2	32
Operations Squadron Commander	5-3	32
Squadron Commanders	5-4	33
Command Chief	5-5	33
First Sergeant	5-6	33
Awareness Presentation Team Commander	5-7	34
Chaplain	5-8	34
Cadet Health & Wellness Officer	5-9	34
Color Guard & Drill Team Commander	5-10	34
Explorers Officer	5-11	35
Ensemble Commander	5-12	35
Financial Officer	5-13	35
Flag Detail / Pledge of Allegiance Officer	5-14	35
Kitty Hawk Air Society Commander	5-15	35
Logistics Officer	5-16	36

Marksmanship Officer	5-17	36
Personnel Officer	5-18	36
Public Affairs Officer	5-19	36
Recruiting Officer	5-20	37
Red Cross Knights Commanders	5-21	37
Web / Technician Officer	5-22	37
Flight Commanders	5-23	37
Flight Sergeants	5-24	37
Transfer Cadets	5-25	38
<b>CHAPTER 6 – CADET PROMOTION SYSTEM</b>		39
Cadet Grade/Rank	6-1	39
Promotion Policy	6-2	39
Promotion System	6-3	39
Promotion Process	6-4	40
Corps Commander Selection Process	6-5	40
<b>CHAPTER 7 - CADET ACTIVITIES</b>		41
Philosophy	7-1	41
Cadet Staff and Corps Meetings	7-2	41
Cadet Review Board	7-3	42
Board Procedures	7-4	43
Color Guard and Drill Team	7-5	43
Corps Newsletter	7-6	43
Community Service Projects	7-7	44
Fundraising	7-8	44
Kitty Hawk Air Society	7-9	44

Marksmanship Program	7-10	44
Awareness Presentation Team	7-11	45
Model Rocketry Program	7-12	45
AFJROTC Ensemble Team	7-13	45
AFJROTC Web/Tech Team	7-14	45
Dining-In/Dining-Out	7-15	45
Freshmen Mixer/Picnic	7-16	46
Recruiting	7-17	46
Parades	7-18	46
Field Trips	7-19	46
<b>CHAPTER 8 – REPLIC DAISY RIFLES</b>		47
Cadet Behavior Criteria for Replica Rifles	8-1	47
Control and Storage of Replica Rifles	8-2	47
<b>ATTACHMENTS</b>		
Air Force Junior ROTC Insignia (Atch 1)		49
Air Force Junior ROTC Badges (Atch 2)		50
Cadet Male Headgear (Atch 3)		51
Cadet Female Headgear (Atch 4)		52
Cadet Lightweight Blue Jacket (Atch 5)		53
Cadet Male Service Dress (Atch 6)		54
Cadet Female Service Dress (Atch 7)		55
Cadet Male Blue Shirt (Atch 8)		56
Cadet Female Blue Shirt (Atch 9)		57
Cadet Battle Dress Uniform (BDU/ABU/ACU) (Atch 10)		58

## CHAPTER 1 - MISSIONS AND OBJECTIVES

### 1-1 THE BASICS

- a. **The Aerospace Science** course introduces the historical, scientific and technical aspects of aerospace technology. **Leadership Education** provides experiences to develop discipline, responsibility, communication skills, and citizenship. Leadership Education also includes wearing of the Air Force uniform, the proper use of Air Force customs and courtesies, participating in drills and ceremonies, giving and receiving instructions, and acting as leaders and members of the MO-961 AFJROTC Group. **You do not incur any military service obligation by participating in this program.**
- b. LEGAL AND REGULATORY BASIS
1. The Reserve Officers' Training Corps Vitalization Act of October 13, 1964 is the authority to operate Air Force Junior Reserve Officers' Training Corps (AFJROTC) programs in secondary schools.
  2. Air Force Junior Reserve Officer Training Corps (AFJROTC) describes the curriculum of the AFJROTC program and policies and procedures for AFJROTC units. It gives guidance for organizing the cadet corps and provides other directions in the operation of the MO-961 AFJROTC Group.
- c. To be eligible for membership in the MO-961 AFJROTC program you must/be:
- Enrolled in and attending a regular course of instruction at Farmington High School.
  - Attending any High School or home schooled and still be eligible for membership.
  - Have completed the eighth grade.
  - Physically fit to participate in AFJROTC Cadet Health and Wellness training.
  - Able to wear the Air Force blue service uniform.
- d. Students may transfer from Army, Navy, Marines or other AFJROTC units with full credit for training already received. **Note: Student must present documentation such as a cadet record or transcripts.**
- e. Attitude and behavior makes all the difference. The majorities of cadets have very few problems and really enjoy the program. However, the few who struggle with the expectations and rules have a negative impact on the morale and welfare of the corps.
- f. You may be disenrolled for the following reasons:
- Failing to maintain acceptable course standards including uniform wear, exercising, and personal grooming.
  - Inaptitude or indifference to training.
  - Disciplinary reasons



- Failing to remain enrolled in school or suspended from school and any other reason deemed appropriate by the principal and the Senior Aerospace Science Instructor (SASI).

**NOTE: The cadet hierarchy may recommend disenrollment with appropriate documentation and a review board. The Senior Aerospace Science Instructor (SASI), will be the approving authority.**

**1-2 AFJROTC MISSION:** Our mission is to “Develop citizens of character dedicated to serving their nation and community.”

**1-3 INSTRUCTIONS OBJECTIVES:** The objectives of our program are to instill in high school cadets:

- Promoting the whole-person concept by encouraging physical fitness, academic excellence, moral character and community service, etc.
- Patriotism and an understanding of their personal obligations as United States citizens.
- A high degree of personal honor, self-reliance, responsibility, and leadership.
- A broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
- Habits of orderliness and precision by teaching cadets military customs and courtesies and basic military drill.
- A knowledge of and appreciation for the traditions of the Air Force.
- An interest in completing high school and pursuing higher educational goals and skills.
- How to interact with other cadets and use the chain-of-command by providing an environment for experience and growth in the attitudes, disciplines and techniques of effective leadership.
- Good personal appearance including neat military grooming, cleanliness and proper wear of a military uniform.
- Qualities of honorable behavior, high ideals, self-confidence and responsibility for the consequences of one’s actions.
- Promote Farmington High School’s educational goals as defined in its Students Handbook.

#### **1-4 THE AIR FORCE CORE VALUES**

1. Integrity First.

2. Service Before Self.

3. Excellence in all We Do.

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

b. **Service before Self**-means that professional duties take precedence over personal desires. Military service is not just another job. Every military member realizes from day one, that his or her individual needs will be second to the needs of the nation. A leader unwilling to sacrifice individual goals cannot convince other unit members to do so. While personal goals often coincide with Air Force goals, there is no room for personal agendas at the expense of the institution or the American people.

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

Present times call for values that serve as a beacon toward the right path. They set the standard for our behavior, our service to country, and our treatment of one another. The core values of integrity first, service before self, and excellence in all we do, are the foundation upon which a quality Air Force and U.S. citizenship is built.

### 1-5 AFJROTC QUALITY

- a. Recently HQ/AFJROTC revamped its unit inspection process because they felt it didn't effectively measure the success or failure of its Junior ROTC Units. The new inspection process is designed to accomplish three main goals.
  1. Reduce the checklist-based, compliance-oriented inspection method.
  2. Ensure we are focused on "Building Better Citizens for America".
  3. Eliminate competition between units.
  
- b. The new 'Quality Process' allows each unit to develop its own Goals, Objectives, and Priorities which it feels important to THEIR situation, and develop metrics (i.e. measurements) to determine progress in reaching the aforementioned. This means the cadet corps must ask and answer the following three basic questions:
  - \* **Why is this important to our unit?**
  - \* **What programs do we need to address our important issues?**
  - \* **How do we know we are meeting our goals, objectives, and priorities?**
  
- c. The inspector's role in the unit assessment has been purposely left broad. He has eight assessment areas to address. These are called Function Areas and are as follows:
  1. Leadership
  2. Education
  3. Training
  4. Recruiting
  5. Personnel Actions- how the cadets managed to turn into leaders.
  6. Financial Management
  7. Unit Support- interacting with the school and the community (PA, Community Affairs)
  8. Special Interest Items-Rifle Team, Recruiting, CIA trips, etc.
  
- d. Furthermore; with the above in mind, the cadet staff briefing to the inspector will no longer be a recital of job description, but should describe the quality process of how the unit "Builds better citizens for America". This means the cadet staff will have to 'sell' their program to the inspector by answering the aforementioned 'three basic questions'. The inspector will rate the corps on the programs and processes presented in the briefings.
  
- e. Each activity commander will establish a goal(s) for his/her activity and advise the Operations commander (in writing) of such goal(s), plus the success (or failure) to achieve said goal(s). Also, each commander will assess the impact of their goal(s) on the Corps, community, cadets, etc., and advise the Operations commander of such.

## 1-6 BENEFITS

a. **A CERTIFICATE OF COMPLETION:** is presented to a student in good standing who has successfully completed at least three years of the AFJROTC program. In order to receive the SASI's endorsement the cadet must have maintained 70% or C and satisfactory citizenship grades. A cadet must have this certificate in his/her possession when enrolling in a college level ROTC program, or when enlisting in the armed forces, in order to gain the benefits of successfully completing the AFJROTC program.

1. With the Certificate of Completion, the cadet may be excused from one year of the General Military Course (GMC) of the senior AFROTC program. This privilege must be arranged with the Professor of Aerospace Science (PAS) when enrolling at the college or university .
2. The AFJROTC Certificate of Completion will also allow enlistment to the pay grade of E-3 in the Army, Navy, or Air Force upon completion of military basic training. Enlistment in the Marine Corps will be in pay grade E-2. This provides for immediate monetary benefit. It also places the cadet ahead of other personnel enlisting at the same time and, theoretically, makes the cadet eligible for promotion ahead of other enlistees who enter at the same time.

b. **A CERTIFICATE OF TRAINING** is presented to a cadet in good standing who completes two years of the AFJROTC program.

1. With the Certificate of Training, the cadet may be excused from one semester of the General Military Course (GMC) of the senior ROTC program. This privilege must be arranged with the Professor of Aerospace Science (PAS) at the time of enrollment in the college or university.
2. If the AFJROTC cadet elects to enlist in the Armed Forces, the Certificate of Training will allow enlistment pay grade E-2 in the Air Force, Army, or Navy. This provides for immediate monetary benefit. It also places the cadet ahead of other personnel enlisting at the same time and, theoretically, makes the cadet eligible for promotion ahead of other enlistees who enter at the same time.

**NOTE:** These certificates are not awarded automatically, or based solely upon academic grades. Consideration is given to total performance and achievement as a member of the unit. It is possible to complete the course and NOT be considered to have met the total requirement for award of the certificate, example: unsatisfactory citizenship, grades, etc. Final determination for the award rests with SASI.

c. **COLLEGE CREDIT: The University of Colorado has approved** six two-credit semester hour courses for the AFJROTC Cadet Program. To receive credit the minimum passing score is a "B". Consult the ASI for complete details. The courses are:

- a. LEAD 153 Fundamentals of Leadership and Aviation History (Freshman)
- b. LEAD 154 Leadership in the Science of Flight (Sophomores)
- c. LEAD 155 Leadership in Space Exploration (Juniors)
- d. LEAD 156 Fundamentals of Defense Aviation Policies (Seniors)
- e. LEAD 150 Personal Management (NEFE ©HSFPP(HS Financial Planning Program))
- f. LEAD 151 Character Education (AF Honors Camps and Summer Leadership Schools)

### 1-7 GRADING POLICY

a. Academic Grades - You are graded in three areas in AFJROTC: Aerospace Science (AS), Leadership Education (LE), and Physical Fitness (PT). AS instruction accounts for 40% of your grade. LE instruction accounts for 40% of your grade. PT accounts for 20%.

100-95	A	76-73	C	A= Excellent
94-92	A-	72-70	C-	B= Superior
91-89	B+	69-67	D+	C= Average
88-83	B	66-64	D	D= Inferior
82-80	B-	63-62	D-	F= Failure
79-77	C+	61-0	F	

b. Grades for aerospace science TPS homework, tests, reports, projects, presentations, and physical fitness are averaged for a numerical grade for AS. Grades for leadership education tests, daily TPS lessons, and cadet activities (see Paragraph 1-7), personal conduct (see Chapter 2), attendance and uniform wear/inspections (see Chapter 3) are averaged for a numerical grade for LE.

c. You are encouraged to understand the importance of your grades and Instructors will discuss your grades upon request. If you are failing (61 or below) in any other High School course, you will be placed on Probation (See Page 31, 4-3 PROBATION) and encouraged to attend an after school mentoring program until your grade is above failing. Failure to comply with our academic standards may omit you from any competitions, or field trips. (See Page 46, 7-19 FIELD TRIPS)

### 1-8 AFJROTC RELATED CLUBS/ACTIVITIES

There are several extracurricular activities available to you that provide added insight into aerospace or leadership experiences. Although you are NOT required to participate, these activities will help you understand and enjoy the AFJROTC program. Participation in these activities will increase your chance of promotion and impact corps position selection.

1. Awareness Presentation Team
2. Color Guard/Drill Team
3. Flag Detail Team
4. JROTC Ensemble Team
4. Kitty Hawk Air Society Club
5. Marksmanship Team
6. Recruiting Team
7. Fund-raising activities
8. Public Affairs/Newsletter/Photos
9. Website/Tech Team

You are highly **encouraged** to attend the following functions when conducted:

1. AJROTC Sponsored Community or School Events
2. Annual Awards Ceremony
3. Military Dining-in/Out
4. Parades
5. Laser Tag/Bowling Lock-Ins
5. Senior Survival Day
6. Marksmanship Competitions
7. Field Trips

## CHAPTER 2 - STANDARDS

### 2-1 CADET HONOR CODE

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

- a. These simple words provide the basis for a personal code of honesty that will sustain you for the rest of your life. The Honor Code is specific and clear in what it demands. You are expected to have complete integrity and honesty in both word and deed; you shall avoid evasive or misleading statements. You will do your own work on anything that is to be graded. The Honor Code belongs to you.
- b. Maintaining the high standards of trustworthiness is your responsibility. This requires self-control and a conscious effort at all times.
- c. The purpose of the code goes beyond the part of your life that involves AFJROTC training. It should become your ethical code and lifestyle.
- d. If you become aware of someone lying, stealing or cheating, report the episode through your chain-of-command to the Cadet Corps Commander. The commander will investigate the charges and recommend appropriate action to the SASI. The SASI will take action deemed appropriate in each case.

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

### 2-2 INAPPROPRIATE BEHAVIOR

- a. Inappropriate behavior, **in or out of uniform**, is prohibited 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.
- b. **PHYSICAL DISCIPLINE or HAZING: Physically disciplining or hazing of cadets "IS STRICTLY PROHIBITED!"** Hazing is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm. Also, any form of physical or mental abuse is **strictly prohibited**. Your receipt of this guide constitutes your understanding and acceptance of the prohibition on cadet hazing in MO-961.
- c. Requiring cadets to perform push-ups or any other physical activity as punishment for any reasons is also forbidden. These activities may only be performed as part of a unit's regular physical training/wellness program.
- d. Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned nor tolerated.

## 2-3 STANDARDS OF CONDUCT

- a. You become a leader by exhibiting qualities of intelligence, good judgment, decisiveness and initiative. You inspire others to follow you by setting examples of confidence, maturity and respect. In order to realize your highest potential, you must maintain high standards of self-discipline, high ideals, good manners, social grace, appropriate school dress codes (in or out of uniform), and good grooming.
- b. You will display friendliness and respect to students, Farmington High School faculty, instructors and AFJROTC cadets. You will greet other cadets and instructors in a pleasant manner, regardless of location.
- c. Cadet officers/NCOs will exercise discretion in enforcing military courtesy. Cadets will not be placed in an embarrassing situation by a public reprimand. However, cadet officers have the authority and the responsibility to deal with violations of military customs or courtesies.
- d. You will show your respect for instructors and any guest speakers by addressing them as "sir" or "ma'am" and by responding to them in the same manner (e.g. yes/no sir/ma'am).
- e. Enlisted cadets show their respect for cadet officers by addressing and responding to them as "sir" or "ma'am", and saluting them when outdoors.
- f. You will not wear hats (uniform or civilian) indoors unless permission is obtained from the SASI/ASI. When you are in uniform you will wear the correct headgear outdoors.
- g. You will follow procedures outlined in this cadet guide and will obey reasonable orders from all senior class cadets, regardless of their position or rank.
- h. You will come to the AFJROTC classroom prepared to engage in AS/LE activities. Preparation includes completed assignments, proper textbooks, chromebook, pen/pencil, and a positive attitude conducive to learning.
- i. You will not litter the classroom or leave study materials or personal items in the AFJROTC office, classroom or logistics room. You will put your trash in the trashcans and leave tables and/or chairs correctly placed. Do not set on tables or lean back in chairs.  
**Classes will not be dismissed until the room is neat and orderly.**
- j. You will not mark, scratch, or deface Air Force or Farmington High School property.
- k. **Cell phones will not be visible or used once class begins.** Do not plug them in for recharge during our class time. You will be warned the first time, but if it occurs again, your phone will be sent to the office.
- l. **Restricted Items While In Uniform.** I-Pods, MP3s or cell phone headphones will not be authorized while in uniform. Headphones may be played while running during P/T exercises with SASI permission.

## 2-4 USAF JROTC CADET ROLES AND RELATIONSHIPS

### a. OFFICERS

1. Cadet Officers role in MO-961 is to provide overall corps leadership by:
  - **Leading by example in bearing, behavior, and appearance**
  - **Taking initiative**
  - **Being champions of "what's right," not "who's right!"**
  - **Serving as teachers and/or mentors**
  - **Are advocates of AFJROTC**
  - **Doing and delegating**
  
2. The cadet officer must strive to maintain appropriate relationships with all members of MO-961. Without exception; all relationships should be based upon mutual respect:
  - **Cadet Officer to AFJROTC Instructors:** Subordinate to superior, and as an advisor.
  - **Cadet Officer to NCO:** Superior to subordinate, senior partner, leader, teacher. It is important to keep in mind that this is a division of management, not a measurement of self-worth. Many officers in the Armed Forces have caused personal and organizational problems by either being arrogant towards enlisted members (especially towards NCOs), or by trying to be buddies with enlisted members.
  - **Cadet Officer to Enlisted:** Superior to subordinate, leader. The same cautions apply as cited above. That does not mean cadet officers and cadet-enlisted members cannot associate, it does mean that friendships cannot interfere in a cadet doing their duty.

### b. NON-COMMISSIONED OFFICER (NCO)

1. The JROTC NCO is the backbone of MO-961 and is closer to the general corps membership. They:
  - Set the example on how to carry out orders
  - Serve as teachers and or mentors
  - Are doers
  - Are advocates of AFJROTC
  - Serve as advisors to cadet officers and, when appropriate, to SASI/ASI
  - Are maintainers of discipline and standards
  
2. Like the cadet officer, the cadet non-commissioned officer (NCO) must strive to maintain proper relationships with other cadets:
  - **Cadet NCO to cadet officer:** Trusted subordinate to superior, advisor.
  - **Cadet NCO to cadet NCO:** According to rank, fraternal.
  - **Cadet NCO to cadet corps:** Superior to subordinate, teacher.



## 2-5 GENERAL LEADERSHIP GUIDELINES

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

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

b. **Be facilitators** (people who help to make positive things happen). Regardless of your position in the corps, **you should always ask yourself in every situation "How can I make this work?"** By being a facilitator, you are helping to make MO-961 a positive experience.

c. **Accept criticism graciously.** Feedback is common in a structured environment, which is one of the ways structure is maintained. When the feedback is negative, it's called criticism. Criticism can vary from "your pocket is unbuttoned" to really extensive observations requiring more than a second to correct. **Try not to take it personal. If you allow it to become personal, it can ruin your experience in the corps.**

d. As members of MO-961, we are ALL responsible for making the corps something we want to be a part of.

## 2-6 PUBLIC DISPLAY OF AFFECTION (PDA)

a. At no time, while in uniform outside the AFJROTC classroom, in the hallways, or while in/out of uniform and inside the AFJROTC classroom or on field trips will cadets do the following:

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

b. The reasons for this policy are as follows:

- The good order and discipline of the corps
- Detracts from the image we are trying to establish and maintain
- Potential undermining of superior to subordinate roles/relationships
- Changes relationships from professional to personal
- Gives rise to perceptions of favoritism within the corps

## 2-7 THE CHAIN-OF-COMMAND

- a. A fundamental part of a structured environment. The military chain of command has been in existence for several millennia. The basic reason for the military's use of it is efficiency.
- b. AFJROTC, just **like** the military, **uses** it to:
  1. Communicate objectives/information from senior positions/functions to lower positions/functions.
  2. Communicate responses or to advise from lower positions/functions to higher positions/functions.
  3. Voice grievances on policies, directives/orders, or perceived wrong doings (if the complaint is about an aerospace academic grade, the cadet should communicate directly with the SASI/ASI). If you want to use the chain of command to voice a complaint, do the following:
- c. Talk with your **flight commander** about the concern **first**. This is extremely important because most complaints are resolved at this level.
- d. If talking with your flight commander fails to resolve the problem, then use organizational chart (posted in classroom) to figure out who is next in the chain of command to express your grievance. This process is repeated until the cadet feels that their grievance has been addressed to their satisfaction. Although unusual, it is conceivable for a complaint to go all the way to the SASI.

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

## 2-8 SALUTING PRIVILEGES

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

- a. MO-961 cadet officers are saluted by any cadet with lesser rank. Junior grade officers will salute officers of higher rank when in uniform. Enlisted cadets are not required to salute each other.
- b. Salute, in uniform, whenever you are required to report to the SASI.
- c. Do not salute while running. Come to a walk, salute the senior ranking officer, and continue running if necessary.
- d. When you are in uniform and outdoors, salute all military officers in uniform.
- e. Begin the salute in time to allow the senior cadet/military officer to return it. If you are carrying articles in both hands you do not need to salute but need to verbally acknowledge the officer (good morning), although you will be saluted if recognized as an officer. The person being saluted should verbally acknowledge the salute.
- f. Except for formal reporting, you are not required to salute indoors.
- g. When you are outdoors in uniform and the National Anthem is being played, come to attention, face the music and salute. If the flag is being raised or lowered at the same time, face the flag and salute. Hold the salute until the flag has stopped moving or the music stops playing. Anytime you are in uniform and observe the American flag moving up or down the flagstaff, you will halt, come to attention and salute until the flag stops moving.
- h. Pledge of Allegiance to the United States of America flag.**
  - When you are in uniform, outdoors, stand at attention and render the hand salute.
  - When you are in uniform, indoors, stand at attention facing the flag and recite the pledge. Do not render the hand salute.
  - When you are in civilian attire, stand at attention with the right hand over the heart, face the flag and recite the pledge.
- j. Cadet officers and NCOs should correct saluting violations by new cadets in a courteous and helpful manner. New cadets are to accept these corrections in the same spirit.

## 2-9 CLASSROOM PROCEDURES

### a. STARTING CLASS:

1. All cadets will enter the classroom before the tardy bell rings and will take their seats. Once the tardy bell rings, both doors will be closed by the closest cadet setting by the doors.
2. The flight commander (Flt CC) will take attendance, read announcements, and be in control of the flight. The flight commander or flight sergeant calls the class to "ATTENTION" any time the SASI enters the room. The SASI will tell cadets to be seated. **Also, stay in your seat until the bell has rung for dismissal.**

### b. CLASSROOM RULES: For the sake of our mission, instructors, flights and you!

#### 1. DO

- (a) Act mature.
- (b) Treat each other with dignity and respect.
- (c) Be a good leader and a good follower.  
(Note) You must learn to follow before you can lead.
- (d) Find ways to enjoy the corps.
- (e) Bring all required materials to class everyday (that includes a writing utensil).
- (f) Always sit in your assigned seat once the bell has rung.
- (f) Request permission before leaving your seat during class.
- (g) Use proper protocol when interacting with other cadets, asking SASI/ASI questions.
- (h) Look at leadership and the academic class days as an opportunity to grow.
- (i) Comply with Farmington High School and Cadet rules of Conduct.

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

- (a) LEAVE BOOK BAGS, CLOTHING, OR FOOD IN THE CLASSROOM.
- (b) BRING FOOD OR BEVERAGES INTO THE CLASSROOM WITHOUT PERMISSION. NOTE: (Our Sodas and Bottled water is allowed)
- (c) Wear hats or sweat-tops with pull-over hoods on your head in the classroom.
- (d) Leave your assigned seat without permission.

- (e) Use cell phones or have them in public viewing. They may be confiscated and sent to the office.
  - (f) Charge cell phones while in the JROTC classroom.
  - (g) Sit on tables, desktops or computer table.
  - (h) Do not place feet on tables or chairs.
  - (i) Do not tilt chairs backwards or on rear legs. Keep four legs on the floor.
  - (j) Use vulgar, obscene or profane language.
  - (k) Address instructors with "yeah" or "nope."
  - (l) Throw things around the classroom.
  - (m) Engage in horseplay.
  - (n) Make racial slurs or sexist comments.
  - (o) Sleep in class or rest your head on the table.
  - (p) Take any Air Force assets from our classroom without instructor approval.
  - (q) Disturb pictures, bulletin board items, computer settings, or static displays.
  - (r) Write on the whiteboards without SASI/ASI approval.
- d. **MILITARY PROTOCOL:** Correct military protocol will be observed at all times.

1. Our SASI is addressed by cadets in or outside the classroom as:

By his rank: **Colonel**

Rank and last name: **Colonel Sparks**

**Sir** is also appropriate

2. Our ASI is addressed by cadets in or outside the classroom as:

By his rank: **Senior**

Rank and last name: **Sergeant Heflin**

**Note:** Never address the instructors, or any other school staff members by their first or last name. When in doubt, always use Sir and/or Ma'am or Mr. and/or Mrs.

e. **TARDY AND ABSENCE POLICIES: Refer to your Farmington High School Student Handbook.**

1. MO-961 will comply with the Farmington High School policies concerning student absences and tardies. Simply put, if you not in the classroom when the last bell rings, you are tardy.
2. The policies will be reviewed at the beginning of each school year and when changes are made during the school year.

## CHAPTER 3 - AIR FORCE JUNIOR ROTC UNIFORMS

### 3-1 THE UNIFORM

The AFJROTC cadet uniform is, with very few certain exceptions, the same as that worn by active duty Air Force personnel. The reputation of the United States Air Force, as a professional military organization, is known worldwide and has no equal. The uniform you wear is a symbol of that reputation. You are expected to ***WEAR IT CORRECTLY AND PROUDLY***. The MO-961 weekly uniform day is Wednesday and/or Thursday. Exceptions to this policy will be announced in advance by the SASI/ASI. A uniform will be issued to each cadet within the first two weeks of school. Some cadets may be issued a unit Polo shirt until they can fully comply with uniform wear requirements. The instructor will make that decision.

The AF Blue uniform is mandatory for all official military functions such as Color Guard, community events, or any other official event the SASI deems appropriate. Once issued, it is the cadet's responsibility to have it available for weekly wear. The uniform must be kept clean, neat, correct in design and specifications, and in good condition. Maintain badges, insignia, and other metallic devices in proper luster condition.

**NOTE:** If you have a JROTC (Leadership Education) class on Wednesday, you will wear the uniform on that day. If you have a JROTC (Leadership Education) class on Thursday you will wear it on that day. You do not have to wear the uniform on both days.

- a. Uniform items not issued by the ASI are considered optional items. Wear them only when authorized by the SASI/ASI. Service caps with plain visors may be worn for Color Guard events approved by the SASI/ASI. **NOTE: The ASI does not order ABUs or boots for cadets. They are the sole responsibility of the cadet desiring those items.**
- b. You will be required to reimburse the Air Force for any lost or willfully damaged uniform item(s). **These items will be paid for by check or money order made out to "Farmington High School".**

**NOTE: The total replacement cost for all standard issued items is approximately \$250.00, depending on what needs to be replaced.**

- c. After being issued the Air Force uniform, you will acknowledge receipt for items by signing a uniform issue receipt. By signing this receipt, you agree to exercise all reasonable caution and care to assure that items of Air Force property are cared for and not damaged due to carelessness, neglect, improper cleaning and/or laundering methods. **Furthermore, you are required to return uniform items, cleaned and laundered, to the ASI upon demand, or when you are no longer enrolled in the AFJROTC program at Farmington High School.**
- d. Wear the uniform as prescribed in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel; AFROTCI 36-2001; AFJROTC Uniform and Awards Guide; and MO-961 Cadet Handbook. When participating in service events or field trips, you are required to wear the uniform combination prescribed by the SASI.

- e. If you are currently on the Color Guard team, you are authorized to wear team cords, berets, ascots and belts **ONLY** during performances, but are **NOT** authorized for regular wear. **All special uniform items must be approved by the SASI or ASI before wear.**
- f. Your uniform must be worn when directed by the SASI/ASI or corps commander. On other uniform days, you will wear one of the uniform combinations listed below.
- **Class A** is the full service dress uniform, you must wear a tie/tie tab with this uniform.
  - **Class B** is short sleeve shirt with tie or short sleeve shirt with/without a tie. A Lightweight jacket can be worn with this combination for warmth.

**NOTE:** Every cadet that has been issued a uniform will receive a uniform inspection grade each week. Some Cadets may wear their uniform outside of the classroom while performing a community event. This event will cover their uniform wear for the week if approved by the SASI/ASI first.

g. You will be graded on your appearance on all inspection days. Categories will include uniform appearance and condition, placement of insignia, condition of shoes, military bearing, hair and grooming standards. Each missed uniform inspection will deduct 10 points of your LE semester grade.

h. **It is your responsibility to insure that your uniform is available and in inspection condition on the designated uniform day. You will receive a "0" for not wearing the uniform when required. If you continually fail to wear the uniform when required, you will jeopardize your leadership grade and may be dismissed from the AFJROTC program.**

i. **Failure to wear the uniform on designated days for the entire day will result in grade adjustments** (arrangements to not wear the uniform for a particular class must be made with the SASI/ASI):

**\*\*Three (3) uniform dress cuts during a semester grading period will result in a referral to the Corps Commander for administrative actions such as Lunch Room Detention or ISS.**

**\*\*Four (4) uniform dress cuts during a semester grading period are grounds for dismissal from the corps.**

**NOTE:** Failure to wear the uniform on the designated day can be made up, but it must be made up during that week. There is one exception to this policy. If the cadet had an excused absence or was on a field trip and the day of absence was on Friday, the dress cut can only be made up on the following school day (normally Monday). The cadet must wear the uniform again that week for that week's credit.



- j. You will **NOT** wear a mix of uniform and civilian clothing items, except you may wear the lightweight jacket with civilian clothes if the rank has been removed. You will not wear other services' uniforms for inspections, nor will other services' uniform items be mixed with AF uniforms. If you have a legitimate excuse (medical) for not wearing certain uniforms items, shoes for example, you must have an SASI/ASI waiver. **NOTE: Overcoats may be worn over the uniform for warmth for special events.**
- k. The standard USAF, blue nametag must be worn by cadets on the short sleeve shirts. Regulations prohibit the wear of the blue nametag on the service coat or lightweight jacket.
- l. You must dry clean all uniform items you wear, and before you exchange, or turn in at the end of the school year. **The only items that may be washed by hand or in a washing machine are the shirts and slacks. ALL OTHER UNIFORM ITEMS REQUIRE DRY CLEANING. Any other treatment of these items will damage them and you will be held responsible.**
- m. **Do not wear book bags over both shoulders because it may break your name tapes or ribbon racks. Carry book bags or place one strap over your left shoulder.** Do not stand with your hands in pockets. **You are not to have electronic headphones devices protruding while in uniform.**
- n. You may not hitch hike, perform hard labor, or engage in sports activities while wearing the uniform. **DO NOT** wear the uniform during activities that can result in damage to the uniform (structural repair, some art classes, etc.). You should wear aprons, coveralls or change out of the uniform and change back in after the period.
- o. **OPTIONAL AUTHORIZED UNIFORM ITEMS PURCHASED/ACQUIRED BY CADETS MUST BE PREAPPROVED AND MEET AIR FORCE STANDARDS IN ORDER TO BE WORN.** (Tie tacs, Cuff links, or Service caps)
- p. You will not wear uniform headgear (cover) indoors unless permission is obtained from the SASI/ASI. You must wear the **correct** headgear to and from school, areas fenced around the FHS campus, drill pad, football field, and civic center, are considered "Hat Areas" and headgear is required.
- q. Because you wear the official United States Air Force uniform, objectionable behavior in public can create unfavorable reaction by the public toward the AFJROTC program and the United States Air Force. Conversely, proper conduct, actions and attitude can create and sustain favorable public reactions that will enhance the cadet corps image.
- r. As an AFJROTC cadet, you must constantly strive to present a neat, clean and well-groomed appearance. You will comply with the following standards of appearance while in uniform. **Failure to maintain proper standards will result in a cadet not being allowed to attend our CIA field trips, Award Assembly, parades, marching competitions, or Dining In/Out.**

### 3-2 APPEARANCE STANDARDS

#### a. MALES

1. You will not wear, or carry, exposed on the service uniform, articles such as I-Pods head phones, handkerchiefs, pencils, pens, watch and/or wallet chains, pins, excessive jewelry, or combs. You may wear (1) wristwatch, (1) bracelet, and no more than three rings. You may wear conservative sunglasses, but not in military formations. **Body piercing, earrings, and exposed tattoos are prohibited when in uniform. Body piercing and earrings are NOT allowed when in AFJROTC classroom or engaged in any AFJROTC related functions.**
2. **Faddish hairstyles and unnatural colors are prohibited when in uniform.** Your hair must be neat, clean, trimmed, and present a conservative well groomed appearance. It must present a groomed, tapered appearance. A tapered appearance is one that when viewed from any angle outlines the individuals' hair so that it conforms to the shape of the head, curving inward to the termination point. The bulk (thickness) of the hair must not exceed ¼ inch at the termination point or 1¼ inch at its fullest point. **Hair must not touch the ears or protrude below the front band of headgear.** Only closely cut hair or shaved hair at the back of the neck may touch the collar. Braided hairstyles are not authorized. In no case will the bulk or length of hair interfere with the proper wear of any Air Force headgear. If your hair is dyed, it must look natural (This will be determined by the SASI or ASI).  
  
**NOTE: As mentioned earlier, personal grooming standards must be met while in the JROTC program. If anyone refuses to comply with established grooming standards (refuses to cut hair or shave), you will be sent to your counselor for removal from the corps.**
3. Your sideburns must be neatly trimmed in the same manner as the hair, must not extend beyond the bottom of the ear opening, must be straight and even in width, and end with a clean shaven, horizontal line.
4. Your face must be clean-shaven except that a mustache is permitted. Mustaches must be neatly trimmed, must not extend downward beyond the lip line of the upper lip and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth. When a physician prescribes that a patient not shave, the beard must be kept trimmed symmetrically and all beard hairs must be kept trimmed so that they do not protrude more than one quarter inch from the skin surface of the face.
5. You will not wear wigs and hairpieces except for cosmetic reasons to cover natural baldness or physical disfigurement. When worn, they will conform to 2 and 3 above.
6. You must wear black nylon socks with the uniform and No ankle socks.
7. You must wear a plain white T-shirt (the one issued to you) free from designs and markings. When wearing the short-sleeved uniform shirt with an open collar, none of your T-shirt may show. This means you must wear a V-neck T-shirt with the short-

sleeved shirt! NO tank top styles because they do not protect the shirt from perspiration that will turn the shirts yellow/green – you will be held liable.

#### b. FEMALES

1. You will wear appropriate undergarments to present a conservative, feminine appearance. If they can be seen through the uniform they must be white in color. **Females must also wear a sleeved undershirt to protect shirts from yellowing in the underarm area; it must be a “U” or “V” neck style.**
2. You will not wear, or carry, exposed on the uniform, pagers, pencils, pens, handkerchiefs and jewelry, including ankle bracelets. You may wear (1) wristwatch, (1) bracelet and no more than three rings. You may wear small gold, silver, diamond stud or white pearl spherical pierced or clip earrings with the uniform. They will fit tightly against the ear and will not extend below the earlobe. Only one earring or healing post may be worn on or in each earlobe. You may wear conservative sunglasses, except in military formations. **Body piercing (other than mentioned in previous sentence) and exposed tattoos are prohibited when in uniform. Body piercing, other than earrings, are NOT allowed when in the AFJROTC classroom or engaged in AFJROTC related activities.**
3. **Faddish hairstyles and unnatural colors are prohibited when in uniform.** Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. It should be styled to permit proper wear of the headgear. Exaggerated styles with excessive fullness or extreme heights are also prohibited. The bulk (thickness) cannot exceed 3 inches. If pins, combs, barrettes or similar items are worn, they should be plain (no ribbons or jeweled pins) and modest in size and their color must be similar to the color of the hair. If your hair is dyed, it must look natural (**This will determined by the SASI or ASI**).
4. Your cosmetics must be conservative and in good taste.
5. **Skirt length must not exceed 1 inch above or 1 inch the center of the knee cap while standing. NOTE: Plain black conservative shoes with flat heels or heels with a max height of 1 inch will be worn by the cadet**
5. **Hose should be worn with the skirt** or no-shows. The only acceptable colors are neutral or skin color. Black knee socks may be worn with the slacks, if preferred.
6. Your fingernails must be kept neat and clean and nail polish, if worn, must be in good taste and of a conservative color. Colors such as black and red should be avoided. It may not contain any ornamentation.
7. If you are pregnant and it becomes uncomfortable to wear the standard issued Air Force uniform, you may have to purchase a maternity uniform at your own expense. If this is not possible, the instructors will make other arrangements.

8. Your uniform, text books, work books, and any equipment items are loaned to you and remain the property of the United States Air Force. You must be able to account for all items at all times. If you lose or willfully destroy a uniform or equipment item, you will be required to pay for it at the cost in effect when the account is scheduled to be cleared. **Once again, uniforms must be returned cleaned, pressed and on hangers.** You will receive a grade of incomplete and your grade card will be withheld; a fine will be assessed for the amount it would cost to replace the uniform(s), and for seniors, you will not receive your diploma or your transcript.

### **3-3 AFJROTC Cadet Health and Wellness Program (CHWP) Physical Training (PT)**

- a. **FOUR** (4) PT cuts without make-ups during a semester will result in Lunch Room Detention or ISS. **You may also lose your PE credit.**
- b. You will be issued an AF PT-clothing which will be worn when there is a scheduled CHWP event (normally on Fridays). **Failure to bring your PT-shirt/clothing could result in a PT cut.**
- d. The PT shirt may be worn out or tucked in with personnel PT shorts.
- e. Do not mix portions of the PT uniform with any combination of the Air Force uniform
- f. The SASI will establish unit-specific policies on CHWP PT uniform wear.

### **3-4 OTHER UNIFORM WEAR.**

Wearing any other military uniform other than the AFJROTC issued uniform on uniform day is **PROHIBITED** unless when authorized in accordance with paragraph 3-5.

### **3-5 ABU/ACU/BDU WEAR.**

The field dress uniforms shall not be worn except for one AFJROTC classroom grade a month on the first week of the month provided the uniform meets JROTC standards. The ACU can only be worn for a grade provided the cadet is currently serving on Active Reserves or Guard. If a cadet has a desire to wear the field dress uniform for any other reason, they shall contact the Corps Commander, SASI, or ASI to ask permission. There will be no exceptions to this policy.

### **3-6 SHOE SHINE TIPS**

You are required to keep your shoes shined to a high gloss at all times. This requires a great deal of time and dedication, but the resulting feeling of pride in your work bolstered by inspection merits will make it all worthwhile. There are several ways to “spit shine” your shoes. Here is one:

#### WHAT YOU NEED:

1. A can of Kiwi black shoe polish
2. A large supply of cotton balls or cotton t-shirt
3. A cup of warm water
4. Old nylons

#### WHAT TO DO:

1. Dip a cotton ball into the water, then into the Kiwi polish. Apply the polish to the shoe on a small area using circular motion. Do this to the entire shoe but give the toe your best effort.
2. Repeat this process until you can see your reflection. Occasionally buffing with nylon to smooth the finish and check your progress.
3. A great shoeshine shows dedication, personal resolve and hard work.

### **3-7. CADET AWARDS, MEDALS, RIBBONS & CORDS**

Each school year cadets have an opportunity to earn various AFJROTC awards, medals, ribbons, cords, and certificates. Please refer to the AFJROTC Uniform and Awards Guide for a description and eligibility criteria for each award. Ribbons are earned throughout the school year and your ribbon racks will be built at the beginning of the following school year during your ASI classes in August. Ribbons can only be approved for wear by a Special Order signed by the SASI.

Your medals and ribbons are awarded at the end of the school year during our Annual Awards Banquet. This banquet is held here at Farmington High School, normally from 11:00 am – 1:30 pm. Many of these National level awards are presented by retired military veterans affiliated with distinguished organizations such as Veterans of Foreign Wars, Air Force Association, American Legion, etc.

All cadets are required to attend and are highly encouraged to invite their family members. The uniform of the day is the Class A Service Dress Uniform

Cords are to be worn on the left arm of the Class A Service Dress uniform or on the blue shirt. It is your responsibility to return cords after each semester or you may be charged for the replacement cost. The key staff position and color of each cord is listed in Chapter 5.

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

• **Special Awards:**

1. Gold Valor Award
2. Silver Valor Award
3. Cadet Humanitarian Award
4. Community Service with Excellence Award

• **National Awards:**

5. Air Force Association Award
6. Daedalian Award
7. American Legion Scholastic Award
8. American Legion Gen Military Excellence Award
9. Daughters of the American Revolution Award
10. American Veterans Award
11. Reserve Officers Association Award
12. Military Order of World Wars Award
13. Military Officers Association Award
14. Veterans of Foreign Wars Award
15. National Sojourners Award
16. Sons of the American Revolution Award
17. Scottish Rite, Southern Jurisdiction Award
18. Military Order of the Purple Heart Award
19. Air Force Sergeants Association Award
20. Sons of Union Veterans of the Civil War Award
21. Sons of Confederate Hunley Award
22. Tuskegee Airmen Incorporated AFJROTC Cadet Awd
23. The Retired Enlisted Association Award
24. Celebrate Freedom Foundation/Embry Aeron Univ JROTC Awd
25. National Society United States Daughters of 1812
26. ACA Medal

• **AFJROTC Awards:**

28. Distinguished Unit Award
29. Outstanding Organization Award
30. Outstanding Flight Award
31. Top Performer Award
32. The Outstanding Cadet Ribbon
33. Leadership Ribbon
34. Achievement Ribbon
35. Superior Performance Ribbon
36. Academic Ribbon
37. Leadership School Ribbon
38. Special Teams Competition
39. Orienteering Competition Ribbon
40. Co-curricular Activities Leadership Ribbon
41. Drill Team Ribbon
42. Color Guard Ribbon
43. Saber Team Ribbon
44. Marksmanship Ribbon

45. Good Conduct Ribbon
46. Service Ribbon
47. Health and Wellness Ribbon
48. Recruiting Ribbon
49. Activities Ribbon
50. Attendance Ribbon
51. Dress and Appearance Ribbon
52. Longevity Ribbon
53. Patriotic Flag Ribbon

**NOTE:** The ribbon chart located in our room is provided as a pictorial display of what you can achieve while enrolled in the AFJROTC Program.

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

**NOTE:** The requirements for the AFJROTC Honor Cord to be worn at graduation by our seniors are:

- An overall "A" in JROTC and 3.0 GPA.
- 3 Active Years in the Corps.
- Recommended by SASI and/or ASI.

## CHAPTER 4 – DISCIPLINARY SYSTEM

### 4-1 DISCIPLINARY ACTION

You will be held accountable for any infractions of school rules or policies, as well as MO-961 policies. The disciplinary system consists of Verbal warning, Cadet Standards Citation, Letter of Counseling, and Cadet Review Board. According to the severity of the infraction, you may be put on probation. Further discipline, if deemed necessary, may be recommended. The Cadet Review Board will deal with any discipline problems you have (reference paragraph 4-2). Their recommendations will be forwarded to the SASI/ASI, the final authority.

- a. **A Cadet Standards Citation** may be issued for the following **multiple** infractions of MO-961 Standards of Conduct. **Any of the cadet's Key Staff personnel** may issue a Cadet Standard Citation. A Cadet Standards Citation will remain in a cadet's records for at least one semester at which time it may be removed if deemed appropriate by the corps commander. Some examples of repeated infractions are:
1. Failure to wear your Uniform
  2. Cadet requiring a Haircut or Shave
  3. Unprepared for class (**especially not completing homework**)
  4. Sleeping in class
  5. Disrupting class
  6. PDA in the hallways
  7. Profanity
  8. Cell phone usage in class
  9. Horseplay in class
  10. Bullying
- c. Review Board Discipline and Cadet Review Board will be enforced for repeated infractions mentioned above and for the following conduct. This discipline may consist of, but is not limited to, probation, temporary reduction in rank, temporarily withholding promotion, removal from position, and permanent reduction in rank
1. Cadet Honor Code Violation
  2. Insubordination or disobedience
  3. Unexcused missed formation such as parade, color guard or marksmanship performance, etc.
  4. Arguing with the SASI or the ASI
  5. Disrespect to cadet officer or cadet placed in position of authority
  6. Misuse of school or Air Force property
- d. The following behaviors may require review by the SASI and/or ASI. If proven, this could result in immediate removal from the program.
1. Vandalism or theft
  2. Alcohol or Drug related
  3. Weapons violation
  4. Fighting



5. Disrespect to teachers or school staff
6. OSS Suspension
7. Any infractions involving law enforcement authorities ON or OFF school property

Note: In most cases, if a cadet is involved with any of the above offenses, Law enforcement or school officials will take immediate action.

#### **4-2 CADET REVIEW BOARD**

This board will consist of the corps commander, vice-commander, and applicable squadron commander, senior enlisted advisor, first sergeant (only if enlisted cadets are involved), and is responsible for:

- a. Meeting as required by the SASI/ASI to evaluate cadets with discipline problems and to recommend cadets for awards and special recognition.
- b. Overseeing all cadet evaluations to insure a correct and true record of cadet performance.
- c. Document all board findings.
- d. See page 42, paragraph 7-3 CADET REVIEW BOARDS for guidance.

#### **4-3 PROBATION (DISCIPLINARY and/or ACADEMICS)**

- a. You will be counseled by the Corps Commander, and if need be, the SASI/ASI.
- b. **If the probation is due to failing academics, you must show weekly documentation of participation in an after school tutoring session until you are passing,** or the semester ends to the corps commander. The corps commander will define his/her weekly documentation process on a case-by-case basis.
- c. You **will not** participate in any AFJROTC extracurricular activity **including special competitions** or **field trips** without tutoring documentation or until your grade improves to a passing grade.
- d. You **will not** be considered for promotion during the time of probation.

NOTE: While one aspect of the Cadet Review Board's purpose is outlined above, the board is responsible for all infractions of policy and regulations. Their decision is not final but a recommendation to the SASI/ASI for further action.

#### **4-4 EXCEPTION**

Sometimes for the good of the cadet corps an individual will be removed immediately from a position and/or reduced in rank when agreed upon by the SASI and ASI, counselor, and principal.

## **CHAPTER 5 - CADET CORPS ORGANIZATION**

**5-1 GROUP COMMANDER (CC) (White Cord with Tassel)** (max grade: Colonel) is responsible for:

- a. The appearance, discipline, efficiency, training, and conduct of the corps.
- b. The timely accomplishment of the leadership training program and mission under the guidance of the SASI/ASI.
- c. Insuring that all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
- d. Administering cadet corps activities in accordance with Air Force and AFJROTC regulations, principles, and procedures.
- e. Coordinate with high school, middle school principals or counselors to arrange recruiting event with their 8<sup>th</sup> graders just before registration at those schools
- f. Initiate cadet review boards (reference Chapter 4).
- g. Prepares weekly OPS order.
- h. Presides over key staff meetings.
- i. Master of ceremonies during the dining-in, dining-out, and military ball.
- j. Establish corps goals and maintaining the corps organizational chart and calendar.

**5-2 VICE GROUP COMMANDER (VC) (White Cord with Tassel)** (max grade: Colonel) is responsible for:

- a. Command of the group during the absence of the cadet corps commander.
- b. Supervising the group staff and insuring the staff is organized according to regulations.
- c. Posts key staff meeting dates and times.
- d. Ensuring all group suspense's are met.

**5-3 OPERATIONS SQUADRON COMMANDER (OPSC) (Gold Cord with Tassel)** (max grade: Lieutenant Colonel) is responsible for:

- a. Planning and coordinating extracurricular and co-curricular activities with other school organizations and Army, JROTCs and other Air Force JROTC units.
- b. Conducting squadron staff meetings as required ensuring the administrative work for the corps is accomplished in a timely and accurate manner.

- c. Assisting the SASI/ASI in scheduling cadets for base visits and similar activities.
- d. Planning all corps related activities.
- e. Maintaining a complete record of all events and activities and assisting other staff members in the carrying out those events or activities.
- f. Supervising activities related to the model rocketry, awareness presentation team, color guard, marksmanship physical fitness, and Kitty Hawk Air Society.

**5-4 SQUADRON COMMANDERS** (SC) (**Light Blue Cord**) (max grade: Major) are also responsible for:

- a. The appearance, discipline, efficiency, training, and conduct of the squadron under supervision of the cadet group commander.
- b. Insuring all members of the squadron has the opportunity to develop leadership potential.
- c. Working with other staff members to insure accomplishment of squadron level goals.
- d. Ensure all squadron cadets meets academic requirements (both in and out of AFJROTC classes).

**5-5 COMMAND CHIEF** (CCM) (**Navy Blue & White Cord**) (max grade: Chief Master Sergeant) is responsible for:

- a. Attending cadet group staff meetings and preparing the classroom for these meetings.
- b. Maintaining discipline, customs and courtesies at staff meetings and school assemblies as well as supervising lower ranking cadet noncommissioned officers.
- c. Assists any enlisted cadet who has difficulties with the AFJROTC program

**5-6 FIRST SERGEANT** (1st Sgt) (**Black & White Cord**) (max grade: Senior Master Sergeant) is responsible for:

- a. Maintaining discipline at squadron activities as well as supervising lower ranking cadet NCOs and airmen.
- b. Evaluating flight activities under the supervision of the squadron commander within the guidelines established by AFJROTC regulations.
- c. Counseling members of the corps for improper uniform wear as needed.

**5-7 AWARENESS PRESENTATION TEAM COMMANDER** (APT) (**Green & Gold Cord**) (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. Coordinating with Corps Commander for planning of the Freshman Mixer in September.
- b. Having one (1) APT meeting at least once a month.
- c. Coordinating APT events such as "Red Ribbon Week", seatbelt checks, Every 15 Minutes.
- d. Maintain performance records for ribbon awards per semester.

**5-8 CHAPLAIN** (CH) (**White Cord**) (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. The morale and welfare of members of the cadets' corps and recommending solutions to problems concerning morale and welfare issues to the CC.
- b. Delivering inspirational prayers as required for Dining-Ins/Outs, Military Balls, and other corps activities.

**5-9 CADET HEALTH AND WELLNESS OFFICER** (PTO) (**Orange Cord**) (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. Preparing the Cadet Corps for competing in the Presidential Fitness Challenge. This program tests the cadet's individual fitness level by using 6 specific events. Those events include push-ups, sit-ups, mile run, lunges, two-arm plank, and v-sit reach.
- b. Operating and assisting in the cadet physical weekly fitness program, including supervising stretching exercises prior to any physical fitness activity.
- c. Advise the logistics officer when a cadet has earned the Presidential Fitness Training ribbon.

**5-10 COLOR GUARD & DRILL TEAM COMMANDERS** (CG/DT) (DT- **Maroon Cord**/ CG- **Silver Cord**) (entry level: Second Lieutenant, max grade: Captain) are responsible for:

- a. Organizing and training of color guard and drill team members for performances as directed by the SASI/ASI and/or cadet group commander.
- b. Assisting in the planning and coordination for all parades and ceremonies.
- c. Scheduling color guard cadets for all home varsity football, varsity basketball, and other school activities and community events as required with proper uniform standardization.
- d. Maintaining control and inventory of all team equipment.

**5-11 EXPLORERS OFFICER (EO) (Maroon & Gold Cord)** (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. Must be a Senior Cadet.
- b. Coordinating with senior flight to schedule a fall survival day field trip and approved by SASI.
- c. Verifying, collecting, and distributing permission slips and all required items for the trip.

**5-12 ENSEMBLE COMMANDER (EC) (Royal Blue and White)** (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. Organizing and training of Ensemble cadet members for performances as directed by the SASI/ASI and/or cadet group commander of the singing of the National Anthem.
- c. Scheduling cadets for home 5 varsity home basketball games and community events as required with proper uniform standardization

**5-13 FINANCE OFFICER (FM) (Green & White Cord)** (entry level: Second Lieutenant, max grade: Captain) is responsible for

- a. Assisting the instructors in monitoring and maintaining cadet activity funds.
- b. Assisting the instructors and cadet staff members in planning, organizing, controlling and coordinating unit fund drives.
- c. Maintain an accurate record of all income and expenses for each club activity.

**5-14 FLAG DETAIL/PLEDGE OF ALLEGIANCE OFFICER (FD) (Red, White, & Blue Cord)** (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. Organizes and trains team to ensuring school, state and American flags are properly displayed by 7:45 on Monday, and properly stored by end of school week.
- b. Performs daily "Pledge of Allegiance".
- c. Ensures all donated flags are folded for proper flag retirement ceremony.

**5-15 KITTY HAWK AIR SOCIETY COMMANDER (KHAS) (Black & Gold Cord)** (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. Recruiting new members each semester and assisting with the Freshmen Mixer.
- b. Making sure that all current KHAS cadets meet academic standards.
- c. Identifying candidates and prepare all documentation relative to induction ceremonies.

**5-16 LOGISTICS OFFICER** (LG) (**Black Cord**) (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. Assisting the ASI in the issue, maintenance and turn in of accountable property.
- b. Assisting the ASI in the inventory of accountable property. Maintaining accurate records of all accountable property.
- c. Maintaining a neat, clean and functional supply room.
- d. Insuring only authorized personnel have access to the supply room.
- e. Updates Cadet uniform issue transactions in WINGS.

**5-17 MARKSMANSHIP OFFICER** (MO) (**Blue & Gray Cord**) (entry level: Captain) is responsible for:

- a. Must be a **Returning Member** and be available for after school practices.
- b. Ensures strict compliance in gun safety and training.
- c. Coordinates with SASI for shooting competitions.
- f. Maintains the issue, maintenance and accurate records of accountable Air Force property at the Army National Guard Center to include **Air Rifles**.
- g. Maintains a neat, clean, safe and functional shooting range at all times.

**5-18 PERSONNEL OFFICER** (DP) (**Gold & Blue Cord**) (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. Maintaining personnel record on all cadets and insuring only authorized personnel have access to them. Updates cadets WINGS transactions.
- b. The compilation, submission, and posting of service hours earned by cadets in WINGS.

**5-19 PUBLIC AFFAIRS OFFICER** (PA) (**White & Gray Cord**) (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. Ensures availability to take photos of all JROTC events required by Corps Commander.
- b. Publishing the group newsletter and providing cadet photos for multi-media outlets.
- c. Providing newsworthy items about cadets and cadet activities to school, local and military newspapers.
- d. Maintaining the unit trophy case, history, or other records reflecting the tradition, accomplishments, and activities of the unit.

**5-20 RECRUITING OFFICER (RO) (Black & Gold Cord)** (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. Preparing for 8<sup>th</sup> grade tours in January to include cadet volunteers, and tour guides.
- b. Coordinating with high school and middle school counselors to arrange recruiting events with 8<sup>th</sup> graders just before registration at those schools.
- c. Performing other activities as assigned by the corps commander.

**5-21 RED CROSS KNIGHTS COMMANDER (RCK) (Red & White Cord)** (entry level: Captain, max grade: Colonel) is responsible for:

- a. Must be a senior and/or junior and able to attend monthly RCK school meetings.
- b. The planning and coordinating of JROTC volunteers for RCK fundraisers.
- c. Performing other activities as assigned by the corps commander.

**5-22 WEB / TECHNICIAN OFFICER (WTO) (TBD)** (entry level: Second Lieutenant, max grade: Captain) is responsible for:

- a. Classroom computers, flight simulators, and updating/uploading events for view on the JROTC website to include the 55" display monitor.
- b. The training, job tasks assignments, and job completions of cadets.
- c. Performing other activities as assigned by the corps commander or instructors.

**5-23 FLIGHT COMMANDERS (Flt CC) (Red Cord)** (entry level for freshman: Technical Sergeant and entry level for upper classmen Master Sergeant, max grade: First Lieutenant) is responsible for:

- a. Maintaining the appearance, discipline, effectiveness, training, and conduct of the flight.
- b. Reporting attendance to the SASI/ASI, reads the daily communication board, and maintaining order and discipline in the absence of instructors.
- c. Planning and coordinating activities within the flight.
- d. Attending staff meetings (when appropriate) to keep members informed of unit activities..

**5-24 FLIGHT SERGEANTS (Flt Sgt) (Green Cord)** (max grade for freshman: Staff Sergeant and entry level for upper classmen Technical Sergeant, max grade: Senior Master Sergeant) are responsible for:

- a. Preparing the flight for daily lessons by ensuring books are handed out.
- b. Take charge in the absence of the flight commander.

- c. Ensures classroom is in order such as chairs are pushed under tables, trash is not left on tables, and the door is propped open for the next class prior to leaving the classroom.
- d. Ensures the safety and well-being of the cadets in the classroom at all times.

### **5-25 TRANSFER CADETS**

- a. Cadets transferring to MO-961 will hold the same **permanent** rank (reference paragraph 6-2e) held when departing the previous JROTC unit, regardless of branch of service. Cadets transferring from other than Air Force JROTC units will convert their rank to AFJROTC cadet rank of equal value.
- b. Rank must be verified by official documentation from the previous JROTC unit.
- c. All cadets transferring from other JROTC units must complete all MO-961 promotion requirements for the rank held before becoming eligible for promotion. This policy applies to cadet officers as well as enlisted cadets.
- d. Awards and decorations from other service JROTC units will be worn below AFJROTC awards and decorations. Authorized Civil Air Patrol (CAP) ribbons will be worn below other service JROTC ribbons.



## CHAPTER 6 - CADET PROMOTION SYSTEM

### 6-1 CADET GRADE/RANK

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

**NOTE:** A listing of the current corps structure and chain-of-command is posted in the cadet classroom.

### 6-2 PROMOTION POLICY

- a. Promotions go to those who have earned it.
- b. Cadets must be eligible for promotion in order to be promoted.
- c. The intent of the promotion system is to reinforce the Farmington High School AFJROTC program and its ideals, mission statement, etc.
- d. Temporary ranks are used at the start of each year until the promotion order has been finalized and signed by the SASI. Below is a guide for each New Year:
  1. First year cadets -- AS 1 = Amn
  2. Second year cadets -- AS 2 = A1C
  3. Third year cadets -- AS 3 = SrA
  4. Fourth year cadets -- AS 4 = SSgt

### 6-3 PROMOTION SYSTEM

- a. All returning cadets will maintain their current rank until the new promotion order is approved. The corps commander will post promotions order by 30 September.  
**No cadet will be issued new rank insignia without first returning their old ranks.**
- b. Spot Promotions: A cadet may be promoted to a higher rank on the spot without a promotion order as deemed appropriate by the SASI. Spot promotions occur on rare occasions and only when it is in the best interest of the corps

#### **6-4 PROMOTION PROCESS (for other than Spot Promotions).**

The corps commander, vice commander, and other ops commander will convene a review board at the end of each semester to determine who will be promoted at the beginning of the next semester. Items for review for the board are: behavior inside and outside the corps, personal appearance (uniform wear), grades, and community, school and corps involvement. After the board members' determines the selectees, they will send a list to the SASA and ASI for approval. The final action is for the personnel officer to prepare the promotion order, have the SASI sign it, and update the results into WINGS.

#### **6-5 CORPS COMMANDER SECTION PROCESS**

The corps commander is the most visible position that we have in our unit and the selection process is very important. Our unit corps commander must:

- Be on schedule to graduate and have a 2.5 GPA or better.
- Have completed 4 semesters in the corps or 3 semesters with SASI waiver.
- Transfer cadets may receive semester credit upon SASI approval
- Lead by Example in behavior and dress & appearance.
- Put the Corps first.
- Be willing to make the “tough” decisions.
- Have a flexible schedule that allows for daily interaction with the instructors.
- Actively involved in the Corps and community service.

Juniors who feel that they meet the requirements for Corps Commander will be “prepped” prior to the senior flight interview during the LE300 course during the month of March. Notification of selection will be announced at our Annual Awards ceremony in April.

## CHAPTER 7 - CADET ACTIVITIES

### 7-1 PHILOSOPHY

- a. Cadet activities give an added dimension to the corps to make it more fun, entertaining and educational.
- b. It is your corps and your involvement helps to make it stronger. **Get involved!**

### 7-2 CADET STAFF AND CORPS MEETINGS

- a. Cadet staff and corps meetings are held once a week during the school year or on an as needed basis. Meeting times are set by senior cadet staff, ASI or the SASI.
- b. The meeting agenda will be posted at least 24 hours in advance of the scheduled meeting.
- c. The location of the cadet staff and corps meetings will be posted on the bulletin board
- d. PROCEDURES FOR CORPS MEETINGS. Listed below is a suggested meeting agenda:
  1. Group commander chairs and opens the meeting and calls for the Public Affairs (PA) Officer to read the minutes from the last meeting.
  2. The Group/CC then asks for staff reports.
  3. PA begins taking notes on the meeting (to include attendance).
  4. OLD BUSINESS: Status of all previous business not "closed" at the last meeting. Personnel tasked with projects (project/action officers) are expected to provide up to date information at this time.
  5. NEW BUSINESS: Matters of concern to the corps not previously discussed.
    - (a) The Group/CC decides if the topic has merit. If it does, can it be resolved during the meeting or does it require an action or project officer.
    - (b) If the item of New Business requires an action or project officer, the group/cc assigns one. The cadet taking minutes will ensure the item of New Business is recorded as follows:
      - Action Item Name
      - Project/Action Officer assigned
      - Action(s) required
      - Suspense date
      - Status (may not be any initially)
  6. The group commander polls cadet staff for comments. After cadets have finished their discussion, the SASI/ASI makes their comments.

## 7. ADJOURNMENT:

- (a) The group commander announces the time and place for the next meeting after the SASI/ASI comments.
  - (b) The group commander asks for further comments (there should be none) and then dismisses the meeting.
8. The minutes of the meeting will be posted in the AFJROTC classroom as soon as possible after the meeting. In addition, the PA will give a copy of the minutes to the SASI/ASI.
9. STAFF MEETINGS: Conducted along the lines of the corps meeting. These meetings are set as necessary by the applicable OIC/NCOIC.

**NOTE 1:** Unexcused absences from cadet corps or staff meetings are cause for removal from position and possible additional disciplinary action. (Exceptions can be made and will be handled on a case by case basis.)

**7-3 CADET REVIEW BOARDS** Are formed for recognition and/or discipline. Every board participant must conduct himself or herself with the highest degree of integrity, regardless of the role they have.

- a. Recognition **boards** include: Promotions, Awards, Summer Leadership School and recognition.
- b. Disciplinary **boards** occur when one or more cadets have had sufficient difficulty in the corps to warrant a serious corps review of their conduct.
- c. Formation of **boards**:
  - 1. The group commander proposes a list of board members for approval to the SASI/ASI.
  - 2. The board will always consist of five or seven members. The odd number will always ensure there are no tie votes (the board president votes to break potential ties).
  - 3. The senior cadet officer on the board will always serve as its president.
  - 4. The junior cadet officer on the board will always serve as its recorder.
  - 5. Boards involving enlisted cadet members will always have at least one, but no more than three enlisted members.
  - 6. Boards involving the discipline of a cadet officer will consist of cadet officers only. The group commander directs the PA to publish a Letter of Selection notifying board members once the SASI/ASI has approved the composition of the board. The letter only contains the time, place, type of board and who the members are and any uniform requirements. If it is a Review board, the group commander also directs the PA to publish a Letter of Notification be sent to the cadet(s) facing disciplinary action. The letter must cite

the board time, place and a summary of why they are meeting a Review board and the uniform requirements.

#### **7-4 BOARD PROCEDURES**

- a. The board meets at the specified time and place (the SASI/ASI attends as observers).
- b. The group commander instructs the board on its purpose according to the type of board (board members and SASI/ASI are the only ones present).
- c. The board performs its duties as instructed by the group commander and concludes its work with a recommendation.
- d. The recommendation is reviewed by the group commander for accuracy and appropriateness. Once satisfied, the group commander passes the board recommendation on to the ASI , then to the SASI for approval.
- e. Once the board recommendations have met with approval, the board results are official and the PA takes appropriate administrative action (publish special orders, etc.). The administrative action(s) are placed in the appropriate personnel files.

**NOTE 1:** Cadets reporting to boards will comply with the procedures contained in MO-961 Cadet Handbook.

**NOTE 2:** All cadets participating in Review Board will wear the designated uniform if one is specified.

**NOTE 3:** The uniform wear requirements for boards other than review boards will be determined by the group commander.

#### **7-5 COLOR GUARD and DRILL TEAM**

- a. The color guard and drill teams are an extension of the AFJROTC basic curriculum for those cadets who want more from the program than the aerospace courses offer in terms of drill, ceremony and public performance. It is the varsity aspect of MO-961.
- b. The color guard is the most visible part of the corps. Consequently, added emphasis is placed on appearance, attitude, attendance and drill practices prior to performances.
- c. Practice will be conducted after school. Practices will be scheduled by the team commanders but not always supervised by the ASI or SASI.

**7-6 CORPS NEWSLETTER:** Written and one publication by the public affairs staff cadets per semester. The newsletter presents information on corps activities to the corps, cadet parents, Farmington High School faculty, staff and students. Other cadets may volunteer to assist them with artwork, articles, pictures, etc.

**7-7 COMMUNITY SERVICE PROJECTS:** Supporting our school and community is an important aspect of our program. Cadets will be given multiple opportunities to earn community service hours. These events may include Veterans Day, POW/MIA, Flag Raising, Flag Retirement, Wounded Warriors, Special Olympics, Blood drives, Valentine for Veterans, Help the Hungry, and Memorial Day ceremonies to name just a few. The corps is always open to new projects.

**7-8 FUNDRAISING:** MO-961 besides being a class is also an organization; therefore we need money to support our activities and projects that the Air Force and Farmington High School do not fund. Two major fundraising activities will be scheduled during the school year and your participation is vital. Types of activities for which funds will be used on are:

- Field trips
- Freshman Mixer (unit picnic)
- Dining-in and Dining-Out, etc.
- Marksmanship Meets
- Color Guard, Drill Team, Marksmanship Team equipment.

**7-9 KITTY HAWK AIR SOCIETY (KHAS):** KHAS is our academic honor society of AFJROTC. Its purpose is to promote high academic standards, school and community service, self-confidence, and initiative. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force role in aerospace.

a. **Eligibility:** A cadet must have at least an "A" average in their AFJROTC class, and an "80" average in all other classes. They also must be nominated by a member of KHAS, ASI or SASI. KHAS members review nominations and make membership recommendations to the SASI for final approval. Active members are awarded the KHAS Certificate, badge and an academic ribbon.

b. **Activities:**

1. Encourage academic excellence in the corps, and be available to tutor cadets.
2. Pursue leadership roles in the community service projects either by volunteering to be the project officer or by enthusiastically supporting the project(s).
3. Undertakes various projects as a means of furthering the corps understanding of the Air Force's role in aerospace science education.

**7-10 MARKSMANSHIP PROGRAM:** Cadets interested in the air rifle marksmanship program must adhere to strict gun safety guidance at all times (**See Cadet Behavior, pg 47, para 8-1**). Consequently, added emphasis is placed on safety, attitude, attendance, and practices prior to competitions.

a. Cadets must have parental/guardian permission in order to participate.

b. Practices will be conducted after school. Practices will be scheduled by the team commanders and supervised by the ASI or SASI.

### **7-11 AWARENESS PRESENTATION TEAM (APT)**

- a. APT members are selected by the Group Commander based on their academic standing, verbal skills, appearance, and attitude. The APT members serve as role models for the students of the schools they visit.
- b. This select group makes presentations at local middle and elementary schools. Three to five cadets at one time will be allowed to visit other schools for presentation. During Red Ribbon Week, all APT members may be allowed to assist at other schools.
- c. The presentations are three to seven minutes in length on topics about drug abuse, dropping out of school, avoiding fights, etc. The presentations are made without questions and answer sessions (those are reserved for the recruiting trips).
- d. APT presentations will be performed for and approved by the ASI or SASI prior to scheduling at another school.
- e. APT visits to schools are coordinated with the SASI or ASI and the applicable school principal.
- f. Awareness Presentation Team Badge is awarded to APT members who have made one or more presentations.

**7-12 MODEL ROCKETRY PROGRAM:** The building and launching of model rockets that are made of paper, plastic, balsa wood or other suitable lightweight material. These rockets will be built during the spring months in class and launched during school time.

- a. Cadets will complete a safety test prior to receiving your model rocket.
- b. Cadets must complete all requirements developed locally to be awarded The Model Rocketry Badge.

**7-13 AFJROTC ENSEMBLE TEAM:** This club will allow our cadets who have the gift of singing, the opportunity to perform the National Anthem “acapella” style and earn community service hours. This club may perform for home varsity basketball games, military community events, and for our annual Awards Ceremony in April.

**7-14 AFJROTC WEB/TECH TEAM:** This team is responsible for maintain the classroom flight simulators, internet sites to include the events calendars, and the 55” display monitor.

**7-15 DINING-IN/DINING-OUT:** The dining-in is a formal and entertaining military dinner for cadets only. It consists of a dinner, ceremonial procedures, and if available guest speakers. Dining-Outs are an opportunity for cadets, their families and friends to enjoy an evening filled with fine food, entertainment and camaraderie while experiencing one of the unique aspects of military culture.

**7-16 FRESHMEN MIXER:** An afternoon event involving our first year cadets participating in activities to include a picnic, sports games, and other events designed to give every cadet an opportunity to have fun. It is designed to get our corps members acquainted with each other. Free food and refreshments are served and family members are welcomed.

**7-17 RECRUITING:** The primary way that MO-961 continues its existence! Recruiting is mainly conducted through recruiting visits to middle schools, Farmington High School's Open House, and cadets recruiting other students one-on-one.

- a. 8<sup>th</sup> Grade tour briefings are conducted by three to six cadets per day to include Junior Flight briefers. Cadets must be nominated by senior cadet staff and approved by the SASI/ASI in order to be on the recruiting team. Cadets participating in at least two recruiting visits to schools will be awarded a Recruiting Ribbon at the end of the school year.
- b. Open House involves cadets, ASI and SASI working to increase AFJROTC awareness by staffing a table in the main Farmington High School academic building and manning the MO-961 facility. Literature on AFJROTC is passed out to interested parents and students and questions are answered about AFJROTC. Tours of the MO-961 facility are offered. Participating cadets earn service points towards their Service ribbon.
- c. One-on-one recruiting is the most powerful way to keep MO-961's enrollment healthy. Every cadet should consider himself or herself to be a recruiter. Asking a friend to join should be easy if you believe in the AFJROTC program. Each cadet who gets a student to enroll in MO-961 earns a recruiting ribbon with confirmed registration.

**7-18 PARADES:** Parades are very visible public relations activities. They give MO-961 cadets exposure to more people in a single day than they will receive all year from any other activity. Parades are an opportunity for MO-961 to display its Color Guard marching and drill skills, appearance, and discipline.

**NOTE:** Uniform wear will be approved by the SASI or ASI prior to each event.

**7-19 FIELD TRIPS.** Field trips are taken to enhance the cadets' morale and awareness of the "Real World" job opportunities. Curriculum In Action (CIA) trips are taken to military bases, military museums, and other educational sites. All trips are planned and schedule by the Senior Flight.

**Trip requirements:** This is the sole responsibility of each cadet to accomplish by established suspense dates. Failure to meet these suspense dates will greatly jeopardize your opportunity to attend the trip and may force you to be listed as an alternate. **To be eligible, cadets must:**

- Meet Farmington High School criteria of **No Fines** or be on the **6-Day Attendance list**
- **Signed Parental Permission Slip.**
- Cadets must maintain a minimum of **70% or C in AFJROTC** .
- **Meet AFJROTC personal grooming standards and approved uniform wear.**
- **Be in good standing in FHS citizenship.** Example: No OSS, or disciplinary actions
- **Actively involved in community service hours, JROTC activities, and fundraisers**



## CHAPTER 8 – REPLICA RIFLES (1903 SPRINGFIELDS)

**8-1 CADET BEHAVIOR CRITERIA FOR REPLICA RIFLES:** The ASI must approve all cadets recommended by the drill team commander to handle rifles. Cadets approved to handle rifles must meet stringent standards of conduct.

a. **Cadet Behavior Requirements for Replica Rifles:**

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

## **8-2 CONTROL AND STORAGE OF THE REPLICA RIFLE 1903 SPRINGFIELD**

- a. **PHILOSOPHY:** How well the corps manages its replica rifles and equipment has a direct impact on the credibility of the AFJROTC program at Farmington High School. The emotional aspect and cost associated with these devices can cause any incident to receive a great deal of attention.

### **REPLICA RIFLES (1903 SPRINGFIELD)**

1. **Storage** is under the direct supervision of the ASI. They are stored in an Air Force approved storage cabinet, in a secure storage room within the storage room that only the SASI, ASI or OIC can open. Each container and storage room will have a separate and unique lock requiring two distinct keys to access these items.
2. **Control** of daisy replica rifles once removed from the storage cabinet will be the direct responsibility of the Color Guard and Drill Team commanders. All parties must maintain constant visual surveillance of the rifles and at all times until they are returned to the storage cabinet. This requirement also applies to transportation of the rifles.

3. **Inventory** is conducted monthly by the Color Guard or Drill Team commander. If there is an issue with our count (**14 black replica rifles**), the ASI or SASI will immediately notify the Farmington High School principal, district security and headquarters AFJROTC when any shortages are detected.
4. The Color Guard or Drill Team commander will verify the quantity of the replica rifles in each storage locker each time the rifles are removed, by documenting the SF Form 702 posted on each locker.

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

## Attachment 1

# AIR FORCE JUNIOR ROTC INSIGNIA

## CADET OFFICER RANK

SECOND  
LIEUTENANTFIRST  
LIEUTENANT

CAPTAIN



MAJOR

LIEUTENANT  
COLONEL

COLONEL

## CADET AIRMAN RANK

(no rank insignia)

AIRMAN BASIC



AIRMAN

AIRMAN  
FIRST CLASSSENIOR  
AIRMANSTAFF  
SERGEANTTECHNICAL  
SERGEANTMASTER  
SERGEANTSENIOR  
MASTER  
SERGEANTCHIEF  
MASTER  
SERGEANT

Attachment 2

# AIR FORCE JUNIOR ROTC BADGES



OFFICERS  
FLIGHT CAP  
AND BERET  
INSIGNIA



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



AWARENESS  
PRESENTATION  
TEAM BADGE



DISTINGUISHED  
AFJROTC  
BADGE

**Note:** Model Rocketry badge is earned through successful build and launch of rockets in the AS100 class. Award criteria for other badges are listed in each organizations activity listing.

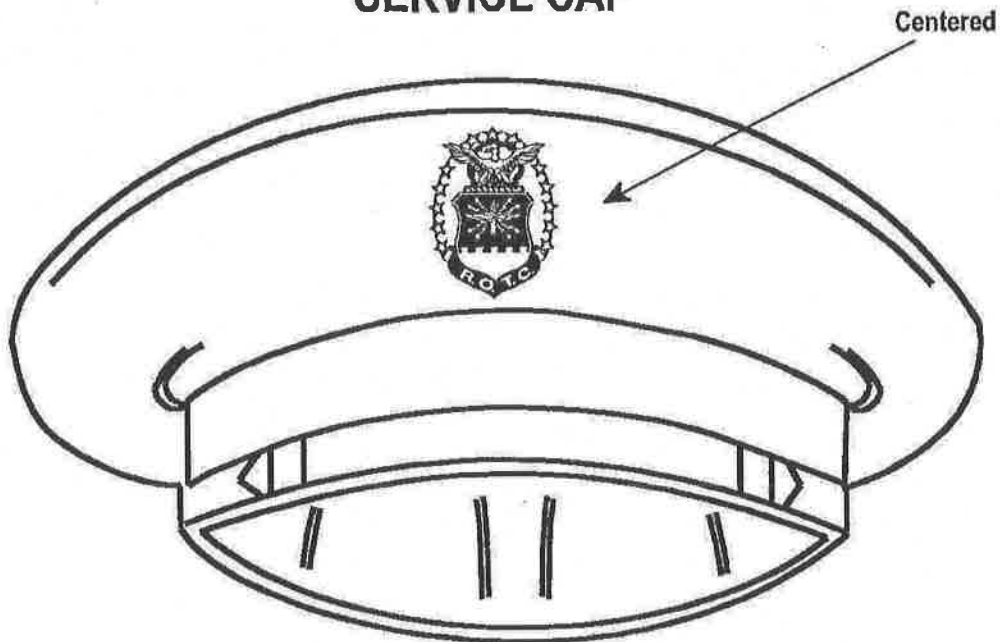
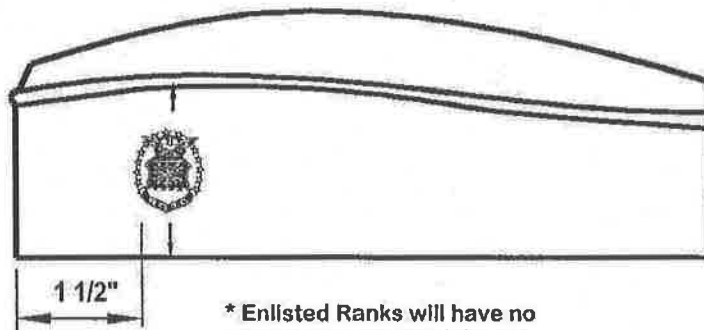
**Note:** The Distinguished AFJROTC Badge is awarded annually to only 1 junior cadet by the senior flight and is to be worn during their senior year.



KITTY HAWK  
AIR SOCIETY  
BADGE



## Attachment 3

**CADET MALE HEADGEAR****SERVICE CAP****FLIGHT CAP**

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

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

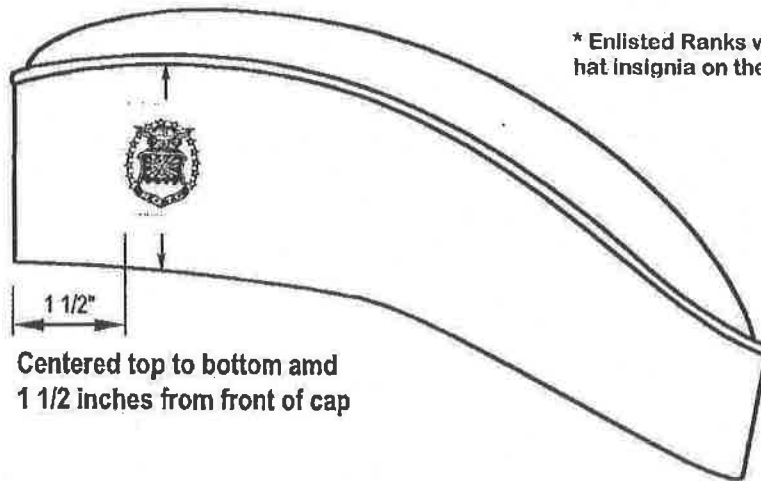
Officers wear hat Insignia with stars

# CADET FEMALE HEADGEAR

## SERVICE CAP



## FLIGHT CAP



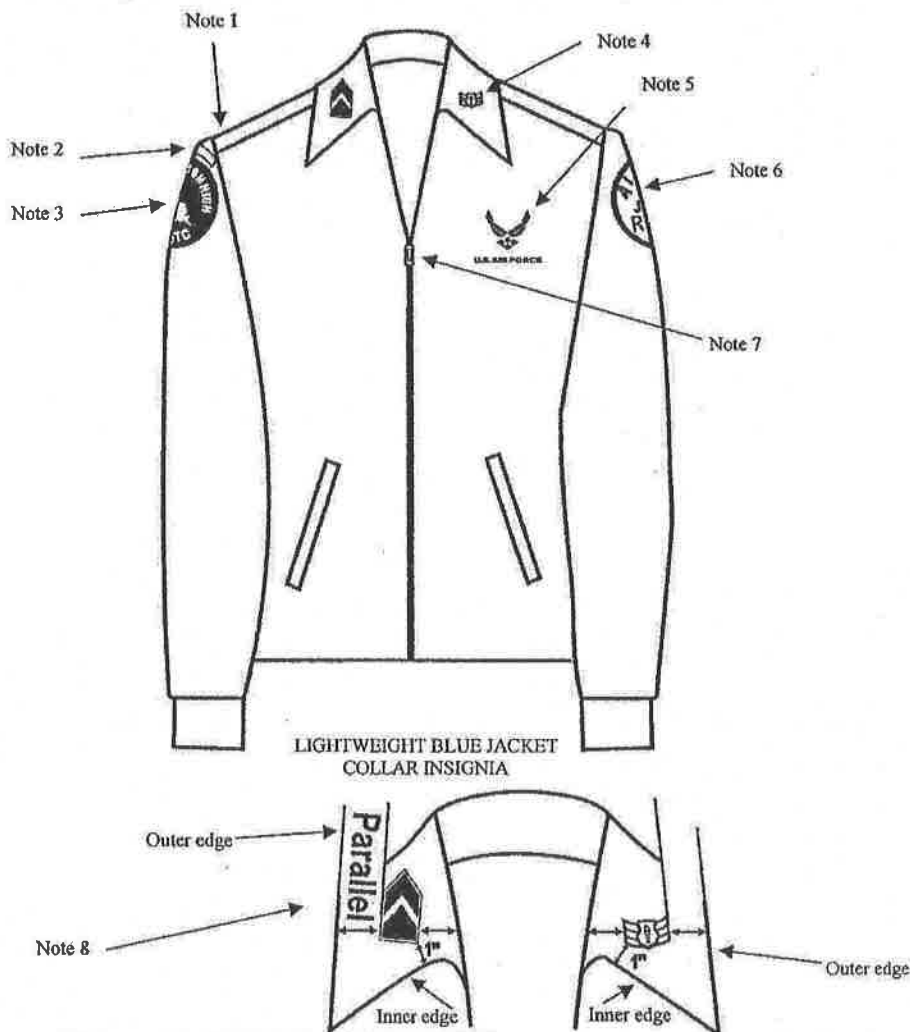
\* Enlisted Ranks will have no hat insignia on the flight cap

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

Officers wear hat insignia with stars

## Attachment 5

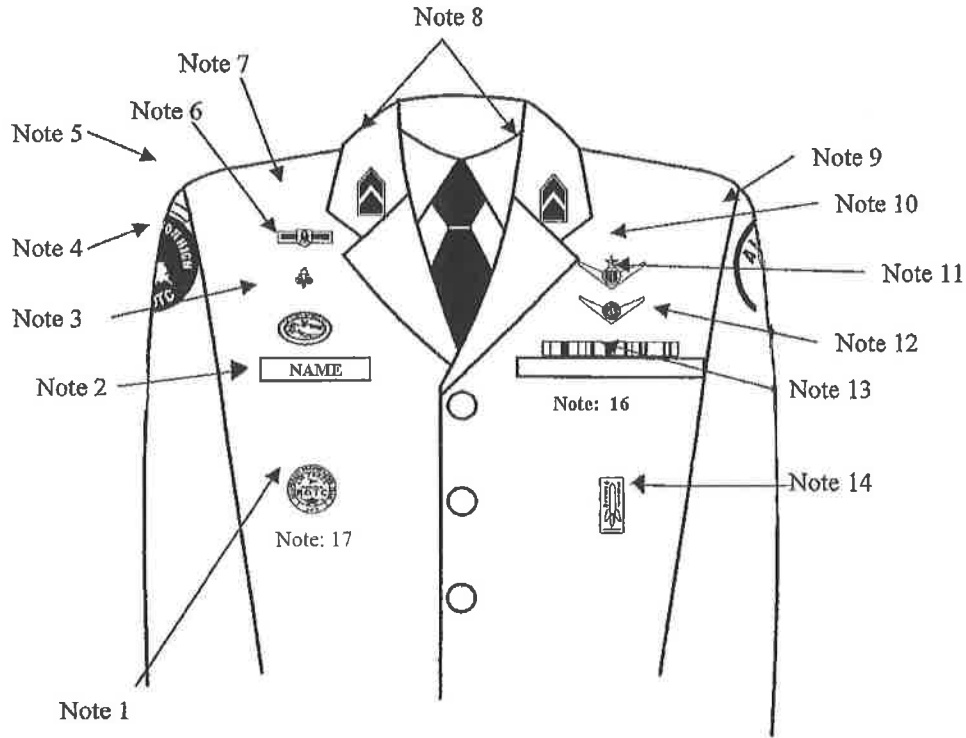
# CADET LIGHTWEIGHT BLUE JACKET



1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
6. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

## CADET MALE 1620 SERVICE DRESS

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



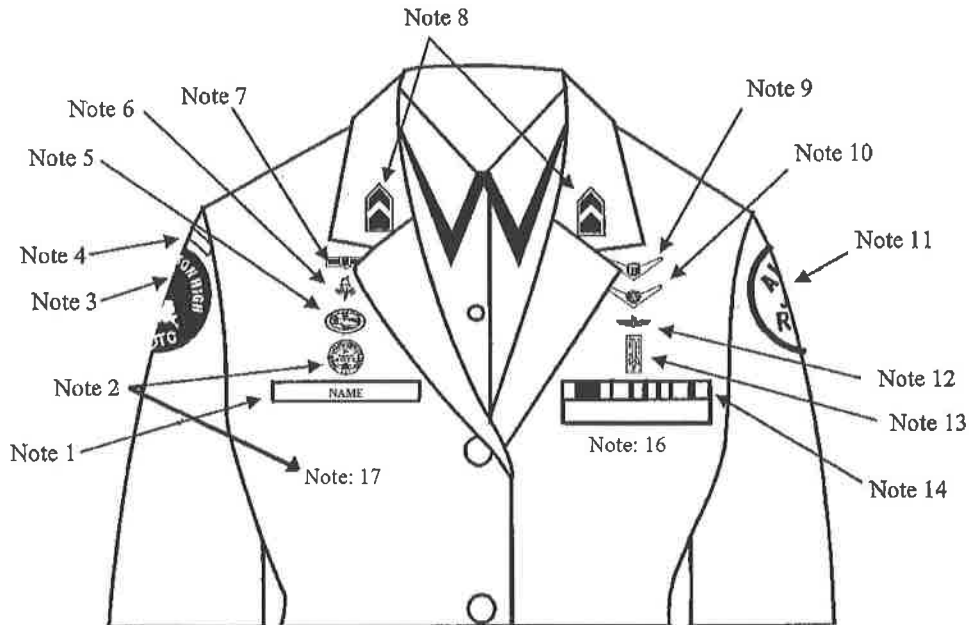
1. Awareness Presentation Team (APT) badge: centered 3" below Name tag.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. \*(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. AFJROTC Patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.
16. Medals: center medals under edge of welt pocket. Wear 3 or 4 in a row.
17. Marksmanship Badge: see Note 1 and 15. If you have both, Marksmanship will be below Name tag.



## Attachment 7

# CADET FEMALE 1620 SERVICE DRESS

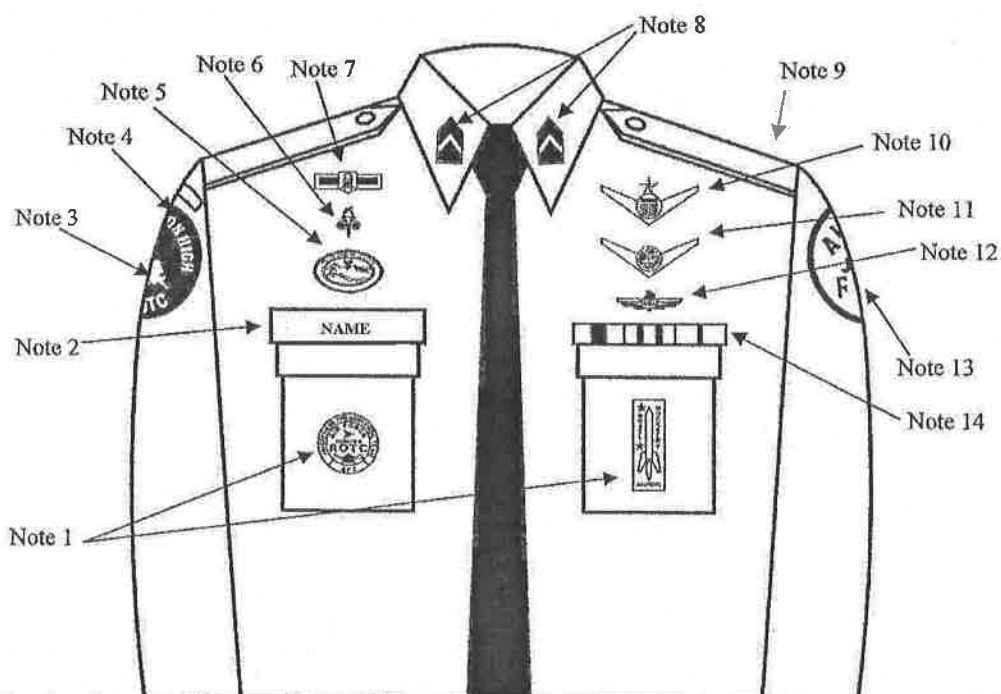
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: center 1/2" above Name tag.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. \*(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge. (Marksmanship, APT, KHAS, AEF, Distinguished Cadet)
16. Medals: center medals under edge of welt pocket. Wear 3 or 4 in a row.
17. Marksmanship Badge: center 3" below Name tag.

## Attachment 8

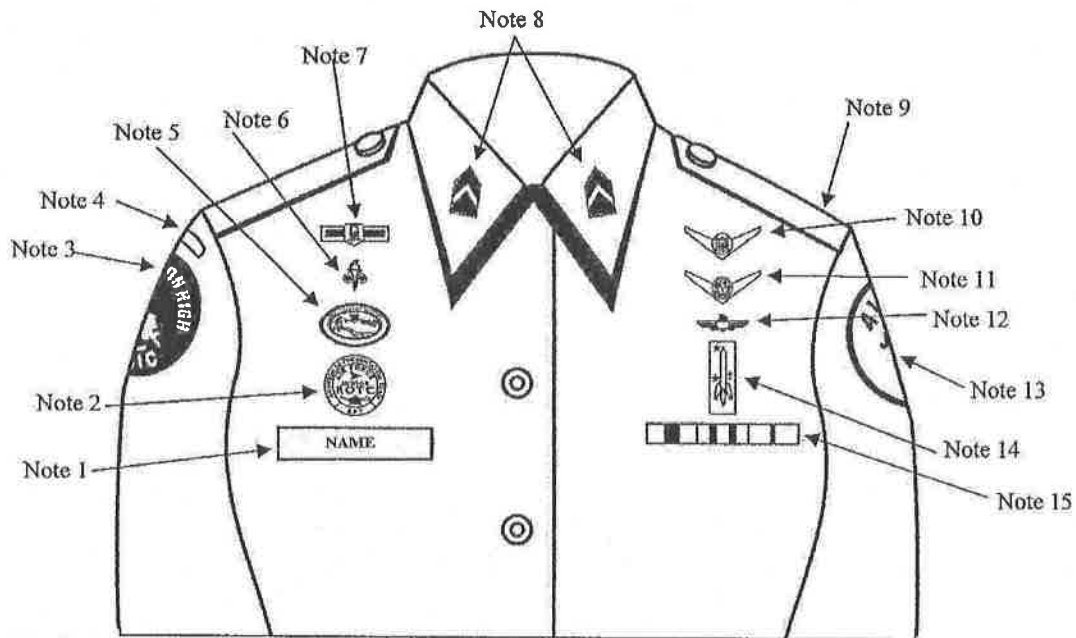
# CADET MALE BLUE SHIRT



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

## Attachment 9

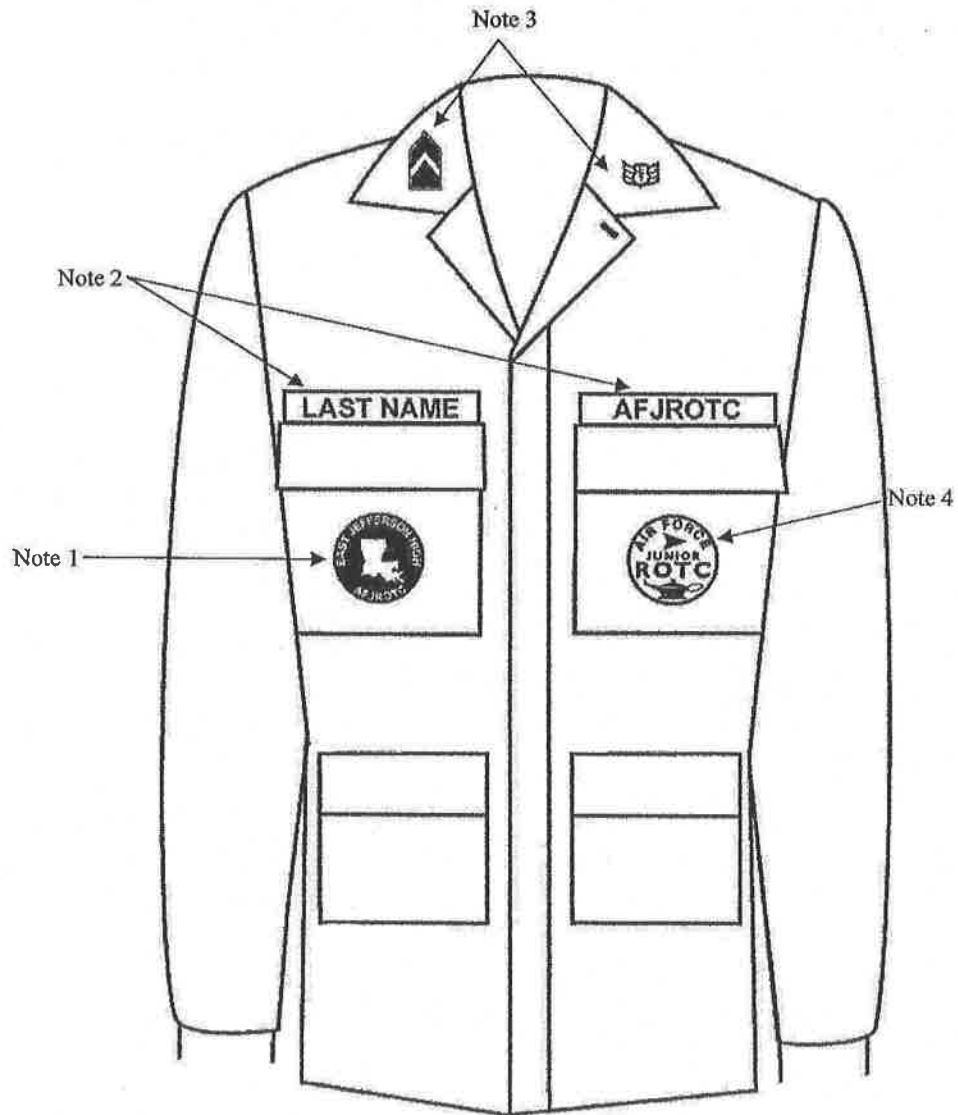
# CADET FEMALE BLUE SHIRT



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

## Attachment 10

## CADET BATTLE DRESS UNIFORM (BDU) Male and Female



1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered.



#### Four-in-Hand Knot

Start with the wide end of the tie on the right side; then cross the wide end over its back and to the left; bring it completely around the front to your right; bring it back and up through the center; pass it through the loop in front; tighten the knot neatly, forming a "dimple" with your index finger.

#### Windsor Knot

With the wide end of the tie about 12 inches longer than the narrow end, make a loop as shown. Bring the wide end around and behind the narrow end in the position illustrated; turn the wide end up and put it through the loop and around in front of the narrow end; bring it through the loop of the tie; pull the wide end through the knot and shape carefully.

Name: \_\_\_\_\_

## *AFJROTC Cadet Creed*

*I am an Air Force Junior ROTC Cadet.*

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

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

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

*My character defines me. I will not lie, cheat, or steal. I am accountable for my actions, words, 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 Cadet, a Leader, and a friend devoted to those I follow, serve, and lead.*

*I am a Farmington High School Air Force Junior ROTC Cadet.*