

CALIFORNIA 20063RD AFJROTC CADET CORPS

The CA-20063rd Cadet Guide



2010

Cadet Guide 2010

This Guide is intended to serve as a quick reference. It is informative but not an exhaustive resource document. All CA-20063rd AFJROTC activities at Golden Valley High School will comply with the instructions and policies contained herein.

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CALIFORNIA 20063RD AFJROTC CADET CORPS

MISSION

The United States Air Force and the William S. Hart Union High School District make considerable resources available for utilization within the JROTC program. They make this commitment for this intended purpose:

To develop citizens of character dedicated to serving their community and nation.

VISION STATEMENT

The CA-20063 Cadet Corps exists to instill in cadets the values associated with citizenship and community service for the betterment of society and for the betterment of the individual members of the corps.

Objectives

- Cadets will value the principles of citizenship and community service
- Cadets will develop the highest degree of personal responsibility
- Cadets will attain a sense of accomplishment and self-worth

CADET STANDARDS OF CONDUCT

Cadet Honor Code

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

The honor code is specific and clear in what it demands. All cadets are expected to have complete integrity in both word and deed, to possess sustained self-control, and to exhibit conscious effort in all that is done. All cadets will do their own work. However, in the attainment of group goals, cadets will assist others in a spirit of cooperation and teamwork.

When questionable behavior or wrongful behavior is observed, the observing cadet will take immediate action to stop such behavior and to report that behavior to superiors.

The code is applicable at all times, not just when in the uniform or participating in corps activities.

When a code violation is noted, or even suspected, all cadets will diligently work to bring the offending cadet to corrective action. Quibbling and evasive statements are not consistent with abiding with the code.

Core Values

The following core values, if adopted and practiced, will serve as anchors that will keep each cadet safely grounded on high moral ground. The core values are.

INTEGRITY FIRST SERVICE BEFORE SELF EXCELLENCE IN ALL YOU DO

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Integrity embodies the notion of complete and unimpaired adherence to a code. Even though a cadet may adhere to Corps values while participating in JROTC activities, that cadet would not exhibit integrity if those values were violated in other contexts. Integrity demands that adherence in ALL aspects of one's life.

Service-before-self entails actions that contribute to the welfare of others and bestows benefits upon them without any expectation of favor in return. It usually entails a certain amount of sacrifice, though it might be minor in nature. For example, spending one's Saturday morning placing American flags on veterans' graves for Memorial Day observances would entail a sacrifice – free time to spend leisurely.

Excellence. You will be recognized. What you do and how you do it will likely dictate what recognition you will receive. Mediocrity is easy. It requires little effort. If you practice it, you'll reap its rewards, which are usually more negative than positive. On the other hand, excellence in all that you do will produce recognition as well. It will be positive and will lead to greater opportunities and rewards. Many things we do in life are done out of a habit or an established pattern that is done without much conscious thought. You can choose to establish a habit of excellence and enjoy its rewards or you can establish habits that are characterized by mediocrity and suffer the consequences. Cadets strive to make excellence a habit.

Respect for Authority

Respect for Authority is vital to the success of civilized society and the institutions found within a society. Societal rules facilitate the efficient use of resources and the attainment of higher living standards. Without rules and respect for them, we would be condemned to live our lives in chaos and in the lowest of subsistence levels.

Leadership training includes the understanding and development of a strong respect for authority. That includes the perspectives of holding authority and being subject to authority.

Learning respect for authority begins with learning to be a follower. In order to be a good follower, one must respect the authority of superiors. Note how the previous sentence is worded. It does not say that one must respect the person who has authority over you. It says you must respect the authority that the superior holds. The wording is subtle, but the meaning is vastly different. However, superiors, generally speaking, have earned their positions and personally deserve respect as well.

Good follower ship is characterized by active listening, accurately following instructions, doing assigned work as best as you can, and obeying all rules of conduct. It also entails respectful and courteous behavior toward superiors. Superiors are more experienced and are charged with various responsibilities. Being so, superiors are entitled to respect and courtesy from the less experienced and younger cadets.

Superiors must respect authority as well. Authority can become intoxicating and cause the superior to be abusive in their use of authority. Superiors must guard against arbitrary and unreasonable use of their authority. Superiors should exercise their authority within the bounds of their responsibilities and then execute those responsibilities in a manner that recognizes the individual person and that protects individual dignity.

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Cadet Pledge

"I have chosen to be a cadet in the United States Air Force Junior Reserve Officer Training Corps. In doing so, I pledge allegiance to the United States of America and to the cadet honor code. I will strive to be a productive citizen of this country; therefore, I promise to work hard and to diligently educate my mind and train my body so that I can accomplish this task."

General Guidelines

Cadets become leaders by exhibiting qualities of intelligence, good judgment, decisiveness and initiative. Cadets inspire others by setting examples of confidence and maturity. In order to realize the highest potential, cadets must maintain high standards of self-discipline, high ideals, good manners, social grace, appropriate dress (in and out of uniform), good grooming, and language use.

Cadets will display friendliness and respect toward fellow cadets, other students, faculty, school staff, and visitors. Cadets shall show respect by addressing instructors and guest speakers as "sir" or "ma'am". Cadets shall not engage in "**horse play,**" **profanity, personal display of affection, disparaging remarks, or like conduct** that may discredit self, fellow cadets, JROTC, GVHS, CHS, HHS, BHS, and/or AOC.

Cadet Officers will exercise discretion in enforcing military courtesy. Officers should not publicly correct or reprimand a junior cadet. However, officers do have the responsibility to address infractions of military customs and courtesies and shall do so in an appropriate manner.

Cadets shall be prepared for each class or activity. This includes having proper textbooks, paper, pens/pencils and having all assignments completed. Cadets shall properly store equipment, study materials, and the like when finished using them.

Cadets shall not litter the classroom with soda, candy, personal belongings, or discarded paper. Cadets shall leave the classroom in proper order and not in disarray. Tables and chairs shall remain in their usual place.

Cadets shall:

1. Treat others with ***courtesy***
2. **Not use** profane, obscene, or vulgar language
3. **Speak in a conversational tone, avoid yelling,** and **use no demeaning commentary.**
4. **Not enter the cadet office** area without instructor, Cadet Group Commander, Cadet Vice Commander, or Mission Support Officer permission.
5. Not block doorways or hallways, individually or in a group
6. Keep food items outside of the JROTC unless authorized by Instructors
7. Not express **PDA** (Personal Display of Affection)
8. **Not behave boisterously** in the classroom, the corridor outside of JROTC, or on busses.
9. **Not commit distracting behavior** during class
10. Not put feet on desks/chairs nor sit or lie down on the same
11. Place trash in proper containers (not recycling bin)
12. **Obey JROTC related instructions** of a ranking cadet and Instructors.

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DISCIPLINE

All cadets are subject to the honor code, standards of behavior/conduct, published general rules, the JROTC instructors, JROTC related instructions of ranking cadets, and school rules. Infractions upon the above noted rules should be addressed. When observing a JROTC infraction or aware of an infraction, all cadets are empowered to address the matter. Minor infractions may be addressed and, if possible, corrected on the spot. A cadet commander may result to issuing demerits, which affect the cadet's grade if too many are accumulated. For other infractions, cadets will have to use judgment and discretion as to whether the matter should be reported to an instructor for resolution.

Team Commanders may also issue non-demeaning or non-physical disciplinary action to cadets in their chain of command for infractions. Any abuse of this system should be reported to the SASI, or ASI.

Where warranted, the Corps Commander may conduct an investigation or convene an inquiry board. All cadets are expected to fully cooperate with any investigation or inquiry. Where discipline is warranted, the Corps Commander is empowered to impose discipline subject to due process and instructor advice and review. For example, a cadet may be disciplined by demotion in rank or perhaps by suspension from participating in an activity.

Reasons for an inquiry board (Disciplinary Evaluation Board):

- A. Fighting
- B. Insubordination
- C. Vandalism
- D. Academic Dishonesty
- E. Disrespect for the Flag
- F. Excessive Demerits
- G. Improper Uniform Wear
- H. Improper Conduct
- I. Denial of issued Demerits

Merits

Cadets may receive **merits** for participating in community service. They may also earn accommodations for demonstrating exceptional behavior or citizenship. One merit or accommodation will cancel out one demerit.

CORPS ORGANIZATION

The organization of the cadet corps is patterned after the hierarchal structure of the Air Force. The CA-20063rd Cadet Corps is organized as a Group with two Squadrons.

CA-20063rd Cadet Commander

The Group Commander leads the cadet corps. A **Group Staff** of 4th year JROTC cadets, responsible for functional areas such as Operations and Administration, assist the Group Commander by:

- Providing research and advice
- Planning and coordinating activities
- Developing policy and plans.

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GROUP COMMANDER (CC)

- Attainment of AFJROTC mission, goals and objectives,
- Command and control of group Activities
- Uniform wear, Grooming and Appearance of Cadets.
- Supervision of Vice Commander, Operations Squadron Commander. Mission Support, Executive Officer and Senior Cadet Advisor.

VICE COMMANDER (CV)

- Assume command of the group in the absence of the Commander
- Advice on policy, procedure and compliance issues (school and JROTC)
- Investigates disputes regarding interpretation and infraction of rules.
- Advice and assistance to the Corps Commander as directed.
- Manage Outstanding Flight Competition

EXECUTIVE OFFICER (CE)

- Staff Coordination
- Recorder for Staff Meetings for later reference
- Duties as assigned

EXTREME EXCELLENCE CHALLENGE OFFICER E2C

- Advise the commander on safety issues.
- Conduct E2C Physical Training
- Record Cadet E2C Data

SENIOR CADET ADVISOR (CA)

- Report Status of Cadet Corps morale to Commander
- Advise Group Commander on Cadet personnel issues and promotions.
- Perform advocate duties for cadets meeting Disciplinary Boards.
- Education of cadet corps regarding honor code and rules

OPERATIONS OFFICER (OS)

- Publication of Weekly Operations Order outlining objectives, events and uniform requirements
- Grooming, appearance, discipline, efficiency, training and conduct of all cadet personnel.
- Control and supervision to insure successful accomplishment of unit objectives and safe completion of scheduled events.
- Supervision of 1st and 2nd Squadron Commanders, Color / Honor Guard Commanders, Sword / Drill Team Commanders, and Rocketry Commander

MISSION SUPPORT OFFICER (MS)

- Command and control of administrative, financial, personnel, and logistical activities in support of group mission objectives.
- Assigned tasks and projects directed by the group commander

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RESOURCE MANAGEMENT OFFICER (RM)

- Corps Budget Preparation
- Conduct of audits
- Coordination of fund raising projects

PERSONNEL OFFICER (DP)

- Input and maintenance of a cadet personnel file into the automated Cadet Information Management System
- Advice to Commander on promotion
- Management of Cadet recognition program including awards and ribbons

FINANCE OFFICER (RMF)

- Monitoring of cash control procedures
- Completion of Purchase Orders
- Management of petty cash fund for concessions

LOGISTICS OFFICER (LG)

- Maintains inventory of JROTC furniture, equipment, and uniforms.
- Controls receipt, issue, return and disposal of uniform items.
- Maintains office and expendable supplies

SUPPLY OFFICER (LS)

- Controls receipt, issue, return and disposal of uniform items.

PUBLIC AFFAIRS OFFICER (PA)

- Maintenance of Corps Organization Chart history
- Publicity of Corps Events
- Publication of cadet newsletter or Web Site
- Supervision of Corps History

INFORMATION MANAGEMENT (IM)

- Computer Systems and Automated Data

SQUADRON / TEAM COMMANDERS

- Prepare their units for drill and ceremonies and competitions.
- Manage uniform wear
- Submit names for awards

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Unit Manning Document

FUNCTION		MAXIMUM RANK	
COMMAND	CC	CADET GROUP COMMANDER	CADET COLONEL 1
	CV	VICE COMMANDER	CADET LT COLONEL 1
	XO	EXECUTIVE OFFICER	CADET CAPTAIN 1
	PT	E2C OFFICER	CADET CAPTAIN 1
	CA	SENIOR CADET ADVISOR	CADET CHIEF MASTER SGT 1
SQUADRON	OPNS	OPERATIONS OFFICER	CADET LT COLONEL 1
	OPNS	ASSISTANT OPNS OFFICERS	CADET MAJOR 2
	MSS	SUPPORT SQUADRON CMDR	CADET LT COLONEL 1
	1ST	SQUADRON CMDR	CADET CAPTAIN 1
	2ND	SQUADRON CMDR	CADET CAPTAIN 1
	3RD	SQUADRON CMDR	CADET CAPTAIN 1
	SQDN	FIRST SERGEANT	CADET CHIEF MASTER SGT 2
	DOR	ROCKETRY	CADET 2 ND LIEUTENANT 1
	KHA	KITTY HAWK PRESIDENT	CADET 2 ND LIEUTENANT 1
		ORIENTEERING OFFICER	CADET 2 ND LIEUTENANT 1
	CG	COLOR GUARD COMMANDER	CADET 1 ST LIEUTENANT 1
	DT	DRILL TEAM COMMANDER	CADET 1 ST LIEUTENANT 3
		UNIT NCO	CADET MASTER SGT 4
		PERSONNEL	CADET CAPTAIN 1
		PERSONNEL SPECIALIST	CADET TECHNICAL SGT 3
		FINANCE OFFICER	CADET CAPTAIN 1
	LG	LOGISTICS OFFICER	CADET CAPTAIN 1
	LGS	SUPPLY OFFICER	CADET CAPTAIN 1
		SUPPLY NCO	CADET MASTER SGT 1
		SUPPLY SPECIALIST	CADET TECHNICAL SGT 2
PA	PUBLIC AFFAIRS OFFICER	CADET CAPTAIN 1	
	PUBLIC AFFAIRS SPECIALIST	CADET TECHNICAL SGT 2	
IM	INFORMATION MANAGEMENT	CADET CAPTAIN 1	
	INFORMATION SPECIALIST	CADET STAFF SGT 2	
	HISTORIAN	CADET 1 ST LIEUTENANT 1	
FLIGHT		COMMANDER	CADET 1 ST LIEUTENANT 4
		FLIGHT SERGEANT	CADET SR MASTER SGT 4
		ELEMENT LEADERS	CADET STAFF SGT 16
		GUIDE	CADET SRA 4

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CADET RANK

All cadets carry a cadet rank. It designates position within the cadet corps structure and hierarchy. The greater the responsibilities carried by a cadet, the higher the rank that cadet will hold. There are two levels of rank: Cadet Ranks and C/Officer Ranks. Generally speaking, underclass cadets form the workforce and the cadet officers provide supervision and leadership. See the Figure on page 12 for Cadet Rank Insignia.

All cadets are assigned a ***permanent grade*** commensurate with the number of JROTC years satisfactorily completed. The highest permanent grade for first-year cadets is C/Senior Airman. Second-year cadets are C/Staff Sergeant. Third-year cadets are C/Technical Sergeant. Fourth-year cadets are C/Master Sergeant. At the discretion of the SASI, cadets in their final term of AFJROTC may retain the highest rank to which they have been promoted, regardless of course level

Cadets may be assigned and wear a temporary grade based on a specific position. The Unit Manning Document lists the maximum grade for the associated position. Temporary grades serve for rotation of responsibility and to avoid imbalances in grade structure. Cadets serving in a temporary grade revert to their permanent grade upon completion of assigned duties, unless authorized by the SASI. Retention of temporary grade is contingent upon satisfactory performance and behavior as determined by the SASI/ASI.

Newly enrolled students enter the corps in the cadet ranks and will hold the grade/rank of Cadet Airman Basic. As a cadet progresses in knowledge, experience, and ability, the cadet may be promoted to the next higher rank. Conversely, when a cadet demonstrates the inability or unwillingness to perform at the required level or demonstrates the lack of discipline to hold rank, the cadet may be reduced in rank.

- Cadet ranks, in order of precedence:

C-1: Airman Basic	C-2: Airman
C-3: Airman First Class	C-4: Senior Airman
C-5: Staff Sergeant	C-6: Technical Sergeant
C-7: Master Sergeant	C-8: Senior Master Sergeant
C-9: Chief Master Sergeant	

Cadet members may aspire to move into the Cadet Officer levels of corps leadership. In order to do so, cadets must complete a Junior Officer Training Course or participate in a leadership position in Summer Leadership School. Successful candidates will receive a Commission as a C/2nd Lieutenant.

Officer Ranks –

- Cadet Officer ranks, in order of precedence:

CO-1: Second Lieutenant	CO-2: First Lieutenant
CO-3: Captain	CO-4: Major
CO-5: Lieutenant Colonel	CO-6: Colonel

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR

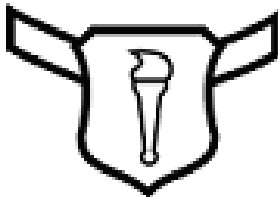


LIEUTENANT
COLONEL

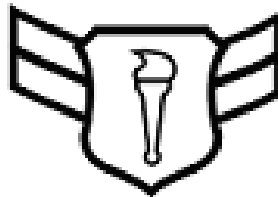


COLONEL

CADET AIRMAN RANK



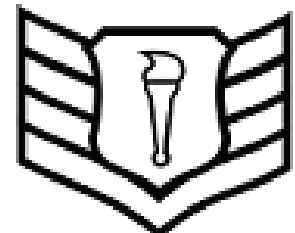
AIRMAN



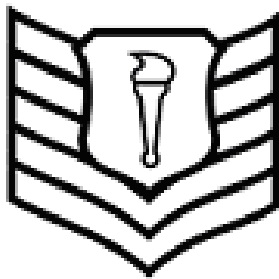
AIRMAN
FIRST CLASS



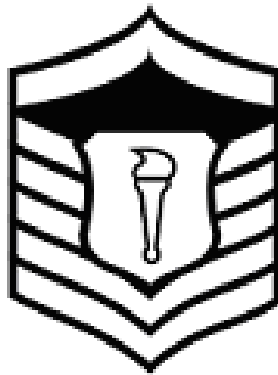
SENIOR
AIRMAN



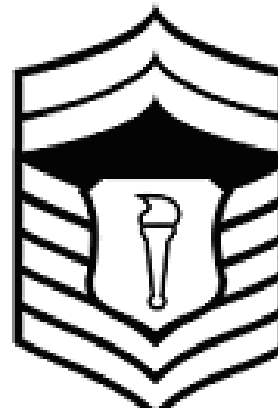
STAFF
SERGEANT



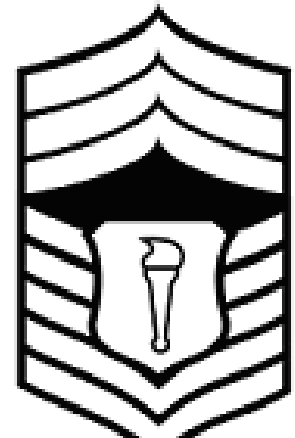
TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR MASTER
SERGEANT



CHIEF MASTER
SERGEANT

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PROMOTION

Generally, promotion at the lower cadet ranks is available to all cadets on a fully qualified basis. That is, if a cadet meets standards (dress and appearance, physical fitness, actively participates, has no adverse information and no disciplinary actions), and the like, that cadet can reasonably expect to be promoted.

Generally, the higher the rank, the more a cadet must compete with fellow cadets for the available promotions. Even though a cadet may be qualified and ready to assume the responsibilities associated with the next higher rank, the best competitor will likely receive the promotion (compete on basis of promotion test scores, record of performance, dress and appearance, leadership potential, etc.)

The normal promotion cycle is on the semester basis; however promotions are considered toward the end of each Quarter. Promotions are announced and the successful cadets assume their new rank upon announcement.

Promotion decisions are sometimes made by convening a promotion board¹ and sometimes are made based upon published criteria. At least one promotion opportunity each academic year will be with a promotion board, but not necessarily for all ranks. Subject to SASI/ASI approval the Corps Commander may give one temporary cadet rank promotion to top performers with leadership potential. This ensures recognition for motivated individuals and increased opportunity to assume larger roles within the corps leadership structure.

Cadets submit a Promotion Cycle Data form one week prior to the end of each new quarter. The accuracy of the information on the sheet is the responsibility of the cadet. To be able to promote a cadet must not be currently failing any class, or have been demoted during the previous quarter. Also, the cadet must have a positive merit balance. The cadet must have a recommendation of the Squadron Commander. The Personnel Officer will review the Promotion Cycle Data form. Cadets should have enough merits to be weighed with the test. Cadets should have enough merits to make up for low test scores. The maximum points possible on the promotion tests are 100 (plus any points for bonus questions).

In order to promote, a cadet must have a minimum total points from accumulated merits, monthly evaluation, and test as follows:

- A. Promotion to any Airman rank requires 75 points. (Minimum of 75% on Test)
- B. Promotion to any Junior Non-Commissioned Officer rank (c/SSgt.-c/TSgt.) requires 85 points. (Minimum of 85% on Test)
- C. Promotion to any Senior Non-Commissioned Officer rank (c/MSgt. –c/CMSgt.) recommendation from a SNCO Board. (Minimum of 90% on Test and a positive recommendation from a promotion board)
- D. Promotion to any Officer rank requires a positive recommendation from an Officer Board

Merit requirements vary depending on various aspects such as but not limited to: Service event availability, promotion level and the quarter in which the test is given.

A copy of the cadet's promotion test will be kept on file, accessible to the cadet by asking the Personnel Officer for an opportunity to review it.

¹ A promotion board consists of senior cadet officers, usually 3 members. The board members may consider bearing, general knowledge, dress, appearance, and uniform wear. The candidate's performance before the board is evaluated.

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Any cadet who satisfactorily completes a JROTC Leadership School may be promoted one grade, up to the rank of c/TSgt. Cadets already c/TSgt or above will meet a promotion board without taking the normal promotion test or having the requisite merits. Promotions to officer ranks above c/Captain will be selected by the SASI.

Senior Non-Commissioned Officer Record/Performance Review Board

The Executive Officer will preside over a board of within two days of the promotion test to review NCO records and performance. The board will consider factual data and render a recommendation based on the cadet's personnel file, and the overall performance as an NCO. The individual will not be called to meet the board.

Company Grade Officer Board

The Group Commander will preside over an Officer Record/Performance Review Board with the operation officer, cadet vice commander and mission support officer. The board will convene within 2 days of the promotion test. The board will consider factual data and render a recommendation based on the cadet's personnel file, and last three performance evaluations as a Junior Officer. The cadet may be called to meet the board if necessary to aid in promotion potential analysis.

All cadets sitting on the Officer Board, will be of higher rank than the candidate. Officer Board Cadets will remain the same for every cadet that month, unless restricted by rank.

The Board Cadets will discuss the capabilities of the cadet. The Board will then vote. 3/4 vote needed to pass board.

EVALUATION (GRADES)

Evaluation measures your achievement of AFJROTC goals and objectives, and informs you and parent/guardians of your progress. Instructors will tell you what the objectives and standards of behavior are from the very beginning of the school year, and guide you toward these goals. They will keep you informed of your progress, at all times. If you have questions, please—inquire about your grade status before or after class.

Basis for the Grading Policy:

As stated in the above, grading is based on achieving the goals and objectives of the ROTC program. You will be held accountable for academic achievement, proper wear of uniform, performance of drill maneuvers, use of military customs and courtesies, and participation in leadership activities or physical fitness.

Academics:

Class studies account for 40% of your grade. Achievement of learning objectives will be measured through assignments, examination questions and performance criteria for leadership and science courses. Late assignments will only be accepted after referral for an Extended Learning Opportunity session.

Uniform Wear:

Accounts for 25% of your grade. Failure to wear the uniform on Wednesdays will result in uniform demerits and a possible lowering of the grade. You will be inspected in uniform and docked 1 gig for each infraction. (i.e. Haircut, facial hair, insignia etc.).

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Uniform wear may be made up within two days of return to class if you have an excused absence. The Cadet Staff determines the uniform combination of the day. The staff *may* authorize wear of a utility uniform once a month. These uniforms are limited to the Battle Dress Uniform (BDU). When wearing the BDU, you will be inspected the same as when wearing the Air Force uniform. You will not be formally inspected in the T-shirt or the sweats. However, if the uniform is dirty, altered or defaced, you will receive reduced uniform credit, and improper uniform wear is subject to disciplinary action.

Drill and Ceremony and Physical Fitness / Leadership Training

Mastery of maneuvers, military procedures, self-discipline and fitness progress will account for 25% of the grade. Participation and positive attitude will be evaluated as key elements in the learning process. 3rd and 4th year cadets will be evaluated on management performance and leadership in lieu of physical fitness criteria.

UNIFORMS

General Philosophy The uniform is not simply another piece of clothing. It is a distinctive symbol. Uniforms have a history that dates to the times of the Roman Empire, more than 2,000 years ago. With such a lengthy history, there is a strong tradition of service associated with the uniform and *those who have worn the uniform before you, hold dearly all that the wear of the uniform embodies. Do not take it lightly,* for in doing so, you dishonor those who have gone before you, many of whom gave their life for the freedoms and benefits that you enjoy.

The AFJROTC uniform is blue. It is distinctive. As with all the branches of the armed services, each has a tradition of a color. For example, the color green is associated with the U.S. Army. So, wear your Air Force uniform with pride in your JROTC unit. ***Keep it clean, keep it neat, and wear it correctly.*** Learn the rules for uniform wear and be mindful to follow them. Help your fellow cadets in conforming to the uniform wear standards.

Uniform issue and accountability

Cadets will be issued uniforms and uniform accessories. Uniforms and accessories are property of the United States Air Force and are loaned to the cadet at no cost to the cadet. Each cadet receives approximately \$250 worth of uniform items. Cadets shall return these items to JROTC in a clean state and in good repair. Should cadets lose or damage these items through neglect, reimbursement to the government may be requested. However, where uniforms become unserviceable through fair wear and tear, cadets may return worn items and receive a serviceable item on a one for one exchange basis.

Restrictions

The uniform will be worn only as prescribed by the Air Force and Air Force Junior ROTC instructions. The uniform will not be worn while participating in student demonstrations, for crowd control, or under any circumstance where its wear may reflect discredit upon an individual or the Air Force JROTC program

Only items of U.S. Air Force uniforms are authorized for wear on any uniform used in an AFJROTC program

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When in uniform, act professionally and with dignity. This means no horseplay or other boisterous behavior. Misbehavior is not tolerated when in uniform.

Fitting Requirements

Light Blue Shirt: The shirt must fit the neck comfortably and no more than a small gap when buttoned. It must be tucked into the trousers. The front of the shirt, the button line, must be in alignment with the trousers' fly. Buttons must be buttoned, including the pocket buttons.

Trousers: The fronts of the pant legs should rest on the shoes, making a slight break in the front crease. The bottom edge of the rear of the pant legs should rest just above the top of the heel and well below the top of the heel cup. The rear should be no longer than $\frac{3}{4}$ inch below than the front. The upper portion of the legs should fit loosely. The waist should fit snugly and permit wear without the pocket openings to be spread open.

Skirt: The bottom of the skirt should rest from the top of the knee to the bottom of the knee.

Service Dress Coat: Coats must be large enough in the shoulders to permit simultaneous full forward reach with both arms. The shoulder seams should rest over the edge of the shoulders or slightly to the outside of the shoulders. When standing at attention, the sleeves should cover the base of the thumb and no further. When buttoned, the front of the coat should not extend farther than one to two inches in front of the chest when given a slight pull. The split portion of the bottom rear of the coat should not spread open.

Light Weight Jacket: The jacket must have shoulder room (see Service Dress Coat instructions) with the thermal liner in place. The sleeves cover the wrists and no farther without producing wrinkles when at the position of attention.

Belt: Must be worn at all times with items that have belt loops. It fits snugly around the waist without bunching. The silver tip will be exposed beyond the buckle as much as possible without exposing attached blue webbing. The buckle's own right side must be in alignment with the "gig" line. It is on the opposite side for females in the Service uniform.

Shoes: New shoes should be worn a few hours for several days until they are "broken in" so that you may wear them a full day. The shoes must be kept polished and in good condition.

Accouterments: After the initial fitting of the uniform, the proper placement of uniform accouterments is critical. Careful placement and display of rank, insignia, and awards is required.

Maintenance Requirements

Shirts and socks should be washed after each wearing. The shirt collar requires more attention.

Be careful to not allow perspiration and skin oils to accumulate on it.

Belts rarely need cleaning. However, a little warm, soapy water and a light brushing with a thorough rinsing will usually be all that is needed.

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Trousers, skirts, service dress coats, caps, berets, light weight jackets and liners, and ties must be dry cleaned as often as necessary to keep them clean, without odor, and unwrinkled.

Shoes shall be shined to a glossy appearance. The sole edge should be clean and "dressed" with an edge dressing.

Uniform Combinations

Combination A (Class A Service Dress): Combination A is the most formal uniform. It consists of the blue pants, blue dress coat, blue shirt and tie (along with the usual accouterments). Medals should only be worn on the service coat

Combination B: This is Combination A without the service dress coat. Ribbons should be worn on the shirt.

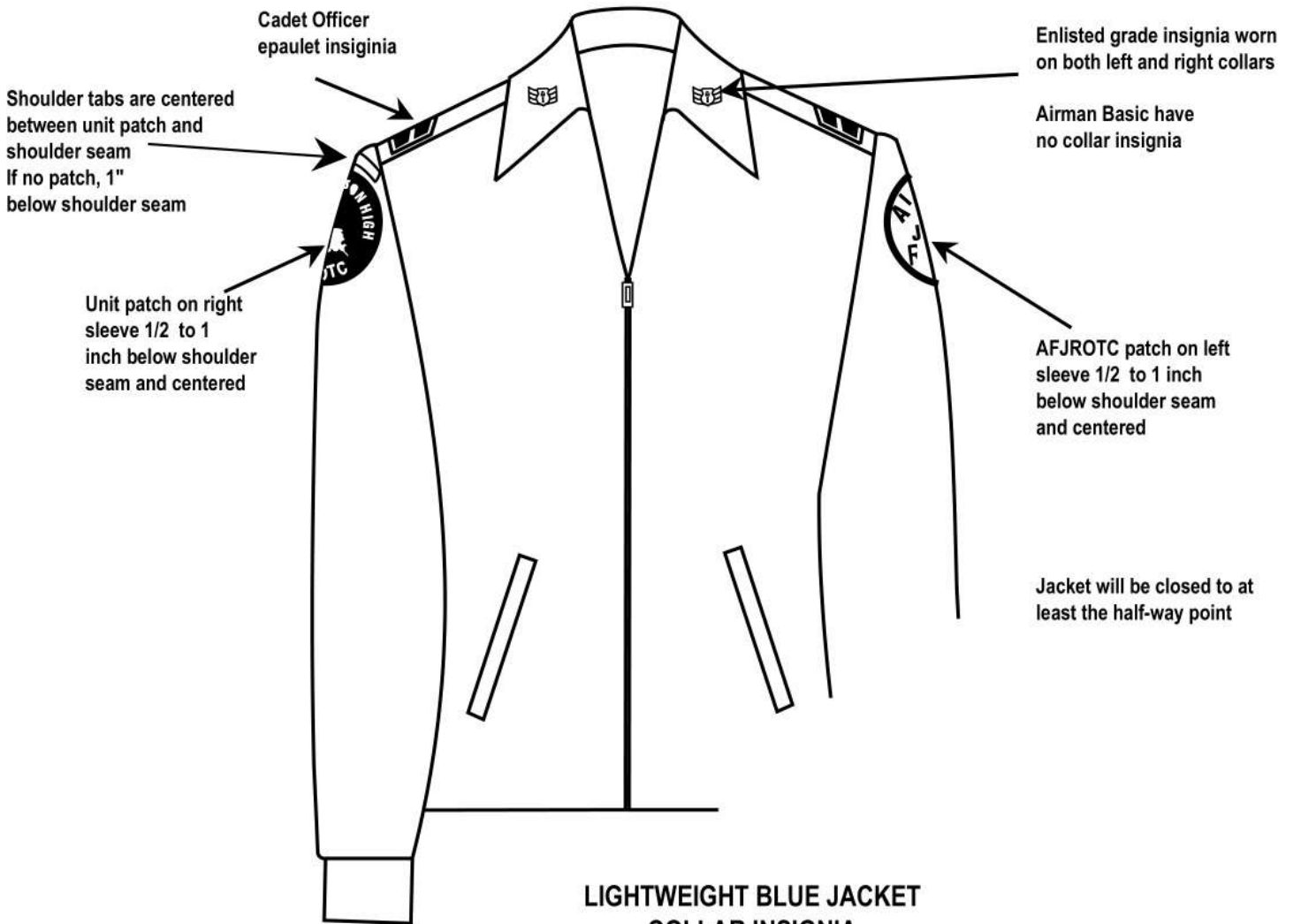
Combination C: This is Combination B without the tie.

Combination D: Utility Uniform: BDU or Corps issued T-shirt

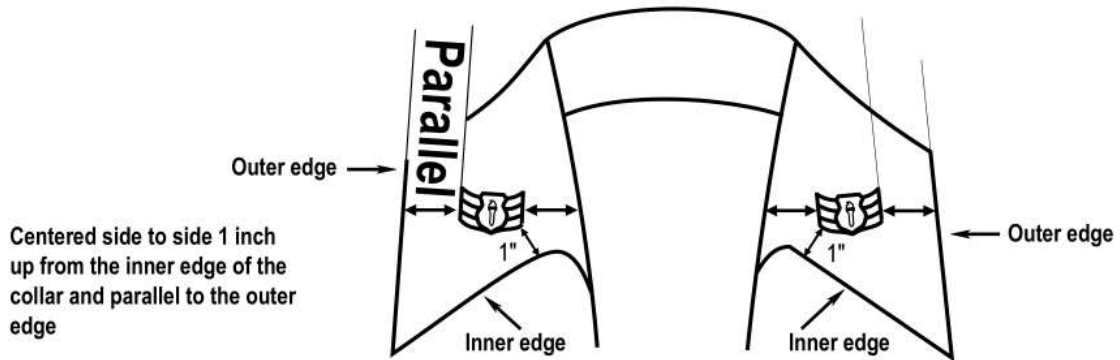
Required Wear

Generally, at all JROTC sponsored activities, a uniform will be designated for wear. Aside from JROTC sponsored activities, cadets are required to wear the uniform for Headquarters Staff Visits, and the designated uniform day per school week. On the designated uniform school day, cadets must wear the uniform for the entire school day.

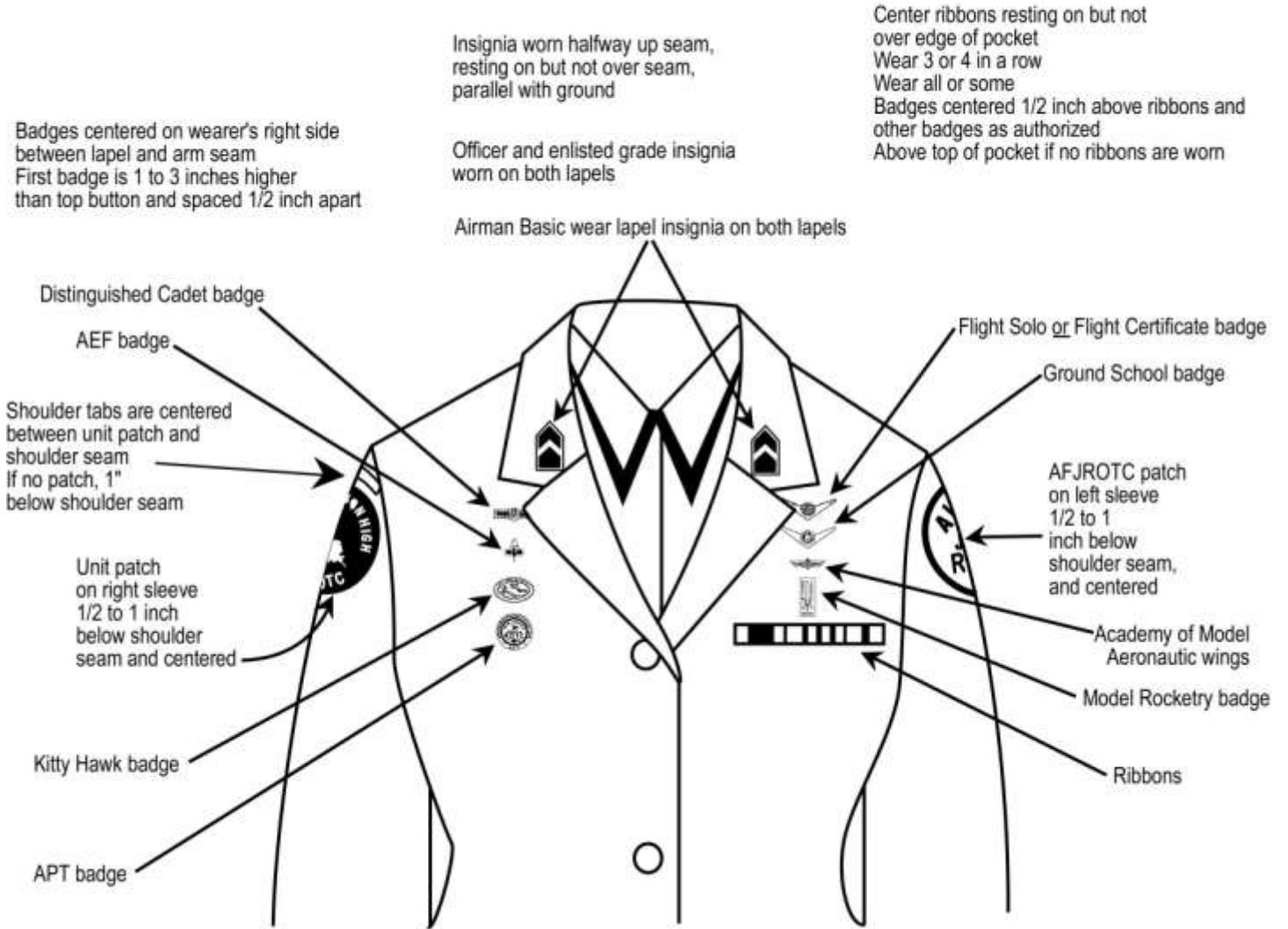
CADET LIGHTWEIGHT BLUE JACKET



LIGHTWEIGHT BLUE JACKET COLLAR INSIGNIA



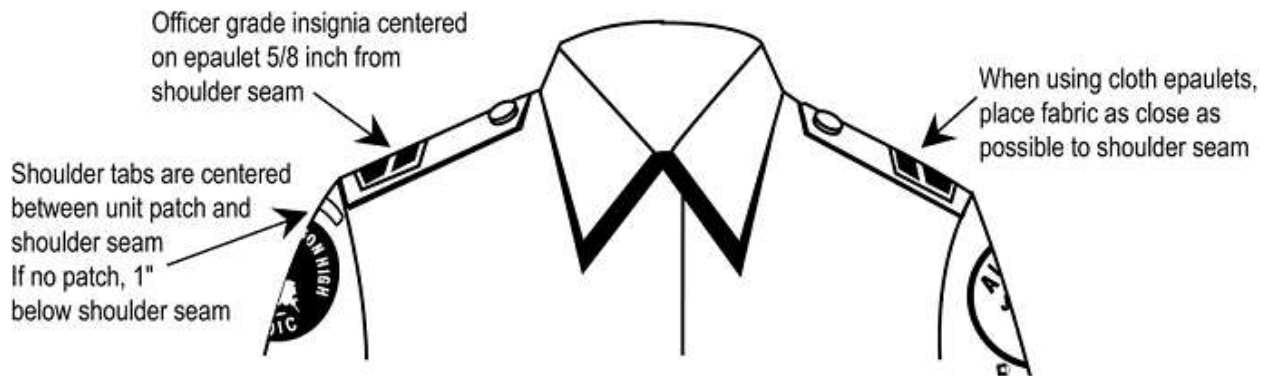
CADET FEMALE 1620 SERVICE DRESS



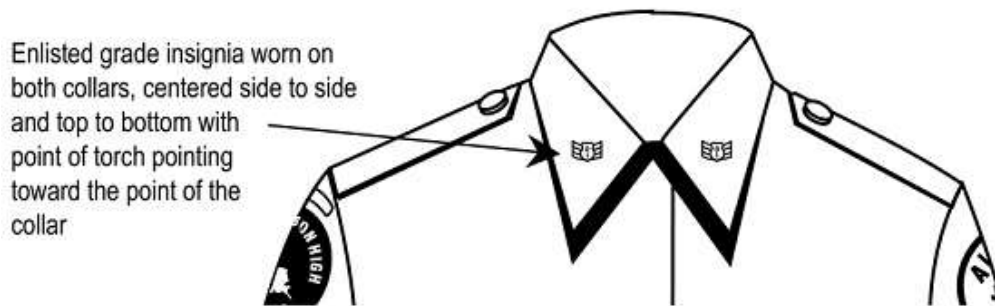
No name tag is authorized on 1620 Service Dress Coat

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CADET FEMALE BLUE SHIRT (OFFICER)



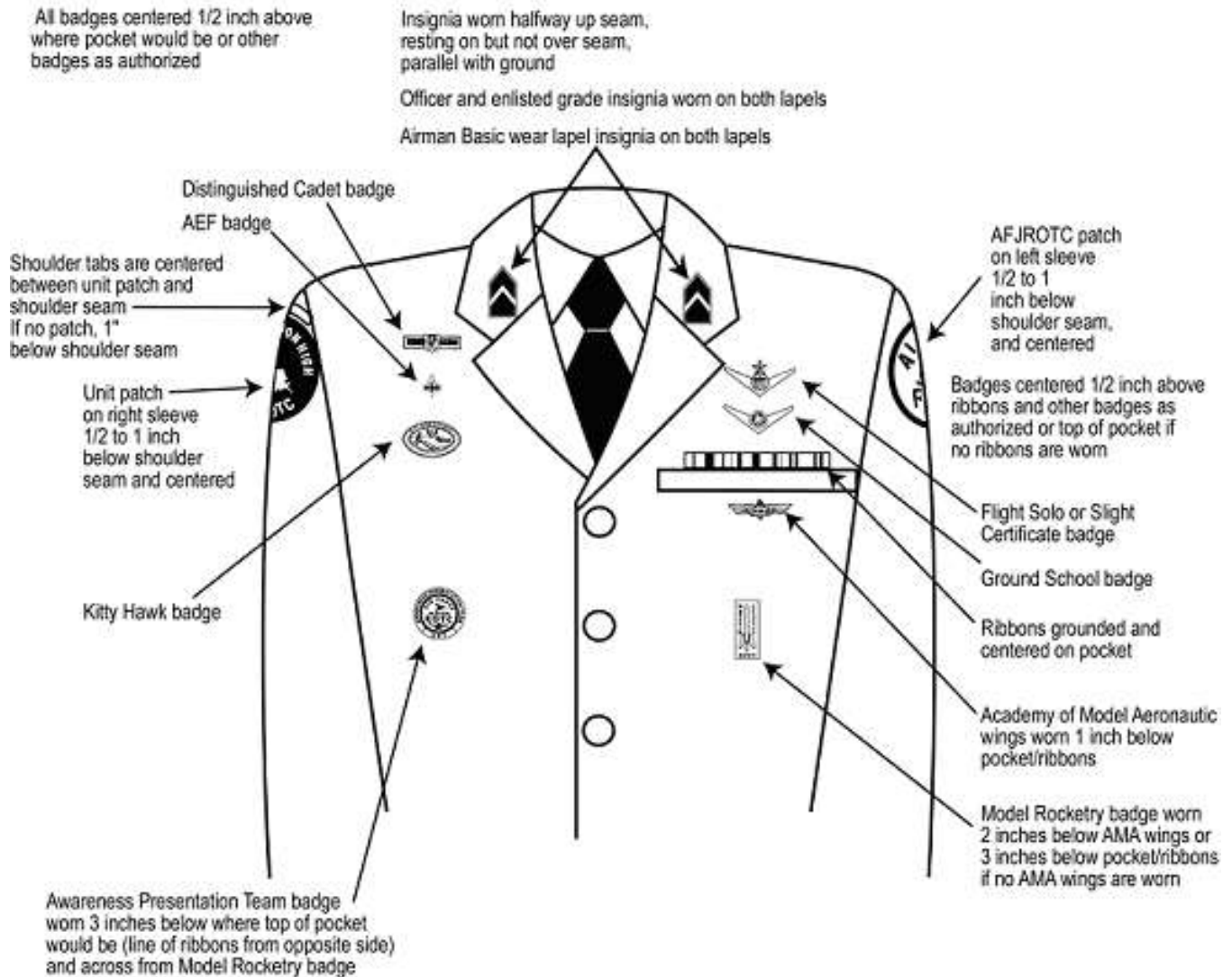
CADET FEMALE BLUE SHIRT



Airman Basic have no insignia of any kind on the collar

Refer to 1620 Service Dress Coat for badge placement with the following additions:
Name tag is authorized (on wearer's right side) and will be centered between lapel and arm seam
1 to 3 inches higher than top button
Other badges over wearer's right side will be centered 1/2 inch over name tag

CADET MALE 1620 SERVICE DRESS



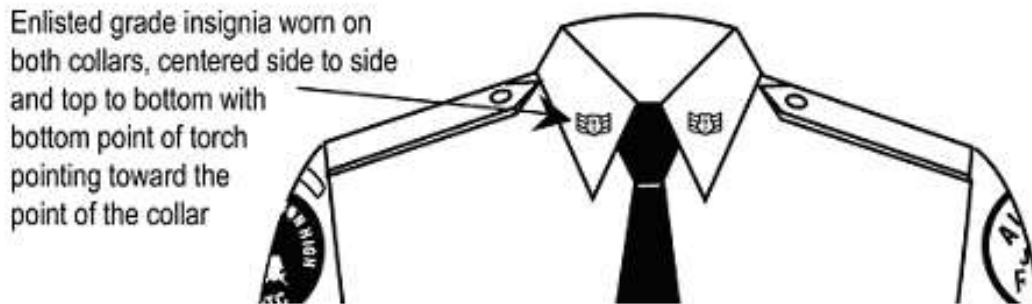
No name tag is authorized on 1620 Service Dress Coat

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MALE BLUE SHIRT CADET OFFICER



MALE BLUE SHIRT CADET



Airman Basic have no insignia of any kind on the collar

Refer to 1620 Service Dress Coat for badge placement with the following additions:

Name tag is authorized grounded and centered over wearer's right pocket

Other badges over wearer's right pocket are centered 1/2 inch above name tag (or pocket if name tag is absent)

APT or Model Rocketry badges are centered on the lower pockets on the appropriate sides

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PERSONAL APPEARANCE

As a cadet, your personal appearance now reflects not only upon yourself, but also upon the JROTC Corps, Golden Valley High School, and the United States Air Force. Because you are associated with these groups, it is now upon you to protect the public image of these organizations.

Requirements

Clothing: The uniform and civilian clothing will be clean, neat, in good repair and without wrinkles.

Hair: Dyed hair must be a natural color. It must be clean, neat and properly groomed.

- Males: Hair must be kept off the ears and collar. No more than ¼ inch in bulk at margins above and behind the ears and on the neck.
- Females: Hair must not extend below the bottom of the collar. If a hair band is used, it must be the same color as the hair.

Facial Hair: Cadets will be clean-shaven.

Sideburns: will be neatly trimmed and no more than 1 ½ inches wide. The base will end with a clean-shaven horizontal line. They will not extend below the ear canal.

Finger Nails: will be clean and appropriately trimmed. Females may polish their nails conservatively.

Earrings: Only females are allowed to wear earrings. Earrings are limited to small gold, silver, pearl, or clear spherical objects. Only one earring per ear lobe.

Finger Rings: Cadets may wear up to three rings per hand.

Body Rings: Rings other than earrings and finger rings are not permitted.

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AWARDS AND RIBBONS

Cadets who make positive contributions are eligible to receive awards and ribbons in recognition of their service. Certain awards and ribbons are presented at the end of the academic year in an appropriate setting. All other ribbons are awarded once Criteria are met. Example Dress and Appearance Ribbon. The criteria for awards and ribbons are found in AFOATSI 36-2001.

NATIONAL AND AFJROTC AWARDS:

Are presented at the Annual Awards night in April or May

AIR FORCE ASSOCIATION (AFA) AWARD.

- Outstanding third-year cadet
- The award recipient displays positive attitude; initiative, judgment, and self-confidence; courteous demeanor; capacity for responsibility, high productivity, adaptability to change; highest personal and ethical standards and strong positive convictions; and outstanding personal appearance
- Rank in the AS class top 5% and academic class top 10%

DAEDALIAN AWARD.

- Recognizes outstanding third-year cadet preparing for a military career
- Demonstrates patriotism, love of country, and service to the nation; the potential and desire to pursue a military career
- Rank in the AS class top 10% and academic class top 20%

AMERICAN LEGION SCHOLASTIC AWARD.

- Fourth-year cadet based on the cadet's overall scholastic achievements.
- Rank in the AS class top 25% and academic class top 10%
- Demonstrate leadership qualities; Actively participate in student activities

AMERICAN LEGION GENERAL MILITARY EXCELLENCE AWARD.

- Fourth-year cadet
- Demonstrate qualities in military leadership, discipline, character, and citizenship
- Rank in the top 25% of AFJROTC class.

DAUGHTERS OF THE AMERICAN REVOLUTION (DAR) AWARD.

- *3rd or 4th* year cadet
- Demonstrate qualities of dependability and good character; adherence to military discipline; Possess leadership ability and patriotic values.
- Rank in the AS class top 25% and academic class top 25%

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AMERICAN VETERANS (AMVETS) AWARD.

- 2nd or 3rd year cadet
- Positive attitude; Personal appearance; initiative, dependability, judgment, and self-confidence; capacity for responsibility, adaptability, and maintenance of high personal standards.
- AS class A Grade and good scholastic standing in all classes

RESERVE OFFICERS ASSOCIATION (ROA) AWARD.

- 3rd or 4th year cadet:
- Demonstrate Positive courteous attitude; Outstanding personal appearance; Attributes of initiative, judgment, and self-confidence; capacity for responsibility, high productivity
- Rank in the top 10% of AS class

MILITARY ORDER OF WORLD WARS AWARD.

- 1st year cadet
- Outstanding accomplishments or service to the JROTC unit.

MILITARY OFFICERS ASSOCIATION AWARD.

- Third-year cadet
- Demonstrate high order of loyalty to the unit, school, and country; high moral character; exceptional potential for military leadership
- Good academic standing

VETERANS OF FOREIGN WARS (VFW) AWARD.

- 3rd or 4th year cadet
- Demonstrate positive attitude; outstanding military bearing and conduct; strong positive courtesy, dependability, punctuality, respect, and cooperation; leadership potential
- Color guard or drill team member
- AFJROTC grade of "B" overall average grade of "C"; active in student activities

NATIONAL SOJOURNERS AWARD.

- 2nd or 3rd year cadet
- Demonstrate potential for outstanding leadership and promote American ideals
- Top 25% of academic class

SONS OF THE AMERICAN REVOLUTION (SAR) AWARD.

- Top 10% AFJROTC class; Top 50% of High School class

SCOTTISH RITE, SOUTHERN JURISDICTION AWARD.

- 2nd or 3rd year cadet

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- Encourage Americanism by participation in activities or community projects.
Demonstrate dependability, character, discipline, citizenship and patriotism.
- Top 25% of class

MILITARY ORDER OF THE PURPLE HEART AWARD.

- 3rd or 4th year cadet
- Demonstrate positive attitude toward country; Participate in school activities and community affairs
- Hold a leadership position in cadet corps and "B" average in all subjects.

AIR FORCE SERGEANTS ASSOCIATION (AFSA) AWARD.

- 2nd Year Cadet
- Demonstrate outstanding military leadership, discipline, character, and citizenship
- Top 25% of the AFJROTC class

NONCOMMISSIONED OFFICERS ASSOCIATION (NCOA) AWARD.

- Outstanding 1st year cadet
- Exhibit best military bearing, personal appearance, deportment and leadership ability

TUSKEGEE AIRMEN AIR FORCE JUNIOR ROTC CADET AWARD.

- 1st 2nd 3rd year cadet
- Actively participate in cadet corps activities and 50% of all unit service programs
- AS class grade of "B" and good academic standing

OUTSTANDING CADET RIBBON.

- Annual Award recognizes outstanding 1st 2nd 3rd 4th year cadets.

LEADERSHIP RIBBON

- Displays outstanding leadership performance beyond expected standards

ACHIEVEMENT RIBBON.

- Awarded for a significant achievement as deemed appropriate by the SASI

SUPERIOR PERFORMANCE RIBBON.

- Recognition of achievements and services rendered specifically on behalf of AFJROTC, which are clearly outstanding and exceptional.

DISTINGUISHED UNIT AWARD.

- Awarded to cadets enrolled during HQ inspections when unit earns an "outstanding" rating

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ACADEMIC RIBBON.

- Academic excellence by attaining an overall "B" grade point average and "A" average in AFJROTC for one School Year.

OUTSTANDING FLIGHT RIBBON.

- Awarded each academic term to members of the outstanding flight for superior Academic, Service, Uniform Wear, and Participation in Activities

LEADERSHIP SCHOOL RIBBON.

- Awarded once for completion of leadership school.

DRILL COMPETITION RIBBON.

- Awarded to drill team members for participating in drill meets.

ORIENTEERING COMPETITION.

- Awarded to team members in an orienteering meet.

CO CURRICULAR ACTIVITIES LEADERSHIP RIBBON.

- Demonstrated exceptional leadership in achieving objectives through the coordinating Corps programs (dining-out chairperson, military ball chairperson, etc.).

DRILL TEAM RIBBON.

- Participation in at least 75 percent of all scheduled drill team events

COLOR GUARD RIBBON.

- Distinguished participation in 5 color guard events.

SABER TEAM RIBBON

- Participation in at least 75 percent of all scheduled Honor Guard events.

SERVICE RIBBON.

- Performance of 20 hours in school, community, or AFJROTC service projects.

PHYSICAL FITNESS RIBBON.

- Successful accomplishment physical fitness program.

RECRUITING RIBBON.

- Recruit two students into AFJROTC or participate in unit recruiting activity

ACTIVITIES RIBBON.

- Participation in co curricular competitive activities (cadet competitions, parades, rocket meets, academic meets.). .

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ATTENDANCE RIBBON.

- No more than 4 excused absences and no unexcused absences in an academic term.

GOOD CONDUCT RIBBON.

- No suspensions of any kind, or adverse reports from staff or faculty in an academic year.

DRESS AND APPEARANCE RIBBON.

- Two Selections as outstanding cadet, conforming with all AFJROTC dress and appearance standards, during weekly flight uniform inspections.

LONGEVITY RIBBON.

- Successful Completion of two Semesters in AFJROTC

OUTSTANDING CADET AND CADET OFFICER

- Nominations for the Outstanding Cadet and Cadet Officer will be submitted two weeks prior to
- the end of each semester. Commanders will nominate Cadets on the Quarterly Evaluation form.
- Staff Officers and Squadron Commanders will nominate cadet officers for Outstanding Officer.
- Aerospace Science Instructors, and the Principal will determine the recipient for each category.

OUTSTANDING FLIGHT

- The Cadet Staff will determine the Outstanding Flight based on Honors Flight competition
- averages for the semester. Aerospace Science Instructors then award the Outstanding Flight
- Ribbon on the last uniform day of the semester.

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AFJROTC Gold Valor Award	AFJROTC Silver Valor Award	Cadet Humanitarian Award	Community Service with Excellence Award
			
Air Force Association Award	Daedalian Award	American Legion Scholastic Award	American Legion General Military Excellence Award
			
Daughters of the American Revolution Award	American Veterans Award	Reserve Officers Association Award	The Military Order of World Wars Medal
			
Military Officers Association Award	Veterans of Foreign Wars Award	National Sojourners Award	Sons of the American Revolution Award
			
Scottish Rite, Southern Jurisdiction Award	Military Order of the Purple Heart	Air Force Sergeant Association	Sons of Union Veterans of the Civil War
			
Tuskegee Airmen Inc. AFJROTC Cadet	The Retired Enlisted Association Award	The Outstanding Cadet Ribbon	Leadership Ribbon
			
Achievement Ribbon	Superior Performance Ribbon	Distinguished Unit Award	Aerospace & Technology Honors Camp Ribbon
			
Top Performer Award	Academic Ribbon	Outstanding Flight Ribbon	Leadership School Ribbon
			
Drill Competition Ribbon	Orienteering Competition Ribbon	Cocurricular Activities Leadership Ribbon	Drill Team Ribbon
			
Color Guard Ribbon	Sabre Team Ribbon	Service Ribbon	Extreme Excellence Challenge Ribbon
			
Recruiting Ribbon	Activities Ribbon	Attendance Ribbon	Good Conduct Ribbon
			
Dress & Appearance Ribbon	Longevity Ribbon	Gen Carl Spaatz Award (CAP)	Gen Ira C. Eaker Award (CAP)
			
Amelia Earhart Award (CAP)	Gen Billy Mitchell Award (CAP)	Gen J.F. Curry Achievement Award	

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CO-CURRICULAR / EXTRA-CURRICULAR ACTIVITIES

Activities outside the classroom are provided. These activities enhance the JROTC experience. The JROTC program encourages all cadets to fully participate in as many activities as each cadet can manage. Each of these Co-curricular activities is intended to:

- Promote camaraderie
- Develop management and social skills
- Supplement classroom learning and provide an opportunity to engage in fun.

As they are separate from the academic course work, Co-curricular activities require time before and after normal school hours and weekends. Some are competitive in nature and require considerable practice to become proficient. Co-curricular activities include:

Drill Teams
Color Guard

Dining In
Awards Night

Military Ball
Rocketry

Parental Permission

For off campus activities, parental permission is necessary. Parents are provided a form letter where parents may provide written permission for a cadet to participate in ROTC activities.

Release from Classes other than JROTC

JROTC instructors will arrange for cadet releases from other classes. Releases will only be granted where the cadet is in good standing with ROTC and with the school. Generally, when a cadet has a failing grade in any class, releases will not be requested. Cadets may be afforded an opportunity to verify "passing status" in order to obtain a release. However, verification must be in writing and obtained at least one day prior to travel. Cadets who have experienced disciplinary action during the preceding and current grading period may be restricted from participation.

SUMMER LEADERSHIP SCHOOL

Summer leadership school courses are designed to provide further citizenship orientation and additional learning experiences in a working military community. Leadership skills and teamwork are emphasized where the success of the team depends upon the contributions of all team members.

Aerospace and Technology Honors Camp

Two 3rd year cadets will be nominated to attend this HQ Air Force JROTC sponsored school during the summer of 2011. Once nominated, the cadet will go through an application process which will determine ultimate attendance. Cadets will be informed if other leadership training opportunities occur.

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CADET OFFICER IN CHARGE GUIDE

Purpose. This guide assists designated cadets in successfully organizing, managing, and leading an event. It contains useful information, but no guide can foresee all possibilities; therefore, an OIC must think, plan, and act in a responsible manner to ensure a successful event.

Responsibilities of OIC. An OIC is responsible for everything that happens at an event. Recall that the OIC acts through the cadet commander with the authority delegated by the SASI. The duties of an OIC must be taken very seriously because other cadets, and the reputation of the cadet corps, rely on the success of the OIC.

- 1. Use of the Guide.** This guide is given to an OIC for every JROTC event. Items not applicable to your event should be ignored. You will normally want to get a specific folder to keep all of your notes for your event. You should review copies of past "After Action Reports" for similar events
- 2. Communication.** You must provide a progress report or short memo for the weekly cadet staff meeting. Cite what you have done, what you are doing, and what you need help on. You could be relieved of your responsibilities if it appears that you are not making sufficient progress.
- 3. Assistance.** If you want or need committee help with your event, submit nominations to the Operations Officer who will make the final approval.
- 4. Planning.** Prepare a timeline or list of milestones leading up to the activity. Outline order all critical time-sensitive tasks with the date they must be accomplished. This can be done on a calendar, list, or any other format you find useful. A simple to-do list also helps. Everything should be included on this list. You will need to think hard about everything that goes on this list. Discuss your checklist with the ASI or SASI as need. Review the checklist and timeline frequently.
- 5. Event Improvements.** Any event can be done better than the last similar event. Think hard about your event and talk with other cadets. How can it be done better? What didn't work last time very well? If you were a participant, what would help you enjoy it more? Remember, a major component of leadership is taking the initiative and trying new things. Discuss your ideas with an Instructor.

6. Transportation

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- If an event requires transportation by bus, a district "Transportation Request" must be filled out. Coordinate with the ASI for form submission and payment costs.
- Some events may require parent provided transportation cadet can drive themselves or a cadet can find their own transportation to an event when they do not meet at the school first. Seek help from the Parent Support Group when assistance in arranging private transportation is required
- **Maps & Directions.** Ensure a map is available for drivers and parents. Frequently, putting a copy of the map on the back of the "Event Information Sheet" is the best way. The back of the "Event Information Sheet" is an area to put a map or any information you have been sent on any event.

7. **Facilities**

- If an event involves the use of school facilities, other than the JROTC classroom, a school or district facilities request form must be filled out. Coordinate submission of this form with an Instructor as soon as possible to ensure that the facilities are available. Requests for chairs and tables and other special needs are normally done on this form as well.
- Coordination requirements for use of other facilities vary greatly. Frequently, telephone coordination starts this process. It is always a good idea to write a brief letter confirming the date, time, and facilities to be used. A copy of this letter should be kept and filed with the after action report.

8. **Equipment.** Make a checklist of everything needed so that nothing is left behind on the day of the event.

9. **History.** Ensure someone is designated to document major events. Should the event be video taped or should still pictures be taken? Ensure equipment and film/tape are available.

10. **Food & Drinks.** Some events require coordination for meals. Often, all that is required is to coordinate the availability of Mrs. or money to pay for food or drinks. If coolers are required, they should be checked ahead of time to ensure they are available and clean. Ice can be obtained from the school. If cooking is required extra planning and thought is also necessary. Plan all food, drinks, silverware, plates, cups, cooking utensils, seasoning, napkins, etc. Make a list and have others check it. Details are easy to overlook!

11. **Event Information Sheet.** An "Event Information Sheet" must be filled out for every JROTC event. It should be available in the JROTC classroom for the two weeks prior to an event. Individual sheets work very well.

12. **Participant Selection and Notification.** OICs must select participants from the volunteers in a fair way. Priority should normally be granted to those

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who sign up earlier. Cadet past performance can also be factored into the decision.

13. **Event Supervision.** The OIC is the cadet in charge of an event. OIC's move around and not get deeply involved in any one aspect of the event. Ensure sufficient oversight is given to all of the details so that problems can be predicted and dealt with before they problem arise. Do not assume that the SASI or ASI will be doing this . Events are leadership exercises and an opportunity to practice leadership and management skills. Caution – do not go on a “power trip.” The Commander and Staff are also responsible for the success of an event..
14. **Setup and Cleanup.** Plan carefully for setup and cleanup requirements. Decorations require a specific plan ahead of time. This plan should be written for a major event such as an awards banquet. If there is a large amount of work to be done plan to have smaller groups for specific tasks. Cleanup is frequently a problem area. After an event the level of motivation generally goes down; plan for this. Select reliable workers for the event cleanup. Plan sufficient time and make certain all of the materials required will be in place.
15. **Money Collection.** Coordinate with the event supervising Instructor if ticket sales or collection of money is a component of an event.
16. **Uniforms.** Specify the requirement and combination if uniforms are worn to an event. Report uniform Violations to the Operations Officer for action.
17. **Merits/Demerits.** Ascertain how many merits will be given for an event. Ensure you have an accurate volunteer and attendance list. Provide such lists within three days after the events to must ensure merits can be recorded and ribbon information is available to the personnel officer for awards.
18. **Appreciation/Commendation Correspondence.** Submit names of individuals who helped in a significant way with an event to the Cadet Commander for letters recognizing their contributions.
19. **After Action Report.** Submit an “After Action Report.” It should include information on what went well, what didn't go well, and suggestions that would assist the next OIC of a similar event. Include details on contacts, and phone numbers. Attach a copy of the “Event Information Sheet,” and any other letters, invitations, or other significant documents. The key to the After Action Report is making it complete, include everything you used! If you spent any significant amount of money (more than one hundred dollars) you should also attach a copy of a budget. The After Action Report must be done within one week after the event.