

# Fairborn High School

*"Home of the Skyhawks"*



## AIR FORCE JUNIOR ROTC

### OH-031



# Cadet Handbook 2018-2019

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## *Welcome and Congratulations!*

You have just made a great decision in helping yourself prepare for your future. We're proud that you have joined the OH-031st Air Force Junior Reserve Officer Training Corps here at Fairborn High School. Let's make this a great year!

Now that you've chosen to become part of such an outstanding organization, you are a valued member who will be challenged to the utmost in achieving our goals for the year. As we all strive to achieve these goals, you will learn teamwork, leadership, responsibility, discipline, honor, pride, and a great deal about yourself. This may sound like a lot but these qualities are all within your grasp. These words are used often to describe the cadets in our unit and after you become involved in the many activities we have planned you'll see why.

This may very well be one of the toughest challenges you've had to face. You must be able to conform to standards, take orders, and learn new ways of doing things. Each of you will learn about respect, accountability, integrity and other character traits that will make you a better person. Keep in mind the officers and upperclassmen are here to help so if you have any questions, don't hesitate to ask.

Follow the guidelines in this handbook and you'll prepare yourself for a successful and rewarding year in the OH-031<sup>st</sup> AFJROTC Cadet Group. This handbook was designed to give you a better understanding of what you can expect and what is expected of you as a cadet. Make sure you have your Cadet Handbook each day at the beginning of the school year and use it throughout the year as a reference guide.

(ATTENTION FRESHMEN – Have your Cadet Handbook with you in class every day!)

Again, we welcome you to AFJROTC!

*Eriks Fricsons*

ERIKS G. FRICSONS, Major, USAF (Ret)  
Senior Aerospace Science Instructor

*Chuck Muston*

CHUCK MUSTON, MSgt, USAF (Ret)  
Aerospace Science Instructor

### *Air Force Junior ROTC Instructors*

AFJROTC instructors are retired Air Force military members, but continue to wear the Air Force uniform (retired grade) in the performance of their duties. At least one retired officer and Senior NCO are assigned to each unit. The officer is designated as the Senior Aerospace Science Instructor (SASI), and the SNCO as the Aerospace Science Instructor (ASI).

**Major Eriks G. Fricsons (Ret)**  
Senior Aerospace Science Instructor



Major Erik G. Fricsons teaches the Aerospace Science portion of our curriculum focusing on history of flight, applied flight sciences, military aerospace policies, and space exploration. He retired from active duty in August of 2017 with nearly 28 years of service. While on active duty, he was a Senior Aircraft Maintenance officer with experience on numerous aircraft to include the C-17, C-130, C-5, C-141, KC-10, MH53J/M, H-60 and other aircraft. His four years of USAF Major Command experience include Acquisitions, Weapons System Manager, Executive Officer, and Aide De Camp. Major Fricsons was also enlisted for 14 years as an aircraft maintenance crew chief and helicopter flight engineer/gunner. Major Fricsons has been at Fairborn High School since 2017.

Education: MS, Management  
Webster University, 2008  
BS, Workforce Education  
Southern Illinois University, 2003

**MSgt Chuck Muston (Ret)**  
Aerospace Science Instructor



Master Sergeant Chuck Muston teaches the Leadership Education portion of our curriculum focusing on drill and ceremonies, practicing leadership, proper wear of the uniform, customs and courtesies, and rank recognition. He retired from active duty in November of 2011 with over 24 years of service. While on active duty, MSgt Muston was a First Sergeant, Superintendent, Training Manager, and Aircraft Armament Systems Specialist with experience on the F-15, F-16, A-10, and PA200 Tornado. MSgt Muston served as a member of Air Combat Command Headquarters as a Community College of the Air Force Senior Rated Instructor conferring over 2,500 college credits and serving on the Inspector General Team. MSgt Muston has been a proud member of the Fairborn High School Team since 2018.

Education: AAS, Aircraft Armament Systems, CCAF  
AAS, Education and Training, CCAF  
AAS, Instructor of Military Science, CCAF  
Occupational Instructor Certification, CCAF  
Instructional Systems Development, Utah  
State University

## *Our Charter*

The purpose of Air Force Junior Reserve Officer Training Corps is simple: to help make high school students better citizens, while acquainting them with the Air Force and the field of aerospace science. Its formal mission, goals, and objectives are as follows ...

### **AFJROTC Mission**

The mission of AFJROTC is to develop citizens of character dedicated to serving their nation and community.

### **AFJROTC Goals**

The purpose of AFJROTC is to instill in students in United States secondary education institutions the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. (10 USC Section 2031)

### **AFJROTC Objectives**

The objectives of AFJROTC are to educate and train high school cadets in citizenship; promote community service; instill responsibility, character, and self-discipline; and provide instruction in the fundamentals of air and space science.

## *Our Partnership*

This year marks our partnership of 50 years with Fairborn High School! Together we've seen over 8,500 AFJROTC cadets go on to graduate from FHS. Of course this wouldn't be possible without our continued commitment to provide students with the best education possible through challenging instruction, extra-curricular activities, and career exploration.

### **Unit OH-031 Mission Statement**

The mission of Unit OH-031 is to build better, more productive citizens through the application of the US Air Force Core Values; Integrity First, Service Before Self, and Excellence in All We Do in the study of leadership education, aviation history, and the science of flight and space.

### **Fairborn High School Mission Statement**

The mission of FHS is to work together to provide educational opportunities that challenge students to develop the skills, knowledge, attitudes, and ethics needed to reach their individual potential and create a foundation for life-long learning in a diverse society.

### *AFJROTC Curriculum*

The success of the AFJROTC program lies in its progressive and academically sound curriculum and the numerous extracurricular activities AFJROTC offers students. AFJROTC is a 3 – 4 year program offered to high school students in grades 9-12. The curriculum includes Aerospace Science (AS) and Leadership Education (LE), and Wellness components. All students are granted academic credit applicable toward graduation requirements for the successful completion of AFJROTC courses provided by the Air Force equivalent to credit given for other academic courses per the Air Force School Agreement. Each academic course must consist of Aerospace Science (AS), Leadership Education (LE) and Wellness components.

ALL units (traditional/block) have the option to determine which aerospace science and leadership courses to offer to first, second, third and fourth-year cadets. The aerospace science options to select from are: AS-100: A Journey into Aviation History; AS-200: Science of Flight; AS-300: Global and Cultural Studies; AS-310: The Exploration of Space; AS-400: Management of the Cadet Corps; AS-410: Survival; and AS-500, Aviation Honors Ground School. The leadership education options are: LE-100, Citizenship, Character and Air Force Tradition; LE-200, Communication, Awareness, and Leadership; LE-300, Life Skills and Career Opportunities; LE-400, Principles of Management, and LE-500 Military Drill and Ceremonies.

The model curriculum consists of 180 contact hours. Each academic credit must consist of Aerospace Science (AS), Leadership Education (LE) and Wellness components.

Co-Curricular Activities are an important part of AFJROTC. They serve to augment AFJROTC classroom and Leadership Education requirements. Cadets participate in summer leadership schools, Aerospace and Technology Honor Camps, drill competitions, dining-ins, military balls, model rocketry programs, flying model programs, static model programs, Kitty Hawk Air Society (KHAS), and the Tuskegee Airmen Program.

Career-minded high school students will learn about jobs in the aerospace industry and the Air Force that will open important opportunities for the future. High school students who successfully complete at least three years in the AFJROTC program may be able to enter the military at a higher pay grade than most enlistees. Also, AFJROTC cadets will be better prepared to work in an expanding technological world – in the Air Force or as a civilian. **Note: *Enrollment in AFJROTC does not subject you to a military obligation and is not tied to an accession or recruiting program. AFJROTC provides tools for success after high school regardless of a chosen career path.***

College bound students can compete for an Air Force Academy nomination or an Air Force ROTC scholarship through their Air Force Junior ROTC unit. Or, they may receive credit for the first year of an Air Force ROTC four-year college program--- plus, free uniforms, insignia and ROTC textbooks.

### *Grading Description*

Air Force Junior ROTC is academically divided into two distinct sections; Aerospace Science and Leadership Education. From these two areas Cadets will receive opportunities for grade in the following manners ...

#### Participation

Cadets are expected to participate in classroom discussion, projects and team drill and ceremony. A leadership grade will be administered on a weekly basis. The JROTC environment is a ZERO technology class. No cellphones etc. without prior clearance from instructors. The classroom is also a ZERO noise area. You will raise your hand and wait until called on to speak during class.

#### Homework

Homework is occasionally given as part of the curriculum and may be in the form of reading assignments, worksheet completion and/or individual or team projects.

#### Quizzes

Quizzes & other Formative Assessments are regularly given to assist in the retention of ideas and information throughout the chapters and lessons. READ your assignments when given. Do not skim through the books.

#### Exams

Exams will be administered at the end of each quarter which includes the semester exam. The exams include a selection on Aerospace Science, Leadership Education, Uniform Wear, and Drill and Ceremony.

#### Uniform Grade

The wear of the uniform is very important as it instills a sense of pride, responsibility, and it honors those who serve our country. Each uniform day grade is worth 100 points and **any Cadet missing three uniform days within a quarter will fail that quarter and jeopardizes continued membership in AFJROTC.** Do not wear you uniform if you refuse to be in it according to Air Force Instructions. Refusing to wear is an immediate failure F.

#### **Grade Scale**

The standard grade scale is used to assess student performance and record their efforts.

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

0 – 59 = F

Grades are simply added each quarter and semester and are divided by the total current available points. For example ...

*Cadet Jones has 423 points out of a total possible 450 points, therefore  $423/450 = .94$  or 94% = A*

## *Chain of Command*

Whenever two or more people combine their efforts to do a job, an organization exists. In the Air Force, thousands of people combine their efforts to carry out a large national security mission. This huge organization is able to do its job because it has been specifically organized for that purpose. The line of responsibility and authority extends from the top to bottom and relationships between and within sections are spelled out.

Just like the Air Force, it is important for AFJROTC Cadets to understand the concept of handling problems and issues at the lowest level. That's one of the major reasons for having a chain of command. Each AFJROTC classroom is considered a "Flight." There is a Flight Commander assigned to each Flight who is responsible for the discipline and behavior of the Flight. In this way, upperclassmen in the Cadet Corps have the opportunity to learn to lead.

Your Flight Commander will also select Element Leaders from his or her flight. Element Leaders are responsible for certain activities during the class period (such as reporting attendance, assisting other cadets, flag detail, and any other project at the Flight Commander's discretion.)

This is where your Chain of Command begins. If you have a problem or need in class, go first to the Element Leader. If he or she cannot help you, then go the next highest person in the chain, your Flight Commander.

On rare occasions, the Flight Commanders may not be able to help; in this case the Flight Commander will take the issue to the next level, the Squadron Commander. On the next page is an organizational chart to assist in understanding. Looking at the chart, you can see the Squadron Commander reports to the Group Operations Officer, etc.

As mentioned earlier, this system is designed to resolve all problems at the lowest possible level allowing the Group Commander to have time to perform his or her demanding duties.

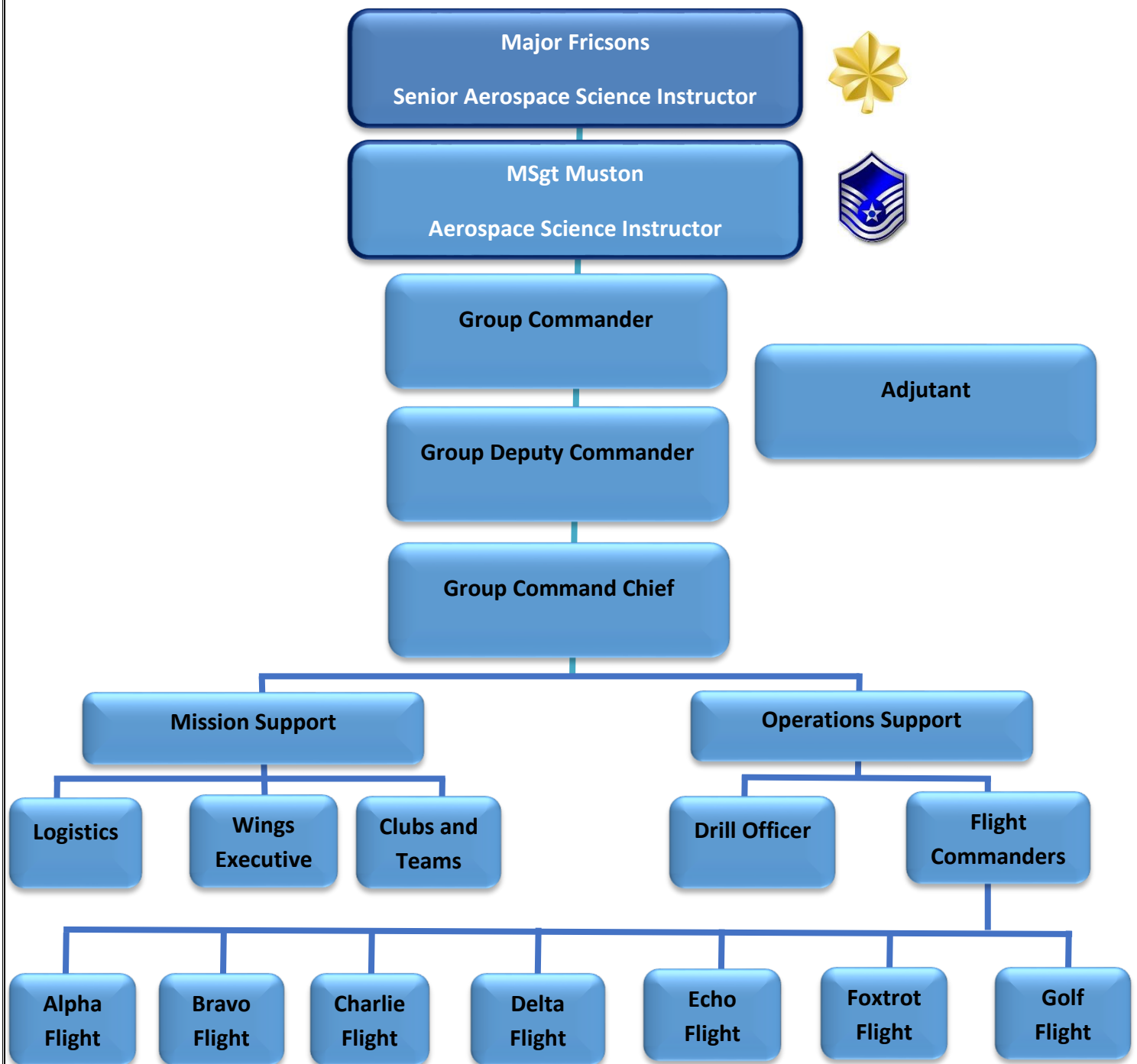
It is very important that you also obey the Chain of Command by starting first as the lowest level with problems, issues, or ideas. This is how a large military unit of thousands operates efficiently and with great success. If followed, you will find equal success in your Chain of Command.



***Use Your Chain of Command!***



*OH-031 Cadet Corps Organization Chart*



The sample OH-031 Cadet Organization Chart shows the relationship of positions within the Cadet Corps. The highest position is the Group Commander with all other positions subordinate to him or her. As you look at the chart, use the solid lines to see who is responsible to whom. Note: Due to space limitations, realize that certain positions (i.e. Flights) don't directly report to one another.

**Terms:**

- Wing** – Two or more Groups
- Group** – Two or more Squadrons
- Squadron** – Two or more Flights
- Flight** – Two or more Elements
- Element** – Three or more cadets including the element leader

**Note:** The Senior Aerospace Science Instructor is responsible for the overall function and management of the Air Force Junior ROTC unit, however is not part of the Cadet Corps Chain of Command but serves more of an advisory role in assisting cadet leadership.

### *Job Descriptions & Responsibilities*

The **Cadet Group Commander** (CG/CC) is responsible for:

- The appearance, discipline, efficiency, training, and conduct of the Group.
- Planning and coordinating all group activities, facilities, and resources.
- Ensuring all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
- Coordinating with the SASI.

The **Cadet Deputy Group Commander** (CG/CD) is responsible for:

- Command of the Group during absence of the Group Commander.
- Supervising the Group staff.
- Administration of Group headquarters.

The **Cadet Group Command Chief Master Sergeant** (CG/CCM) is responsible for:

- Provides recommendations to CG/CC based on inputs from lower class cadets and acts as liaison between the corps and group staff.
- Advises CG/CC on problems with the corps and suggesting possible solutions.
- Performing other duties as assigned by the CG/CC.

The **Cadet Operations Commander** (OPS/CC) is responsible for:

- The appearance, discipline, effectiveness, training, and conduct of the cadet group.
- Attending Group staff meetings.
- Performing other duties as assigned by the CG/CC

The **Cadet Operations Squadron Commander** (OS/CC) is responsible for:

- Overseeing the flight commanders.
- Relaying information from the cadet operations group commander to the flight commanders.
- Acting as a liaison between flights and command staff.
- Performing other duties assigned by the CG/CC.

The **Cadet Flight Commander** (Flt/CC) is responsible for:

- Maintaining the appearance, discipline, efficiency, training, and conduct of the flight.
- Planning and coordinating activities within the flight.
- Recommending the top cadets within the flight for awards and recognition to the OS/CC.
- Performing other duties as assigned by the COS/CC.

The **Cadet Personnel/Admin Commander** (PA/CC) is responsible for:

- Maintaining cadet personnel records following guidelines established by the CG/CC.
- Maintaining the Group organizational chart and unit manning document (UMD).
- Publishing a cadet directory.
- Filing all documentation in cadet records or other internal information media.
- Performing other duties as assigned by the CG/CC.

The **Cadet of the Quarter**

- Chosen based on performance and whole person concept. Anyone showing potential can fill the position
- You will be expected to lead your flight
- This is a time that you should step out of your comfort zone and take charge. After the first quarter the cadet of the quarter must be able to take attendance, lead flight to events, monitor class volume and actions
- If a cadet does not want to perform the duties or does not at least attempt to lead their flight they will be removed and the runner-up will take the position

The **Cadet Logistics Group Commander** (LG/CC) is responsible for:

- The appearance, discipline, effectiveness, training, and conduct of the cadet logistics group.
- Attending wing staff meetings.
- Performing other duties as assigned by the CG/CC.

The **Kittyhawk Air Society Commander** (KHAS/CC) is responsible for:

- Promoting high academic standards.
- Provides leadership and mentoring to cadets to improve academic performance.
- Performing other duties as assigned by the CG/CC.

The **Cadet Mission Support Commander** (MS/CC) is responsible for:

- Ensuring proper maintenance of administrative and personnel files.
- Learning the responsibilities and procedures of each functional area of mission support.
- Performing other duties as assigned by the CG/CC.

The **Cadet Public Affairs Officer** (CG/PA) is responsible:

- For establishing an active public affairs program.
- For preparing, publishing, and distributing a wing yearbook.
- For submitting news articles to school and local newspapers concerning cadet activities.
- For providing all wing photographic service.
- Assisting briefers in graphic support.
- Performing other duties as assigned by the CG/CC.

*Job Descriptions & Responsibilities continued ...*

The **Cadet Drill Commander** (drill team) (DC/CC) is responsible for:

- Commanding the color guard and drill team.
- Assisting in the planning and coordination for all parades and ceremonies.
- Providing instruction and supervision for all retreat and flag-raising ceremonies.
- Performing other duties as assigned by the CG/CC.

The **Cadet Wings Administration Commander** (WA/CC) is responsible for:

- Responsible for all Wings input and oversight.
- Ensuring all data entries are accurate and current.
- Performing other duties as assigned by the CG/CC.

The **Cadet Orienteering Officer** (OO/CC) is responsible for:

- For maintaining Orienteering participant lists.
- For coordinating OH-031 sponsored meets and recording results.
- For maintaining equipment and cadet contact information.

The **Cadet Model Rocketry Officer** (MR/CC) is responsible for:

- For maintaining Model Rocketry participant lists.
- For ensuring participants understand and strictly comply with all safety standards.
- For maintaining equipment and cadet contact information.

The **Cadet Special Assistant** (CG/CCA) is responsible for all duties assigned by the SASI/ASI.



### *Cadet Conduct and Deportment*

You represent a select group looked upon as the best of America's youth. This means that you should ALWAYS conduct yourself in a manner that is favorable to Fairborn High School, your unit, and the United States Air Force Junior ROTC. The following Customs and Courtesies are required of all cadets.

**Addressing Other Cadets:** A cadet officer is addressed by cadets of lower rank by his/her rank followed by the last name (i.e. Major Smith) OR a cadet officer may be addressed as "Sir" or "Ma'am." NEVER address a cadet officer by his/her first name unless he/she asks you to.

**Addressing Active Duty, Reserve, and Retired Military Personnel:** Military personnel are addressed by his/her rank followed by their last name.

**Courtesies Rendered to Non-Cadets:** Faculty members and adults are addressed as "Mr. / Mrs." and last name unless they ask or permit you to address them in other forms. In conversation, unless otherwise directed, they are answered "Yes Sir / Yes Ma'am" and NOT "Yeah" or "Nope."

**Treatment of Cadets of Lower Rank:** NEVER, at any time will hazing be tolerated in the cadet corps. Hazing is an attempt to harass or persecute with meaningless, difficult, or demeaning tasks, or an unauthorized assumption of authority which results in cruelty or humiliation. Institutional pranks or hazing or harassment as rites of passage are demeaning, potentially cruel, and have no place in the AFJROTC program and will not be tolerated.

**Public Displays of Affection (PDA):** PDA does not reflect a professional organization and will not be tolerated. Any PDA in uniform will result in a minimum ½ reduction in uniform grade.

**Pledge of Allegiance and other solemn ceremonies:** It is expected, in and out of uniform, that cadets participate in the Pledge of Allegiance. Remember, when you wear the uniform many people see you, but also see others in you, namely those serving in our armed forces. Do not dishonor them, the cadet corps, or yourself by ignorant, selfish, or rude behavior in uniform.

**Classroom Courtesies:** All cadets will come to the position of attention whenever the bell for starting or ending the class is rung. The Flight Commander will conduct attendance and provide instruction to be seated, excused, etc. In addition, anytime the command "Attention to Orders" is given, cadets will come to "Attention."

**Reporting:** All cadets will report in a military manner with a proper salute. If you were told to report, say "Sir/Ma'am, Cadet (your last name) reports as ordered." Hold the salute until you have completed the reporting statement and the officer has returned your salute. If you are reporting on your own, say "Sir/Ma'am, Cadet (your last name) reports."

**AFJROTC Office Entry:** Although the instructors have an "Open Door" policy, all cadets requesting entry to the AFJROTC office are to knock once if door is closed and only enter when told so by the SASI/ASI. The area behind and directly around the Aerospace Science Instructors desks is "off limits" to cadets.

Considerations: When marching in formation uniformed cadets will be located in the front. For example on PT day those that forgot to wear gear go in the back. PT Shirts will ALWAYS be tucked in! Hats, sunglasses, or other items are not worn in formation. Loitering in JROTC classes or PT that you are not assigned to attend will result in a ZERO on your next graded item. Three or more occurrences of this and you will FAIL the JROTC program. The same guidelines apply for the staff office. Disrespect to cadets of a higher rank or Instructors will result in a zero on your next graded event as well as removal from the program.

### *Cadet Uniform Wear & Standards*

Air Force Junior ROTC cadets generally wear the same uniform – the standard Air Force service uniform as that worn by active duty personnel in the Air Force. Cadets are expected to honor the uniform and to wear it properly and with pride. Whenever you wear the uniform, you represent the AFJROTC cadet corps and how you wear the uniform exposes you and the Air Force to praise or fault from fellow cadets, students, and society as a whole.

Each cadet will be issued a complete uniform and is responsible for maintaining it and keeping it in good condition at all times. You are responsible for damaged or missing uniform items. If items should be unfit for wear, lost or need updated, get with your Flight Commander to ensure necessary uniform items are replaced and/or updated PRIOR to the next uniform inspection.

ALL AFJROTC cadets are required to wear the uniform at least once a week. Each WEDNESDAY is designated as uniform day unless otherwise stipulated by the Aerospace Science Instructors. Wearing the uniform is part of the course for which cadets receive a weekly grade. The uniform is to be worn the **ENTIRE** day – not just for the class period. If a cadet is absent on uniform day, the cadet must wear the uniform their next school day. **Three (3) unexcused uniform absences will result in a failing grade for the applicable quarter (grading period) and jeopardizes continued participation in AFJROTC. Failure to maintain acceptable uniform standards will be removed from the program at semester break.**

The Cadet Group Commander determines which uniform combination will be worn each week. This will be posted on the classroom bulletin board and our Fairborn AFJROTC Facebook page. Note: The uniform combination chosen must be worn for the entire uniform day (school day) in order for the cadet to receive credit for that week. The Cadet Group Commander and the Aerospace Science Instructors can make exceptions when warranted. ALL white boards are ONLY written on by instructors or Cadet Leadership. No pictures or messages are to be written on board.

The service dress coat may be unbuttoned and removed during any class periods and lunch however; the coat must be properly buttoned and worn between classes. Cadets are not authorized to wear the all-purpose overcoat or lightweight waist jacket while in school.

Any uniform item that is dark blue in color MUST be dry-cleaned. Any uniform items that are light blue must be laundered, washed, and ironed.

|                      |  |
|----------------------|--|
| <u>Combination 1</u> | Blue Service Coat, Pants (Slacks), Shirts (Blouses), Tie, and skirts for females.                                      |
| <u>Combination 2</u> | Short Sleeve Light Blue Shirt (Blouse) with Tie, Pants (Slacks) or skirts for females.                                 |
| <u>Combination 3</u> | Short Sleeve Light Blue Shirt (Blouse) without Tie, Pants (Slacks) or skirts for females.                              |
| <u>Combination 4</u> | Airman Battle Uniform (ABU) or AFJROTC Polo Shirt.   |
| <u>Combination 5</u> | Lightweight Blue Jacket with Short Sleeve Light Blue Shirt (Blouse) without Tie, Pants (Slacks) or skirts for females. |

**Note:** Authorized optional uniform items may be worn but will not be issued. Any questions regarding uniform items should be addressed using the Chain of Command. You are responsible for managing a dry cleaning schedule. Not wearing uniforms because they are “at the dry cleaners” will result in a ZERO for that week. You will receive initial issue of uniforms and items. Loss of these items requires you to pay for new ones. For example if you break a ribbons rack or lose a flight cap you will need to have money when coming in for a replacement.

### *General Rules on Uniform Wear & Care*

**Uniform Do's and Don'ts:** Here are a few general rules about wearing the uniform. Complete details on uniform and personal grooming requirements for AFJROTC cadets can be found in the AFJROTC Uniform and Awards Guide, in AFJROTCI 36-2001, and in AFI 36-2903.

- Uniforms must be kept neat, clean, in good repair, and worn correctly.
- Shoes must be shined and badges, insignia, belt buckles, and other metallic devices must be maintained in the proper luster and condition.
- The uniform should be stored clean and on a sturdy hanger.
- Coats, trousers/slacks, skirts, hats, ties, tabs must be **DRY CLEANED ONLY**.
- Shirts and blouses (light blue) should be laundered at home or commercially after each wear. Press the shirt and/or blouse so as to present a neat and crisp appearance. Pay special attention to removing “ring around the collar.”
- After issued and initially altered, cadets are responsible for minor uniform repairs.
- If a uniform item becomes unserviceable it should be immediately reported/turned in to the SASI/ASI. If the unserviceable condition is due to fair wear and normal use, the uniform item

- will be replaced at no cost to the cadet. **If it appears that reasonable care was not used, the cadet will be charged a replacement cost.**
- Be alert for uniform items left lying around or misplaced by another cadet. Immediately turn items that are found into the SASI/ASI.
- Do not alter the style or fit of the uniform such as the taper of the shirt or trousers/slacks. Only hemming may be done to achieve the required length.
- When you have gym class on uniform day, use extra care and caution in the locker room to safeguard your uniform and to keep it neat and clean. **You must change for gym class!**
- Watch where you sit, lean, and walk so that the uniform (including shoes) remains in good condition throughout the day. You are responsible for a dirty or untidy uniform.
- Keep hands out of pockets and keep all buttons buttoned. Do not carry bulky articles in uniform pockets. Item such as combs, pencils, pens, cell phones, etc. must not protrude from pockets. Do not carry pencils or similar articles on your ear or in your hair.
- Trim loose threads (cables) and frayed seams before wearing the uniform.
- To receive credit for uniform day, the cadet must wear the uniform combination prescribed by the SASI/ASI to and from school and for the **entire** day while at school. Cadets who do not wear the uniform the entire day or do not have permission to change to civilian clothes will not receive credit. Repeat offenses of this nature are grounds to remove a cadet from the AFJROTC program.
- Headgear will be worn outdoors at all times and will be removed immediately on entering the building. The SASI has determined that Fairborn High School grounds is considered a “no hat – no salute area” however, hats must be worn while outside in uniform off school grounds (i.e. bus stop) or when dictated by the SASI/ASI for special drill and/or formations.
- When shirt/blouse is worn as an outer garment, a nametag, ribbons, rank, lapel, insignia, and the appropriate shoulder patches must also be worn. REMEMBER: Shirts/blouses should be laundered after each wear (pay particular attention to the collar and cuffs).
- Whenever the long sleeve shirt is worn a tie or tie tab (females) must be worn.
- Neckties/tie tabs are always worn with the service coat. Remember: Neckties/tie tabs are DRY CLEANED ONLY.



- *General Rules on Uniform Wear & Care continued ...*

- When prescribed for wear, neckties/tie tabs will not be loosened, removed, or tucked into trousers.
- Men's trousers and women's slacks must be worn with a belt and buckle.
- Only one pair of shoes will be issued to each cadet and they will be worn only with the uniform. The shoes are designed for service, not style, so they must fit correctly and comfortably.
- As a minimum, shoes should last the entire year with proper care. Application of shoe polish and edge dressing will preserve the life of the shoe and provide the necessary luster.
- Men will wear only black socks with the uniform. Women must wear natural tone or navy blue hoses (sheer only) that complement the Air Force blue uniform. Women may wear black socks with slacks.
- Headphones, ear buds etc. ARE NOT ALLOWED in uniform EVER. The ONLY exception to this is if you are sitting at a desk and have a teacher's permission or in the lunch area seated at a table. The moment you begin to stand up the technology must be removed and off of your body.
- JROTC Cadets are not allowed in other JROTC classes without instructor permission. The only time that this will occur is for required briefings, teaching etc. As JROTC Cadets you are trusted by teachers. Do not use JROTC as an excuse to skip classes or parts of class. If this occurs you will face disciplinary action. Not only through JROTC, but through the school administration. You are not allowed to "hang out" and watch other classes.
- Multiple failures to follow any handbook directions 3 or more **WILL RESULT IN PROGRAM FAILURE**
- Solid white V-neck T-shirts (no printed T-shirts) will be worn with the men's short or long sleeve shirt. Women's undergarments must be conservative.
- Cadets may be authorized and required to wear the blue uniform (Service Dress) with a white shirt, black or navy blue bow tie/tab, and white gloves on special occasions such as the Dining In/Military Ball. Specific authorization from the SASI/ASI is required to wear the social uniform.

*General Rules on Uniform Wear & Care continued ...*

- Females may be issued skirts. The skirt length must be no more than one inch above or one inch below the knee-cap. Remember: Skirts are DRY CLEANED ONLY.
- When the flight cap is not being worn you may carry it under the belt to the left of the buckle with insignia down and facing forward. The flight cap is never carried in the shoulder epaulet. Remember: Hats are DRY CLEANED ONLY.

*The Bottom Line ...*

The uniform is the symbol of our nation's defense. When you wear the Air Force Junior ROTC uniform, **YOU** are representing the fine men and women that have proudly served this great nation throughout its history. When **YOU** disrespect the uniform whether in wear or your actions, **YOU** are disrespecting them and that is unacceptable! We urge each and every one of **YOU** take this responsibility seriously! If you have come to school and are wearing cloths yet chose not to wear your uniform for any reason, you will receive a ZERO for a grade. NO EXCEPTIONS.

*Personal Appearance Standards*

When you wear the uniform, you are responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets. As mentioned earlier, the uniform is the distinctive dress of a proud and honorable profession. Here are some additional guidelines about the uniform and personal appearance.

**Jewelry**

While in uniform, you may wear a wristwatch and rings, but no more than three rings at any one time. You may wear one bracelet if it is neat and conservative. However, the bracelet must not detract from military image, must not be wider than one-half inch, and must not subject anyone to potential injury. You may not wear ornaments on your head or around your neck. Thumb rings are prohibited in uniform.

Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical (diamond, gold, black, white pearl, or silver)

earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes. Male cadets in uniform may not wear earrings.

### **Body Piercing**

Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (except as noted in above paragraph), nose, tongue, or any exposed body part (including anything that might be visible through the uniform).

## *Grooming Standards*

### **Males**

Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair. When your hair is groomed, it should not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar. If you do not cut your hair you fail the class.

Your hair should not exceed 1 ¼ inch in bulk regardless of the length. Bulk is *the distance that the hair projects from the scalp when groomed* (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing Air Force headgear properly, and it must not protrude below the front band of the headgear.

## *Personal Appearance Standards continued ...*

Male hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point.

Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring.

You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. No extreme or faddish hair styles are allowed.

Males must be clean-shaven but may have a mustache that does not protrude over the vermillion of the lip and does not extend past a vertical line drawn from the mouth opening.

**Females**

Your hair should be no longer than the bottom of the collar edge at the back of the neck. Your hairstyle must be conservative—no extreme or faddish styles are allowed. It should also look professional and allow you to wear uniform headgear in the proper manner, so your hair must not exceed 3 inches in bulk. Bulk is *the distance that the hair projects from the scalp when groomed* (as opposed to length of the hair). In addition, your hairstyle shouldn't need many grooming aids.

If you use pins, combs, barrettes, elastic bands or similar items, they must be plain, similar in color to your hair, and modest in size. Wigs or hairpieces must also conform to these guidelines. Hair will not contain excessive amounts of grooming aids, or touch eyebrows. Hair color/ highlights/frosting must not be faddish and must be of a natural color.

No shaved heads or flat-top hairstyles for women. Micro-braids and cornrows are authorized for women. Hair may be visible in front of women's flight cap. However, long hair will be secured with no loose ends. No fly aways.

Cosmetics must be conservative and in good taste. When worn, nail polish will be conservative, a single color or a French manicure that is natural or clear with white tips, and in good taste. The polish will not contain any ornamentation (i.e. stickers, glitter, etc.).



**INFRACTIONS**

1. Step 1- Any infraction other than core values – First time verbal warning from Flight Commander or Teacher
2. Step 2- Letter of Counseling – Cadet will report in to SASI to receive
3. Step 3- Letter of Reprimand and possible demotion – Cadet will report in to SASI to receive
4. Step 4 FINAL- Article 15 removal from program and failure in program
5. Not wearing the uniform 3 times in one semester is automatic failure of the program. This includes being absent for 3 uniform days. I.e. you may not skip school to avoid uniform wear. Doctors notes and discussion with SASI may override this failure
6. Makeup days are ONLY for the first semester and are accomplished on the first day back or grade is a zero. No makeups exist after that. Must be wearing proper combination. Makeup days are ONLY for Freshman or first year cadets. Exception sick days. Dry cleaners, forgot, left them at friend's house etc. are NOT valid excuses.
7. You must finish the school year strong. Quitting the last quarter or at any other point will result in ZERO credit for the program. "Quitting" is defined as refusing to participate in drill, not wearing uniform, not turning in projects, not completing briefings, not building rockets, not completing minimum community service etc.
8. ANY request to switch uniform days around for whatever reason WILL be made through email sent to flight commander and then forwarded to JROTC Teachers. Failure to do so no later than 48 hours prior results in a zero.

INFRACTIONS include but not limited to:

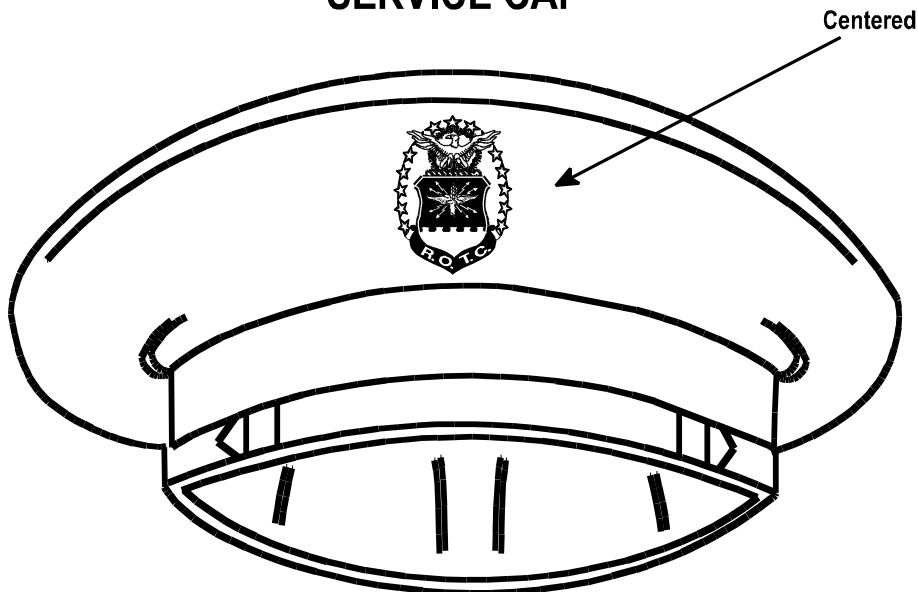
- a. Hanging around in JROTC classrooms/events when not scheduled to do so. Being late etc.
- b. Profanity, cussing, slander, libel, racial remarks, sexual harassment etc.
- c. Talking back to teachers or not having the utmost respect for adults and your chain of command. Respect rank also, disrespect to senior rank is not tolerated.

SOME OF THE INFRACTIONS ABOVE ARE ALSO GROUNDS FOR IMMEDIATE DISMISSAL You must pass each quarter and all final exams to pass receive credit for JROTC!!

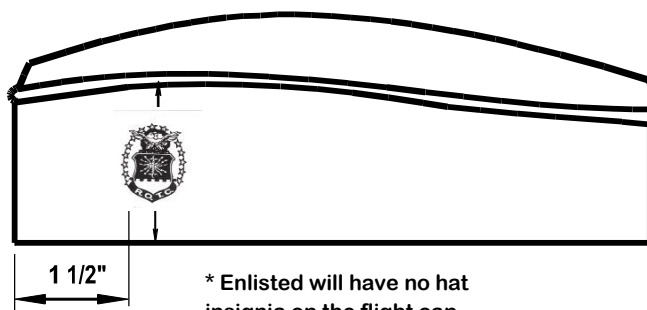
*Uniform Wear Guidance*

**CADET MALE HEADGEAR**

**SERVICE CAP**

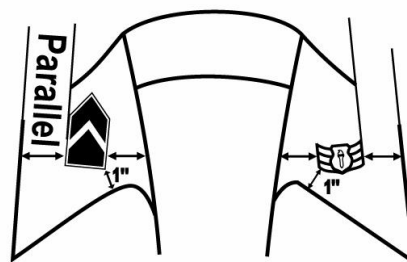


**FLIGHT CAP**



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

Officers wear hat insignia with stars

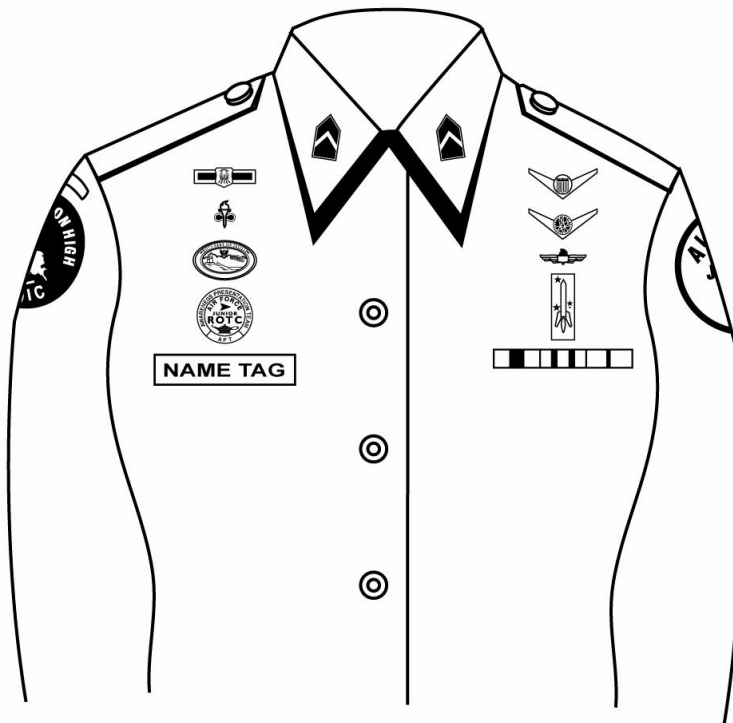
*Uniform Guidance continued ...***CADET LIGHTWEIGHT BLUE JACKET**

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. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
3. Jacket will be zipped to at least the halfway point.
4. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

*Uniform Guidance continued ...***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 is to be grounded and centered over wearer's right pocket.
3. Academy of Model Aeronautic (AMA) Wings, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge, Distinguished Cadet Badge: 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.
4. 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.
5. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
6. Ribbons: ground and center on the left pocket.

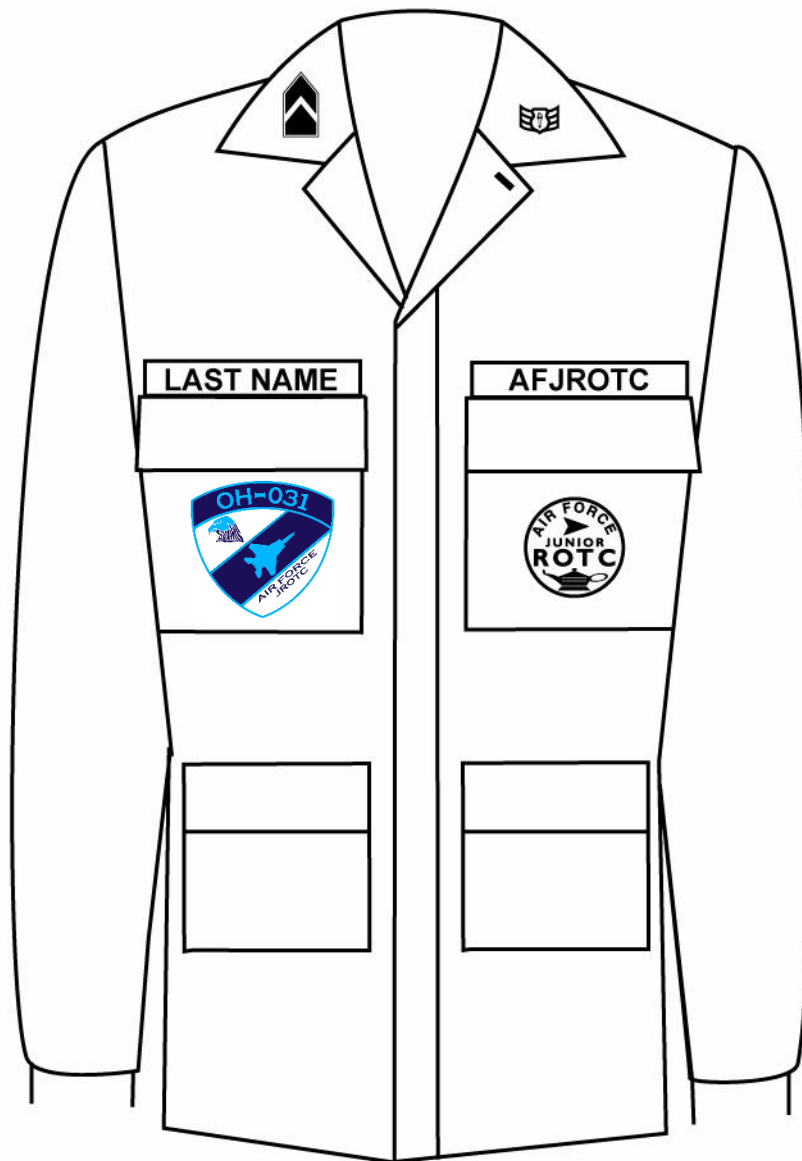


*Uniform Guidance continued ...***CADET FEMALE BLUE SHIRT**

1. Name tag is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Academy of Model Aeronautic (AMA) Wings, Model Rocketry Badge, Awareness Presentation Team Badge, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge, Distinguished Cadet Badge: 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.
3. 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.
4. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
5. Ribbons: Centered on the left side, parallel with ground. Align with bottom of name tag.

*Uniform Guidance continued ...*

## CADET AIRMAN BATTLE UNIFORM(ABU)



1. Unit patch worn on right pocket and centered. (Not required. Unit patch is optional.)
2. Tapes grounded and centered on pockets. (Name tape will be attached using hook and loop fasteners.)
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and

### *AFJROTC Cadet Rank & Promotion*

Members of the Air Force perform duties that reflect their skill and grade. This also applies to AFJROTC. The higher the rank, the more responsibility cadets are given. In turn, cadets are expected to perform their duties in accordance with this increased responsibility. Cadet ranks are not to be confused with or used interchangeably with USAF rank and grade designations. The term 'cadet' will be an integral part of any written or spoken reference to a specific rank.

There are two types of cadet rank, Permanent and Temporary.

**Permanent Rank** requirement at the end of:

- 1<sup>st</sup> year – Cadet Airman
- 2<sup>nd</sup> year – Cadet Airman First Class
- 3<sup>rd</sup> year – Cadet Senior Airman
- 4<sup>th</sup> year – Cadet Staff Sergeant

**Temporary Rank** may be awarded by SASI appointment for specific Cadet Corps staff positions.

Note: Students transferred to OH-031 from other JROTC units will be awarded rank based on their rank at their previous unit.

### **Promotion Criteria**

The criteria used for progression through the ranks are relatively consistent and directly tied to performance as a cadet. Much like the Air Force, our promotions system seeks to promote those cadets that have proven the ability to serve in the next higher rank. It is important to realize that the focus is on the “whole person” concept encompassing more than just one area (i.e. promotion test). Numerous areas will be reviewed to include but not limited to; AFJROTC/FHS Club participation, attendance, academic performance, community service, uniform appearance, adherence to customs and courtesies, conduct, behavior, attitude, etc. As cadets progress to higher ranks, an increased emphasis will be placed on leadership potential as well.

Note: Flight Commanders have the authority to request that a cadet be removed from the promotion roster (cadet in question will be notified). This request must be in writing and submitted through the Group Commander to the ASIs. ASIs review all promotions/demotions. Demotions will occur for not following school policies. Online requirements, progress book requirements etc.

*Promotion Timeline*

All first year cadets will begin as a Cadet Airman Basic for the first grading period. During this period, cadets are expected to begin basic learning about the AFJROTC, its history, mission, etc. while beginning to learn some of the customs and courtesies associated with the military to include the uniform, drill, and ceremony. Near the completion of the first quarter, cadets will be fairly assessed using the promotion criteria mentioned earlier. All cadets successfully being promoted will begin wearing their new rank the first class day of the next quarter. There will be four promotion cycles per year, one for each grading period.

*Promotion Timeline*

| <u>AFJROTC Year</u> | <u>Cadet Rank / Title</u>              | <u>Promotion Eligibility</u> |
|---------------------|--|------------------------------|
| 1                   | Cadet Airman Basic (c/AB)              | All cadets begin as Cadet AB |
| 1                   | Cadet Airman (c/Amn)                   | End of First Quarter         |
| 1                   | Cadet Airman First Class (c/A1C)       | End of Second Quarter        |
| 1                   | Cadet Senior Airman (c/SrA)            | End of Third Quarter         |
| 1                   | Cadet Staff Sergeant (c/SSgt)          | End of Fourth Quarter        |
| <hr/>               |  |                              |
| 2                   | Cadet Technical Sergeant (c/TSgt)      | End of First Quarter         |
| 2                   | Cadet Master Sergeant (c/MSgt)         | End of Second Quarter        |
| 2                   | Cadet Senior Master Sergeant (c/SMSgt) | End of Third Quarter         |
| 2                   | Cadet Chief Master Sergeant (c/CMSgt)  | End of Fourth Quarter        |
| <hr/>               |  |                              |
| 3                   | Cadet Second Lieutenant (c/2Lt)        | End of First Quarter         |
| 3                   | Cadet First Lieutenant (c/1Lt)         | End of Second Quarter        |
| 3                   | Cadet Captain (c/Capt)                 | End of Third Quarter         |
| <hr/>               |  |                              |
| 4                   | Cadet Major (c/Maj)                    | By SASI Appointment          |
| 4                   | Cadet Lieutenant Colonel (c/LtCol)     | By SASI Appointment          |
| 4                   | Cadet Colonel (c/Col)                  | By SASI Appointment          |

**Notes:**











For promotion to the Senior Non-Commissioned Officer (SNCO) ranks of c/SMSgt and c/CMSgt; each eligible cadet will meet a promotion board consisting of OH-031st Group leadership in addition to previously mentioned criteria.







For promotion to Company Grade Officer (CGO) – consisting of c/2Lt, c/1Lt, and c/Capt; each cadet eligible will meet a promotion board consisting of OH-031st Group leadership in addition to previously mentioned criteria.

**Promotions for Exceptional Performers (PEP)**









At the discretion of the Senior Aerospace Science Instructor, two cadets (one each semester) are eligible for promotion under the PEP for those exuding exceptional performance in the AFJROTC. These promotions will be announced at the same time as the second and fourth quarter promotions.

***AFJROTC & USAF Enlisted Rank Insignia***

| AFJROTC Title            | Insignia  | USAF Title         | Insignia  |
|--------------------------|---|--------------------|---|
| Cadet Airman Basic       | No Insignia   | Airman Basic       | No Insignia   |
| Cadet Airman             |  | Airman             |  |
| Cadet Airman First Class |  | Airman First Class |  |
| Cadet Senior Airman      |  | Senior Airman      |  |
| Cadet Staff Sergeant     |  | Staff Sergeant     |  |
| Cadet Technical Sergeant |  | Technical Sergeant |  |

|                              |   |                        |   |
|------------------------------|---|------------------------|---|
| Cadet Master Sergeant        |  | Master Sergeant        |  |
| Cadet Senior Master Sergeant |  | Senior Master Sergeant |  |
| Cadet Chief Master Sergeant  |  | Chief Master Sergeant  |  |

### *AFJROTC & USAF Officer Rank Insignia*

| AFJROTC Title           | Insignia  | USAF Title        | Insignia  |
|-------------------------|---|-------------------|---|
| Cadet Second Lieutenant |  | Second Lieutenant |  |
| Cadet First Lieutenant  |  | First Lieutenant  |  |
| Cadet Captain           |  | Captain           |  |
| Cadet Major             |  | Major             |  |

|                          |   |                    |   |
|--------------------------|---|--------------------|---|
| Cadet Lieutenant Colonel |  | Lieutenant Colonel |  |
| Cadet Colonel            |  | Colonel            |  |

### Change of Command

Under normal conditions, Change of Command (rotation) of the Group Commander and his/her staff will take effect the first school day of the 4<sup>th</sup> quarter of the current school year to ensure a timely transition of staff. This will allow the new Group Commander sufficient time to select his/her staff for the next school year. With the exception of the Group Commander, awarding of rank for the new staff will not take place until the new school year. The current Group Commander will assist in the transition.



## AFJROTC Awards & Decorations *(ALWAYS CHECK ONLINE FOR MOST CURRENT)*

The AFJROTC awards program is designed to recognize the achievements of AFJROTC cadets. Various national, veteran and citizenship organizations participate in the presentation programs. The awards and detailed criteria are in Air Force Junior ROTC Uniform and Award Guide.





### *AFJROTC Awards & Decorations continued ...*

The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. Cadets may receive both national and local unit level awards. National awards will be presented at the AFJROTC Annual Awards Banquet at the end of each school year. Criteria for the national awards vary depending on achievements, attitude, academic performance, leadership, and military excellence. Many of the local unit level awards can be garnered throughout the school year based on similar type criteria. Unit level awards are listed below.

**Air Force JROTC Gold Valor Award.** Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Forward recommendations for valor awards through [HQ-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. **Medals will not be worn on regular uniform days or during any type of competition.**

**Silver Valor Award.** Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards through [HQ-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to HQ AFJROTC Director for final approval. Upon approval, [HQ-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) distributes the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. **Medals will not be worn on regular uniform days or during any type of competition.**

**Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for humanitarian awards to [HQ-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany

the award. Upon approval, HQ-Ops Support distributes the citation and ribbon for presentation. For each additional award earned an additional small silver star will be awarded.

**Silver Star Community Service with Excellence Award.** Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award. Ribbon must be purchased from a vendor using MilPer funds. For each additional award earned an additional large silver star will be awarded.

**Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to [HQ-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Distinguished Unit Award with Merit (DUAM).** Award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional small silver star will be awarded.

**Distinguished Unit Award (DUA).** This ribbon is awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded.

**Outstanding Organization Award (OOA).** Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer. For each additional ribbon earned an additional small silver star will be awarded.

**Outstanding Flight Ribbon.** Is a ribbon awarded each academic term to members of the outstanding flight under criteria determined by the SASI. The flight with the best overall GPA, most improvement on the P.T. test, and most community service hours will be selected as the Outstanding Flight of the Year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Outstanding Cadet Ribbon.** Is a ribbon awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Leadership Ribbon.** This ribbon is awarded for outstanding performance in a position of leadership as an AFJROTC cadet. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Achievement Ribbon.** This ribbon is awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Superior Performance Ribbon.** This ribbon is awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Academic Ribbon.** This ribbon is awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC. For each additional ribbon earned an

additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Orienteering Ribbon.** This ribbon is awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Leadership Development Requirement (LDR) Leadership Ribbon.** This ribbon is awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Drill Team Ribbon.** Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Color Guard Ribbon.** Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Saber Team Ribbon.** Cadets must perform at least 3 saber team performance events to receive this ribbon (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Marksmanship Team Ribbon.** Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Good Conduct Ribbon.** Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Service Ribbon.** This ribbon is awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the

organization. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Recruiting Ribbon.** This ribbon is awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Activities Ribbon.** This ribbon is awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Attendance Ribbon.** This ribbon is awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Dress and Appearance Ribbon.** This ribbon is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Longevity Ribbon.** This ribbon is awarded for successful completion of each AFJROTC school year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Bataan Death March Memorial Hike Ribbon.** This ribbon is awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than 3- days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. Additionally, no fees can be charged

***AFJROTC Awards & Decorations continued ...***

to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Patriotic Flag Ribbon.** This ribbon is awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events.

**Shoulder Cords (Ropes)**

Cadets are authorized to wear one shoulder cord on the left shoulder of the light blue long/short sleeve blue shirt or if wearing uniform combination 1, the service dress coat. Cords should be pinned to the shoulder with the pin hidden beneath the cord. The following cords are authorized for OH-031 cadets:

|                             |                         |
|-----------------------------|-------------------------|
| Group Commander             | Silver                  |
| Group Vice Commander        | Gold                    |
| Group Operations Officer    | Red                     |
| Group Command Chief         | Royal Blue              |
| Flight Commanders           | Medium Blue             |
| Mission Support Officer     | White                   |
| Personnel and Admin Officer | Black and Scarlett      |
| Logistics Officer           | Teal and White          |
| Kitty Hawk Air Society      | Royal Blue and Gray     |
| Drill Team                  | Royal Blue and White    |
| Color Guard                 | Royal Blue and Scarlet  |
| Orienteering                | Green Rope              |
| Rocketry/R.C Club           | Gold and White          |
| Cadet of the Quarter        | Royal Blue and Jay Blue |
| Public Affairs              | Black and White         |
| Physical Training           | Blue and Black          |

Cadets will wear their Color Guard rope for all performances.

Cadets will wear their Drill Team rope for all performances.



The Orienteering Commander wears a green rope along with any members that have earned the rope in previous years. A cadet must compete in and successfully complete three courses to earn the rope.

In order to earn a Rocketry rope, the cadet must build and complete a successful launch with zero safety violations.

Cadet of the Quarter will be determined at the end of each quarter. The chosen cadet will be authorized to wear their rope through the following quarter until the next Cadet of the Quarter is chosen.

### *Co-Curricular Activities*

Co-Curricular Activities are an important part of AFJROTC. They serve to augment AFJROTC classroom and Leadership Education requirements. Cadets participate in numerous activities to include field trips, Color Guard, drill competitions, military balls, model rocketry and radio controlled aircraft programs, Kitty Hawk Air Society (KHAS), etc. A brief description is below.

**Kitty Hawk Air Society (KHAS):** KHAS is the academic honor society of AFJROTC. Its purpose is to promote high academic standards and achievement. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force role in aerospace. To become a member of this prestigious society, cadets must maintain an "A" in AFJROTC and a "B" or better in all other subjects for two consecutive grading periods.

**Visits to Air Force Installations:** Groups of AFJROTC cadets, under the supervision and control of an AFJROTC instructor, are authorized to take part in visits to Air Force installations to enhance the AFJROTC program. Visits serve as motivational activities for cadets and provide practical experiences complementing theoretical knowledge supplied in the AFJROTC curriculum. First year cadets will visit the United States Air Force Museum near Wright Patterson Air Force Base.

**Color Guard:** The Color Guard's purpose is to present the Colors at the start of public gatherings at school and in the local community. Color Guard is limited to a select number of elite cadets and membership tryouts will be held during the first part of the school year.

**Orienteering:** This is an outdoor training/sport activity using a topographic map and compass for navigation. It's definitely a challenge, but those who qualify are authorized to wear the Orienteering ribbon. It should not be confused with, or referred to, as any type of training associated with military combat training or military tactical land navigation.

**Model Rocketry:** Model rocketry is the designing, building, and flying of small rockets that are made of paper, plastic, balsa wood, or any other lightweight material. The objective of the Model Rocketry club is to educate interested cadets in the field of rocketry. Cadets involved in this program who meet the requirements are awarded the Model Rocketry Badge.

**Radio Controlled Aircraft:** The RC Club is designed to enhance and promote awareness and knowledge of all aspects of aviation science. Cadets study the science of flight and

aerodynamics, develop their flight skills on a computer flight simulator, then display those skills by flying various RC aircraft. Active participation results in award of the Activities Ribbon.

**Military Ball:** This is one of the two main social functions of the year. This event is held at the Wright Patterson Air Force Base Officer's Club with other local AFJROTC units. Male cadets wear the semi-formal uniform and female cadets wear evening dresses. The military ball is a great memory for many cadets during their AFJROTC tenure.

**Dining-In:** This is a formal traditional dinner in which the entire AFJROTC Group sits down to eat a well prepared meal and fellowship with fellow cadets. Following dinner, a distinguished guest speaker and some "informal" entertainment wrap up the evening.

### *AFJROTC Presidential Physical Fitness Challenge*

The U.S. Department of Health and Human Services (HHS) released the 2008 Physical Activity Guidelines for Americans on October 7, 2008. The comprehensive, science-based guidelines were developed to inform policymakers and health providers about the amounts, types, and intensity of physical activity needed to help Americans aged 6 and older, and of all abilities, improve their health and reduce their risk of chronic diseases. Regular physical activity in adolescents promotes health and fitness. Compared to those who are inactive, physically active youth have higher levels of cardio respiratory fitness and stronger muscles. They also typically have lower body fatness. Their bones are stronger, and they may have reduced symptoms of anxiety and depression. Youth who are regularly active also have a better chance of a healthy adulthood. Adolescents don't usually develop chronic diseases, such as heart disease, hypertension, type 2 diabetes, or osteoporosis. However, risk factors for these diseases can begin to develop early in life. Regular physical activity makes it less likely that these risk factors will develop and more likely that adolescents will remain healthy as adults.

The AFJROTC's implementation of the Presidential Physical Fitness Challenge is a wellness program designed to work with your child to help them improve their physical fitness and motivate cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. The goals are to create individualized training programs based on national standards by age and gender, identify areas of improvements for each cadet, and incorporate physical training program to reach goals. An individual initial assessment is done to establish a baseline and individual goals and then a subsequent evaluation is used to measure individual improvement. Cadets will be graded on effort and participation in the program and not particularly fitness scores.

All physical activity sessions will be held each Friday that include walking, running; and calisthenics exercises. All cadets **MUST** wear issued Physical Training uniforms to receive maximum credit. Cadets not wearing the PT uniform during class will only be awarded 35 points of the possible 50 available. All physical activity sessions will be supervised and monitored by at least one of our instructors. The AFJROTC instructors have been trained in administering CPR if needed. As we understand there are risks associated with any physical activity, parents and/or guardians must complete a screening form prior to their child to participate. Each cadet was given the form during



the first week of class and is to be completed by his/her parent and/or guardian and returned to the AFJROTC instructor.

Letters to be signed by parents and/or guardian will be sent home during the first week of school, when the student enrolls in AFJROTC, and throughout the year. These forms must be returned by the deadline or the cadet will not be able to participate in the specific activity until received.

## *AFJROTC Curriculum in Action*

Curriculum in Action (CIA) is a phrase used to describe school-sponsored activities (field trips) that directly support or serve as an extension of the AFJROTC curriculum. Our unit usually takes at least one to two CIA trips per academic year. Maximum participation is highly encouraged. CIA trips are sponsored and approved using the same procedures as any other class in the high school by the appropriate school authority. A completed Fairborn High School Emergency Medical Form and Parental Approval are required for all trips.

## *Community Service*

In an effort to produce well-informed and helpful citizens, AFJROTC encourages its cadets to get involved in the local community. This is one of the most interesting and fun aspects of the AFJROTC experience. The number, type and size of cadet community projects are limited only by their imagination. Community service is a major part of OH-031's mission.

## *Cadet Fee*

All cadets will be required to pay a \$25.00 fee within the first three weeks of the school year. This fee is to offset costs associated with the various extracurricular activities associated with the JROTC program such as the Military Ball, Annual Awards Banquet, etc. All checks must be made out to Fairborn High School and given to the school's treasurer.

## *AFJROTC Benefits*

In addition to the immediate benefits of increased leadership potential, improved discipline, spirit of service, and the building of a strong foundation for life after high school; Career-minded high school students will learn about jobs in the aerospace industry and the Air Force that will open important opportunities for the future. High school students who successfully complete at least three years in the AFJROTC program will receive a Certificate of Completion and may be able to enter the military at a higher pay grade than most enlistees. Also, AFJROTC cadets will be better prepared to work in an expanding technological world – in the Air Force or as a civilian.

College bound students can compete for an Air Force Academy nomination or an Air Force ROTC scholarship through their Air Force Junior ROTC unit. Or, they may receive credit for the first year of an Air Force ROTC four-year college program--- plus, free uniforms, insignia and ROTC textbooks. They may also receive priority processing when entering the Air Force if they win the Congressman Herbert Advanced Placement Award.

*AFJROTC Benefits Cont.*

Air Force Junior ROTC was awarded accreditation by the Commission on International and Trans-Regional Accreditation (CITA) Board of Directors on 29 November 2005. To achieve accreditation, AFJROTC underwent and successfully completed a self-study conducted by CITA.

***Enrollment in AFJROTC does not subject you to a military obligation or commitment and is no way tied to an accession or recruiting program. AFJROTC provides tools for success after high school regardless of a chosen career path.***



## *Memorandum of Understanding*

Dear Parent/Guardian,

I'm Major Eriks Fricsons (Retired). On behalf of myself, and Master Sergeant (Retired) Chuck Muston, welcome to the Air Force Junior Reserve Officer Training Corps (JROTC) unit at Fairborn High School. I'm the Senior Aerospace Science Instructor and MSgt Muston is the Aerospace Science Instructor. Currently, your son or daughter is enrolled in the JROTC program and we are excited to have him/her on the team! This letter is to introduce you to AFJROTC.

As mentioned in the Cadet Handbook, enrollment in AFJROTC does not subject your son or daughter to a military obligation and is no way tied to an accession or recruiting program. We simply provide tools for success after high school regardless of chosen career path.

The mission of JROTC is to "Develop citizens of character dedicated to serving their nation and their community." To accomplish this mission, our program is designed to educate and train high school students in citizenship; promote community service; develop leadership potential; instill responsibility, character and self-discipline; and promote air and space fundamentals. Everything we do in AFJROTC is grounded in the Air Force Core Values of *Integrity First, Service Before Self, Excellence in All We Do*.

We maintain a strict code of discipline in AFJROTC. However, please do not associate the term "discipline" with harshness, undue severity or restrictions. At **NO** time is hazing or physical and mental abuse tolerated. In the JROTC environment, "discipline" refers to *training and instruction*. When properly employed, discipline is a method to *guide* a cadet towards proper conduct or action. It is an extension and adaptation of the values and experiences learned throughout life – i.e., understanding the difference between right and wrong.

Attitude is important and is expressed by an individual's actions. The JROTC program is built around the individual and each cadet is key to its success! Therefore, if attitudes are good (cadets working to their full potential and actively participating), the unit excels however, if attitudes are poor, the unit will suffer. That said, enrollment and continued participation in JROTC requires acceptable behavior. Refusing to wear the JROTC uniform, unacceptable grooming standards, disciplinary reasons, displays of undesirable character traits, or anything else that would bring discredit on the unit may result in immediate removal from JROTC.

We have a full and exciting program for your cadet. Through their active JROTC involvement, your son or daughter will become a better citizen and leader – confident, self-reliant and self-disciplined. I trust this letter has answered some of your immediate questions. If you have any additional questions about the program, please don't hesitate to call me or MSgt Muston at 879-3611. Thank you for supporting your cadet. We are looking forward to a great year!

Sincerely,

ERIKS G. FRICSONS, Major, USAF (Ret)  
Senior Aerospace Science Instructor

### *AFJROTC Uniform Issue Policy*

As mentioned earlier, each cadet will be issued a complete Air Force uniform free of charge within the first couple of weeks at the beginning of the school year. After being issued the uniform, all cadets will acknowledge receipt for items by signing a uniform issue receipt. By signing this receipt, cadets 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, cadets are required to return all uniform items to the ASI upon demand, or when no longer enrolled in the AFJROTC program at Fairborn High School. ***At turn in, the cadet must bring a check payable to Fairborn High School for \$15.00 to help offset the cleaning costs of associated uniform items.*** Any missing or damaged items are the responsibility of the cadet and will be assessed a charge to cover replacement of such items as they are the property of the Department of the Air Force.

**NOTE:** The total replacement cost for all standard issued items is approximately \$360.00.

#### **AFJROTC Uniform Item Price List (Prices May Change)**

##### **Males:**

Garrison Cap \$9.35  
Service Coat \$78.70  
All Weather Coat \$76.45  
Lightweight Blue Jacket w/Liner \$66.25  
Shirt (short Sleeve) \$11.10  
Shirt (Long Sleeve) \$12.90  
Shoes \$46.00  
Trousers \$32.65  
Tie \$3.45  
Belt/Buckle \$4.80

##### **Females:**

Garrison Cap \$6.40  
Service Coat \$74.15  
All Weather Coat \$72.90  
Lightweight Blue Jacket w/Liner \$63.15  
Shirt (Short Sleeve) \$11.10  
Shirt (Long Sleeve) \$13.05  
Shoes \$40.70  
Slacks \$32.70  
Neck Tab \$2.95  
Belt/Buckle \$4.80  
Skirt \$28.45

**Note:** Uniform accessories including rank, lapel and cap insignias, ribbons, citation cords, special equipment (color guard and drill team), etc. all have a specific cost associated with them. Cadets are responsible for maintaining these uniform accessories in a serviceable condition, or a monetary cost will be assessed to the cadet for replacements.

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*Patriotic & Air Force Songs*

**The Star Spangled Banner**

*O say, can you see by the dawn's early light,  
What so proudly we hailed at the twilight's last gleaming?  
Whose broad strips and bright stars through the perilous fight,  
O'er the ramparts we watched were so gallantly streaming;  
And the rockets' red glare, the bombs bursting in air,  
Gave proof through the night that our flag was still there.  
O say does that star spangled banner yet wave,  
O'er the land of the free and the home of the brave.*

**America the Beautiful**

*O Beautiful for spacious skies,  
For amber waves of grain  
For Purple mountain majesties  
Above the fruited plains!  
America! America!  
God shed His grace on thee  
And crown the good with brotherhood  
From sea to shining sea!*

**The Air Force Song**

*Off we go into the wild blue yonder  
Climbing high in to the sun;  
Here they come zooming to meet our thunder,  
At'em boys, giv'er the gun!  
Down we dive, spouting our flames from under,  
Off with one helluva roar!  
We live in fame or go down in flame,  
Hey, nothing can stop the U.S. Air Force!*

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 Fairborn High School. I recommend you study this guide thoroughly. You will be held responsible for its contents during daily activities and on examinations.

### *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, and to myself.

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

I will hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet.



### *Required Signatures*

#### **Parent/Guardian Approval**

I have reviewed the Cadet Handbook and give my approval for \_\_\_\_\_ to enroll in the AFRJOTC program at Fairborn High School. I will encourage his/her participation in sponsored activities, drill team, color guard, orienteering etc. and understand there is no military obligation connected with this program. I understand uniform care, maintenance responsibilities, and accountability defined in the Cadet Handbook. I also state that my student is medically able to participate in all events. If there is a condition or issue preventing it I will advise the instructors in written form. I understand my student must ALWAYS have any required medications or devices available for JROTC class. Due to the large amount of community service and events that we participate there may be an occasional instance of my son/daughter requiring a ride from an instructor I DO \_\_\_\_\_ DO NOT \_\_\_\_\_ authorize this. Initial one. Students/Cadets MUST participate and pass all 4 quarters of JROTC for credit. OneView for all students must be completed through the school or students MAY NOT participate.

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### **Cadet Agreement**

I have read the Cadet Handbook and understand the policies and procedures. I understand my responsibility in maintaining my uniform and all associated obligations to the AFJROTC as described in the Cadet Handbook and this memorandum.

Cadet Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cadet Printed Name: \_\_\_\_\_

**Cadets: Please ensure this page is completely filled out & returned to class before 15 September 2018**