

GA-062 AFJROTC

CADET OPERATING INSTRUCTIONS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cadets Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class

V. Aug 2019

CADET OPERATING INSTRUCTIONS

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GA-62 Cadet Group CADET OPERATING INSTRUCTION

Northside High School August 2019

CADET CORPS ORGANIZATION

The purpose of this COI is to specify the cadet corps organization and establish a method for rotation of cadet corps positions.

1. GENERAL: Headquarters AFOATS recommends that all AFJROTC units with less than 250 cadets be organized as a cadet group. This COI establishes the GA-062 Cadet Group with an expanded group staff under the direction of the Operations Support Squadron Commander, Logistics Support Squadron Commander and two Operational Squadrons each with two flights. Each flight will be manned by approximately an equal number of AS I's, II's, III's and IV's. The Cadet Group Commander (GP/CC) will be the senior cadet in the chain of command regardless of rank. Previous group commanders will serve as special assistants (Corps Advisor) to the current group commander and will support the GP/CC as required

2. CADET APPOINTMENT AND ROTATION: The SASI selects the cadet corps commander, subordinate commanders, and staff members. The Group Commander will be announced at a mass formation during the second half of the first and second semesters.

3. CHAIN OF COMMAND: The cadet corps will normally be organized as depicted below

Group Commander Corp Advisor

Vice Commander Command Chief

|  |  |  |  |
| --- | --- | --- | --- |
| OSS/CC | SQ 1/CC | SQ 2/CC | LSS/CC |
|  |  |  |  |
| Personnel Division | A FLT/CC | D FLT/CC | Drill CC |
| CC |  |  |  |
| Public Affair Division | B FLT/CC | E FLT/CC | Saber CC |
| CC  Kitty Hawk Division  CC  Physical Fitness  Division CC | C FLT/CC | F FLT/CC  G FLT/CC | Color Guard CC |
|  |  |  |  |
|  |  |  |  |

Major Dennis J. Jolissaint, USAF (ret.)

Senior Aerospace Science Instructor (SASI)

GA-062 Northside HS, AFJROTC

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**CLASSROOM POLICY**

1. **General:** The classroom will be conducted in a military manner.

2. **Attendance Policy:** All AFJROTC cadets are expected to attend all classes as well as before school mass formations and extra-curricular activities such as Award night, Dining In, Military Ball and Christmas Parade.

a. Cadets who are absent from class for any reason are required to make up all work missed. It is each cadet’s responsibility to obtain assignments or handouts immediate upon return. If absent on uniform day, cadets are required to wear the uniform on their first day back. You will have 4 days to make up a missed uniform day. Make ups must be done during the week that the uniform wear day was missed. The last make up day will be the Tuesday of the following week.

b. Final Exam exemption. To exempt the AFJROTC final exam, a cadet must qualify for the attendance ribbon, have at least a 90 overall average in AFROTC and not have been in ISS or received major discipline from an AFROTC instructor.

3. **Preparation for class:** Each cadet is required to bring to every class a pen or pencil, paper, their copy of the COI’s. Cadets are required to be at the position of “Parade Rest” by their seats when the tardy bell rings. Being in the cadet/instructor’s office is not an excuse for not being at your seat when the tardy bell rings. If an assignment is given by an instructor, the assignment must be completed before the beginning of that instructor’s next class. Cadets must always be ready for a pop quiz on all material covered.

4. **Classroom procedures:** If a cadet needs to see an instructor during a class, they will coordinate with the classroom instructor, BEFORE the class begins. At the time approved by the classroom instructor, the cadet will ask the Flight Commanders to check and see if the other instructor is available. NO cadet is allowed into the cadet/instructor’s office during class, without prior approval by both the classroom instructor and instructor to be visited. No cadet is allowed to depart the classroom into the hall without an instructor’s permission unless they are leaving the classroom with a school administrator.

a. No opened food or drink is allowed in the classroom or cadet office. With Instructor approval, closed food or drink containers may be placed in the cubbyholes. Cadets are expected to participate in all classroom discussions. When the instructor first enters the room to begin class, the class will be called to attention. When a guest military speaker enters the classroom to speak to the class, the class will be called to attention. When the class dismissal bell rings, the class will be called to attention as directed by the instructor (Flight Commander if the instructor has already departed the class).

b. Chewing gum in the classroom or cadet office is prohibited at all times. Cadets who chew gum will be given appropriate demerits and assigned housekeeping duties of removing gum from under desks. Cadets will sit up in their chairs with their feet on the floor directly in front of their desk (not in the aisle or on another desk). Cadets will not place their heads on the desks or close their eyes during class. Cadets who feel sleepy may stand up in the back of the room (permission is not needed).

c. COI’s and AFJROTC books are the only items allowed on top of the desk during class. Other items must be stored in the cubbyholes or under the desk chair. Cosmetics or hand lotion will not be opened in the classroom. Cadets will sit in their assigned seats unless given permission by an instructor to move.

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d. During testing, cadets are not allowed to talk until every cadet has finished and turned in their test. Cadets must arrive at class every day with a pen or pencil.

5. **Information Board:** Cadets are required to check the information board in the AFJROTC classroom everyday (even if they do not have a class in that room that day, due to other school activities or class absences). Cadets are responsible for all information posted in the **Official Section** of the board and it may be part of any test or quiz from the day after it is posted.

6. **Info Boards**. **ALL** cadets are required to copy the focus area, essential question and warm-up **EVERY DAY**. The warm-up should be answered/completed before the instructor enters the classroom.. When returning from an absence, cadets should check with a classmate and Flight Commander to determine what happened in class. Cadets are encouraged to take notes during class lectures and discussions.

7. **Grading Policy:** A Cadet’s final grade in AFJROTC will be determined by the following sub categories.:

|  |  |
| --- | --- |
| Aerospace Science/Leadership/Uniform | 45% |
| Physical Training | 20% |
| Daily (Pop Quiz, Writing Assignment,etc) | 15% |
| Final | 20% |

Federal law requires that all Junior ROTC Cadets wear the military uniform an average of at least once a week to complete program requirements and participate in the Physical Training (PT) program which includes the wear of PT gear on PT days (usually Fridays).

***Therefore cadets, who fail to wear the uniform as required, or do not participate in PT, will not receive a passing grade or credit in AFJ ROTC. A cadet must pass 6 semesters (receive 3 credits) of AFJROTC to receive an Air Force certificate of Completion, as well as, a Pathway competition in Career Tech***.

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UNIFORM WEAR

1. GENERAL: The uniform worn by Northside High School Junior ROTC Cadets is an official US Air Force uniform, therefore, we are required to follow the official guidance of AFI 36-2903, Air Force Dress and Appearance Regulation. Only the insignia is different to denote membership in Junior ROTC. The normal uniform day at Northside High School is Wednesday. All cadets are required to wear their uniform during the entire school day on uniform day unless they have received prior exemption from the SASI/ASI. Wearing the uniform is a weekly graded assignment and therefore must be made up if missed. Cadets absent on uniform day will wear their uniform on their **first day** back in school. However, cadets have until the following Tuesday to make up a missed uniform wear grade. For example, a cadet was absent on Wednesday, May 1, the cadet has until Tuesday, May 7 to make up his/her uniform grade. When wearing the uniform to make up a missed uniform day, it is the cadet’s responsibility to coordinate with the SASI/ASI before wearing the uniform. Also, no uniform make-up is complete until recorded on the Missed Uniform Form (F-305). Failure to make up the uniform wear grade will result in the cadet earning a zero for that assignment.

Cadets will not wear their uniforms (other than to Northside High School during normal school hours) without the specific permission of the SASI/ASI. Parts of the uniform (belts, jackets, etc.) will not be worn separate from a complete uniform. Cadets **may NOT** wear (mix/match) the AFJROTC uniform with civilian clothing. Cadets may wear their uniform to church, weddings, or special events with prior approval from the SASI/ASI.  **Cadets will NOT wear the uniform or Spirit Shirts while assigned to ISS**.

When wearing the uniform, cadets must remember that they are wearing a symbol of their country and, therefore, must wear it correctly and conduct themselves with special dignity and restraint. The way cadets wear their uniforms affects public opinion about Air Force Junior ROTC at Northside High School and the US Air Force. Cadets are expected to wear the uniform properly and present a professional military appearance at all times when in uniform. **Public display of affection (PDA)** is **not** permitted while participating in AFJROTC activities. **PDA** is also **not** permitted when wearing the uniform. Nametags and ribbons (when awarded) are a required part of the uniform.

Whenever the uniform is worn, it must be clean and in good repair. Cadets are personally responsible for the proper care and cleaning of their uniform. While wearing the uniform, cadets will not engage in any activity, such as gym class, sporting events, certain types of work, etc., that could soil or ruin the uniform. Cadets are issued new or professionally cleaned uniforms. Cadets turning in uniform items for any reason must have the item professionally cleaned prior to turning them in. **NOTE**: All dark blue uniform items must be dry cleaned; only the light blue shirt or blouse may be washed. If dark blue items are washed they will become unserviceable and the cadet will have to buy a replacement. Cadets who turn in unclean items will be charged a cleaning fee to cover the cost of getting the item cleaned. Cadets who fail to properly turn in their uniform will not be granted an AFJROTC completion certificate and will not be allowed to participate in school graduation ceremonies.

4.

2. LOCAL UNIFORM POLICY: The following directions are provided for GA-62 cadets:

a. When wearing the cadet uniform, cadets must follow Air Force rules and wear the

uniform hat at all times while outside of buildings. **Northside High School covered walkways will be considered outdoors**. Uniform hats must be worn when in uniform and entering or exiting a car or bus.

b. The flight hat, when not worn, may be tucked under the belt on the left front side. Leave 1" extending above the belt. Ensure the belt is tight enough to prevent the hat from sliding down and being lost.

c. The SASI has authorized optional wear of the cadet semi-formal uniform for the Military Ball. This includes males wearing a white shirt with the service dress coat. There is no equivalent female uniform, so semi-formal civilian dresses are authorized.

d. High gloss shoes are authorized for all cadets, at all times **EXCEPT** during inspection on uniform day. Only cadet officers are authorized to wear high gloss shoes during inspection.

e. At Northside High School, only cadet officers are authorized to wear service caps (male-wheel, female-bucket). Distribution of available service hats will be recommended by the group commander. Service caps are not permitted in a flight formation except for the flight commander. All members of a color guard must wear the same style hat while performing.

f. The following shoulder cords are authorized for wear with cadet uniform (only one at a time) A gold cord will be worn by the top merit earner during the semester after winning this honor. Kitty Hawk Honor Society and Staff members in good standing (not inactive or on probation) will wear the blue and white over/under cord.

g. The royal blue spirit tee shirt will be issued to each cadet. This shirt is worn for PT and unit activities. Since the tee shirt is part of a uniform, it must **always** be tucked in when worn. If belt loops are on the pants/shorts being worn with the spirit shirt, a belt must be worn as well.

h. Cadets who are in class on uniform day and are **not in uniform** will be inspected for personal appearance during the regular inspection (i.e. haircut, shave, earrings, fingernail polish etc). Discrepancies will be taken off from the inspection when they make up that missed uniform. Missed uniform grade must be made up no later than the Tuesday of the following week.

i. Cadets will be issued a white V or U necked t-shirt. The T-shirt will be worn under the blue shirt to prevent stains from forming on the sleeves of the shirts. Wearing the white T-shirts are mandatory and is part of the uniform inspection grade.

3. Any person within the jurisdiction of the U. S. who wears a uniform or a distinctive part of a uniform of the armed services without proper authority is subject to penalties under 18 USC 702.

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NORTHSIDE HIGH SCHOOL

AFJROTC GEORGIA 62

926 Green Street, Warner Robins, Georgia 31093

(478) 929-7784

MEMORANDUM FOR NHS PRINCIPAL

FROM: NHS AFJROTC GA-062

SUBJECT: Uniform Policy for AFJROTC Cadets at North High School

1. All students enrolled in AFJROTC at Northside High School will be issued an Air Force JROTC uniform. This uniform is on loan from the USAF and must be worn in accordance with Air Force uniform wear policies. **There is no rental fee**. The only requirement is that when the uniform is returned, it must be professionally cleaned.

2. The normal uniform day at NHS will be Wednesday. All cadets will be required to wear the uniform all day on every uniform day. If the uniform day is changed from Wednesday, cadets will be notified at least a week in advance.

3. Cadets who are present at NHS on uniform day, but do not wear the uniform, will receive a grade of zero for that uniform inspection. They can make-up that zero on any day up until the next scheduled uniform day. Cadets who are absent from school on uniform day will wear the uniform on their first day back with no penalty in grade.

4. Cadets who have not been issued a full uniform due to a shortage of one or more parts will be exempt from wearing the uniform unless receiving special authorization from an ASI. Until they have a full uniform, they will wear the NHS AFJROTC blue spirit shirt on uniform day. Since the spirit shirt is considered a uniform item, cadets must present a professional appearance. Therefore the spirit shirt must be tucked in to present a professional appearance or business attire. If the pants/shorts worn with the spirit shirt has belt loops, a belt must be worn.

5. When wearing the cadet uniform, cadets must follow Air Force rules and wear the uniform hat at all times while outside of buildings. Uniform hats **must** be worn when in uniform and entering or exiting a car or bus.

6. On physical training days (normally Friday) cadet footwear must be suitable for physical training including running.

DENNIS J. JOLISSAINT, MAJOR, USAF (ret)

Senior Aerospace Science Instructor

1st Ind.

The above policy is approved for AFJROTC Cadets at Northside High School.

Dr. Jody Dean

Principal Northside High School

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PROMOTION POLICY

The purpose of this COI is to establish cadet promotion policies for AFJROTC GA-62.

1. GENERAL: HQ AFOATS directs permanent ranks for Air Force Junior ROTC cadets based on years in Junior ROTC. When starting AFJROTC a cadet has the permanent rank of cadet basic (c/AB). At the middle of the 2nd semester of JROTC a cadet will be promoted to cadet airman (c/Amn). At the middle of the 4th semester of JROTC a cadet will be promoted to cadet airman first class (c/A1C). At the middle of the 6th semester of JROTC a cadet is promoted to senior airman (c/SrA). At the middle of the 8th semester of JROTC a cadet is promoted to cadet staff sergeant (c/SSgt). Cadets who are removed from cadet corps positions before the end of the semester may be returned to their previous temporary rank or to their permanent rank.

2. TEMPORARY PROMOTIONS: There are three types of temporary promotions: regular promotions, position promotions, and pep promotions. Total rank in the cadet corps is limited by the maximum authorized by the cadet Unit Manning Document (UMD). To help meet those limitations the maximum temporary rank for cadets by school grade level is as follows:

Freshmen - cadet TSgt Junior - cadet Captain

Sophomore - cadet CMSgt Senior - cadet Colonel

Exceptions to this policy may be made by the SASI for position promotions. To be eligible for a temporary promotion a cadet must be in good standing with Northside HS (not assigned to ISS during the promotion period up to actual effective date) and AFJROTC (no JROTC discipline problems). Also they cannot have a demerit balance and must have at least a current passing grade in AFJROTC (most promotions require a 75 or higher average in AFJROTC).

3. REGULAR PROMOTIONS: Regular promotions take place twice each semester. The first cycle is during the middle of each semester and the second cycle is at the end of each semester. Both cycles include promotion to all ranks. Exception: Cadet CMSgt will not be promoted to C/2Lt. until the Spring Awards promotion cycle. Cadets receive cadet officer rank by position promotion when selected to serve in a cadet officer position. Cadet officers are eligible for promotion only at the end of the semester promotions. A promotion close-out date (PCD) will be set by the GP/CC and SASI. All information used for promotions will be as of this date. NO grades or uniform inspections will be made up after this date. Regular promotions are patterned after the Air Force and include both fully qualified and best qualified.

The first three regular promotions to c/Amn, c/A1C, and c/SrA, are on a fully qualified basis. **ALL** cadets who meet the minimum requirements for promotion on the promotion close out date are promoted. The minimum requirements can be found on the Enlisted Promotion Worksheet - Fully Qualified (F101). Training Officers are responsible for all fully qualified promotions in their class. All other regular promotions are on a best qualified basis. The Enlisted Promotion Worksheet Best Qualified (F102) and the Officer Promotion Worksheet - Best Qualified (F103) are used to determine a promotion score for each eligible cadet. The scores of all cadets competing for promotion to the same rank, are listed in numerical order with the highest score on top and the lowest score on the bottom. The SASI will provide the cadet group commander with a promotion quota expressed as a percent. If the promotion quota is 50%, then the top half of the list will be promoted, and the bottom half will not be promoted. All recommended promotion lists will be submitted by the group commander to the SASI/ASI for approval.

After each promotion cycle, all cadets who were not promoted will be counseled. Flight Commanders will counsel each non-promoted enlisted cadet and the deputy group commander will counsel each non-promoted cadet officer. The purpose is to make sure all non-promoted cadets understand why they were not promoted and what they can do to increase their chance of promotion during the next cycle.

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Promotion boards will be conducted for promotion to the following ranks: MSgt and above. The Personnel Officer will coordinate with the group commander to select cadet officers to be board members. All board members must be of a higher rank than the cadets meeting that board. The Personnel Officer is a non-voting member of each board. The group commander will not normally be a board member. The **group commander, SASI OR ASI** must be present during all promotion board meetings.

Cadets who are placed in ISS will not be considered for promotion during the promotion period they are in ISS. Cadets who are expelled from NHS will be demoted to their permanent rank. Upon returning to AFJROTC at NHS they will start at their permanent rank unless given a position promotion.

4. POSITION PROMOTIONS: Cadets who are selected to fill cadet officer positions and are not already at the rank noted below, will receive position promotions: Flight Commanders will be promoted to cadet 2nd Lt; Squadron Commanders will be promoted to cadet Captain; the Deputy Group Commander will be promoted to cadet Lt Col; and the Group Commander will be promoted to cadet Col. Enlisted cadets selected to be Staff NCOIC’s will be promoted to SSgt, First Sergeants will be promoted to MSgt, and the Command Chief will be promoted to CMSgt. Cadets will be allowed to retain the higher rank of a position promotion **ONLY** if they successfully serve in that position. If they are removed from that position, they will return to their previous temporary rank **or** their permanent rank as determined by the SASI / ASI.

5. PEP PROMOTIONS: The Air Force uses a special promotion system to recognize and reward exceptional performance outside of the regular promotion system. Here at GA-62, a small number of exceptional cadets each year receive Promotions for Exceptional Performers (PEP) promotions. The top three merit earners each semester are eligible for PEP promotions, if they meet all of the criteria outlined in the Top Three Merit Earners, COI 100-2. Cadets who are identified by the SASI / ASI as exceptional performers are also eligible for PEP promotions. Cadets are considered for PEP promotions all year as well as during Cadet Leadership Course and while performing community service between semesters. PEP promotions are limited to no more than 1 per period (Jun-Dec and Jan-May).

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**ENLISTED PROMOTION WORKSHEET TO - AB - SrA**

**F-201 AUG 19**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Promotion Close-out Date (PCD) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Cadet Rank : Cadet AB\_\_\_\_ Cadet Amn\_\_\_\_ Cadet A1C\_\_\_\_ Flight\_\_\_\_\_\_\_ Class\_\_\_\_\_\_**

***ABOVE PORTION TO BE FILLED OUT BY CADET***

**1**. HAS CADET BEEN IN **ISS** THIS PROMOTION CYCLE? YES \_\_\_\_ NO \_\_\_\_ (continue to complete form)

(If yes then **not qualified,** skip to cadet counseling by Flight Commander)

**2**. CHECK CADETS MERIT BALANCE ON PCD Merit Balance \_\_\_\_ **qualified** Demerit Balance \_\_\_\_ **not qualified**

**3.** CURRENT **OVERALL** ROTC GPA \_\_\_\_\_\_\_ above 70 is **qualified \_\_\_\_\_\_\_\_** below 70is **not qualified**

**4.** CURRENT **INSPECTION** AVERAGE \_\_\_\_\_\_\_ above 70 is **qualified \_\_\_\_\_\_\_\_** below 70is **not qualified**

If a cadet is not qualified in any of the above areas, the Flt/CC should council the cadet and return the form to Promotions

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature of cadet (after counseling) signature of Flight Commander (after counseling) date counseled

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**5.** DEMONSTRATED PROFICIENCY IN THE FOLLOWING:

To Amn To A1C To SrA

Attention \_\_\_ Attention \_\_\_ Attention \_\_\_ Right Step March \_\_\_ Parade Rest \_\_\_ Parade Rest \_\_\_ Parade Rest \_\_\_ Left Step March \_\_\_ Left Face \_\_\_ Left Face \_\_\_ Left Face \_\_\_ Right Flank March \_\_\_ Right Face \_\_\_ Right Face \_\_\_ Right Face \_\_\_ Left Flank March \_\_\_ About Face \_\_\_ About Face \_\_\_ About Face \_\_\_ To The Rear March \_\_\_

Present Arms \_\_\_ Present Arms \_\_\_ Present Arms \_\_\_ Foward March \_\_\_

Order Arms \_\_\_ Order Arms \_\_\_ Order Arms \_\_\_ Halt \_\_\_

Hand Salute \_\_\_ Hand Salute \_\_\_

Forward March \_\_\_

Halt \_\_\_

Proficiency Check conducted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pass\_\_\_\_\_ Fail\_\_\_\_\_

**6.** PARTICIPATION IN COMMUNITY/SCHOOL SERVICE ACTIVITY: (not required to Amn)

To A1C one required Yes\_\_\_ No\_\_\_ To SrA two required Yes\_\_\_ No\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**NOT PROMOTED\_\_\_\_\_\_ PROMOTED TO\_\_\_\_\_\_\_\_\_\_**

I understand that I was not promoted due to the I understand I have been promoted and accept the

following reason: increased responsibility that comes with promotion.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Signature of cadet (after counseling) Signature of cadet date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Signature of Flight Commander (after counseling) Signature of Flight Commander date

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**ENLISTED PROMOTION WORKSHEET TO - SSgt - CMSgt**

**F-202**  **MAY 2019**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Promotion Close-out Date (PCD) \_\_\_\_\_\_\_\_\_\_\_**

Current Cadet Rank: C/SrA\_\_\_ C/SSgt\_\_\_ C/TSgt\_\_\_ C/MSgt\_\_\_ C/SMSgt \_\_\_\_ Flight\_\_\_\_\_ Class\_\_\_\_\_

Cadet Corps Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. HAS CADET BEEN IN ISS THIS PROMOTION CYCLE? YES\_\_\_ NO\_\_\_\_

(If yes then **not qualified,** skip to cadet counseling by Flight Commander)

***SECTION 2 TO BE FILLED OUT BY FLIGHT COMMANDER***

**2**. CHECK CADETS MERIT BALANCE ON PCD demerit balance \_\_\_\_ not qualified merit balance \_\_\_\_ qualified

3. CURRENT OVERALL ROTC GRADE below 75 is not qualified 75 and above is qualified \_\_\_\_\_\_

4. CURRENT INSPECTION AVERAGE below 80 is not qualified 80 and above is qualified \_\_\_\_\_\_\_\_

5. DEMONSTRATED COMMAND ABILITY: TSgts and above must successfully command a flight in the

30 drill sequence. This cannot read from paper. (pass/fail) fail \_\_\_\_\_ not qualified pass \_\_\_\_\_qualified

6. SEMESTERS IN JROTC: Count full and current semester \_\_\_\_\_ X 5 = \_\_\_\_\_\_\_\_\_\_\_\_\_

7. AWARDS AND DECORATIONS: 2Pts per ribbon/cluster, 3 per badge, 5per medal. \_\_\_\_\_\_\_\_\_\_\_\_\_

9. EVALUATION BY FLIGHT COMMANDER Based on class conduct (1-50 points) \_\_\_\_\_\_\_\_\_\_\_\_\_

**If cadet is not qualified in any area. The FLT/CC should council the cadet and return the form to DPP**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of cadet (after counseling) Signature of Flight Commander (after counseling) Date counseled

***SECTION 3 TO BE FILLED OUT BY SQUADRON COMMANDER***

8. COMMUNITY SERVICE PARTICIPATION Two points for each activity up to 20 (1-20 points) \_\_\_\_\_\_\_\_\_\_\_\_\_

10. TOTAL NUMBER OF MERITS (1-50 points) \_\_\_\_\_\_\_\_\_\_\_\_\_

***REMAINDER OF SECTION 3 TO BE FILLED OUT BY BOARD MEMBERS***

11. BOARD SCORE **FOR PROMOTION TO TSGT – CMSGT** (1-100 points) \_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum Score Promoted \_\_\_\_\_\_\_** **your score** \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Signature of Board Chairman Date

***SECTION 4 SECTION 4 TO BE FILLED OUT BY FLIGHT COMMANDER***

**NOT PROMOTED\_\_\_\_\_\_ Sq/CC \_\_\_ PROMOTED TO\_\_\_\_\_\_\_\_\_\_ Sq/CC \_\_\_**

I understand that I was not promoted due to the I understand I have been promoted and accept the

following reason: increased responsibility that comes with promotion.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of cadet date

I decline the promotion

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Signature of cadet (after counseling) Signature of cadet date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature of Flight Commander (after counseling) Signature Flight Commander date

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**OFFICER PROMOTION WORKSHEET**

**F-203 APR 2019**

***SECTION 1 SECTION 1 TO BE FILLED OUT BY CADET***

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Promotion Close-out Date (PCD) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Current Cadet Rank: C/2Lt \_\_\_ C/1Lt \_\_\_ C/Capt. \_\_\_ C/Major \_\_\_ C/Lt Col \_\_\_\_ Flight\_\_\_\_\_ Class\_\_\_\_\_

Cadet Corps Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1**. HAS CADET BEEN IN **ISS** THIS PROMOTION CYCLE? YES \_\_\_\_ NO \_\_\_\_ (continue to complete form)

(If yes then **not qualified,** skip to cadet counseling by Squadron Commander)

**2.** HIGH SCHOOL CLASS \_\_\_\_\_\_ Jr. Class 5 points Senior Class 10 points \_\_\_\_\_\_\_\_\_\_\_\_\_

***SECTION2 SECTION 2 TO BE FILLED OUT BY SQAUDRON COMMANDER***

**3**. CHECK CADETS MERIT BALANCE ON PCD: Merit Balance \_\_\_\_ **qualified** Demerit Balance \_\_\_\_ **not qualified**

**4.** CURRENT **OVERALL** ROTC GPA: < 75 **not qualified** - 75 and above qualified\_\_\_\_\_\_\_\_\_\_\_\_

**5.** CURRENT **INSPECTION** AVERAGE: < 85 **not qualified** - 85 and above **qualified** \_\_\_\_\_\_\_\_\_\_\_\_

**6**. COMMUNITY SERVICE PARTICIPATION Two points for each activity up to 20 (1-20 points) \_\_\_\_\_\_\_\_\_\_\_\_\_

**7.** COMMUNITY SERVICE OIC: Five points per activity up to a maximum of 20 points \_\_\_\_\_\_\_\_\_\_\_\_\_

**8.** LAST REPORTED SCHOOL GPA: - Semester/Progress Report \_\_\_\_\_\_\_\_\_\_\_\_\_

**9.** EVALUATION BY SQUADRON COMMANDER: (N/A for Flt/CC) Based on class conduct (1-50) \_\_\_\_\_\_\_\_\_\_\_\_\_

a**. 0-10** (Doesn’t wear uniform/poor grooming standards, perform job duties, volunteer, has behavior issues)

b. **10-20** (Sometimes: wears uniform, in grooming standards, volunteers, follows rules, participates in class, get some of his job duties done)

c. **20-30** (Average person: attends class, no behavior issues, doesn’t volunteer, wears uniform/ good grooming, get job done)

d**. 30-40** (Above average: Volunteers 3-4 times, participates in class, sometimes OIC, follows rules, good grooming and good uniform wear, assist others to accomplish jobs)

e**. 40-50** (Outstanding: Does things without being asked, excellent grooming/uniform wear, at Parade rest, always volunteers, OIC for more than 4 activities, participates in all class act ivies, helpful to all)

If cadet is not qualified in any area the Squadron Commander should council the cadet and return the form to DPP

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of cadet (after counseling) Signature of Squadron Commander (after counseling) Date counseled

***Reason for Not Being Promoted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***#11-#12 TO BE FILLED OUT BY BOARD CHAIRMAN***

**10**. BOARD SCORE: scores above 90 or below 70 must have specific justification (1-100 points) \_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum Score Promoted: \_\_\_\_\_\_\_\_\_\_\_** **Your score:** \_\_\_\_\_\_\_

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MERIT/DEMERIT SYSTEM

1. GENERAL: Cadet Officers and senior NCO's have the authority to recommend cadets for merits and demerits. **Only the Senior Aerospace Science Instructor and the Aerospace Science Instructors** have the authority to approve merits and demerits. Normally merits and demerits will be awarded according to the guidelines of this policy. Each cadet’s merit/demerit total returns to zero at the end of each semester. Merits for extra-curricular organization participation are awarded at the end of the semester.

2. MERITS: Cadets recommending merits will use the CADET MERIT FORM (F-101). If more than one cadet is recommended for merits for the same reason, multiple cadet names may be placed on the form F-101. Cadet leaders in charge of activities (OIC or NCOIC) are responsible for completing the COMMUNITY / SCHOOL SERVICE RECORD (F-403) and returning it directly to the SASI or ASI no later than the first school day after the activity. After reviewing the hours served, the SASI or ASI will approve merits and return the form to the Command Chief who will make sure merits are properly recorded on each cadet’s MERIT/DEMERIT TRACKING FORM (F-104) in the Merit/Demerit log book and the Community Service notebook.

3. DEMERITS: Demerits may be given to those cadets who violate regulations, misbehave, fail to comply with school or JROTC policies, or who fail to comply with instructions given by a superior. The number of demerits given will be determined by the nature of the offense. This COI details some of the infractions that warrant demerits and the amount **normally** awarded. Demerits will nullify an equal number of merits. Cadets recommending demerits will use the CADET DEMERIT FORM (F-102). Print all information. Be specific when stating the reason for demerits. After completing the top block, the cadet receiving the demerits must review and sign the form. If the cadet feels the demerits are not justified, he/she may check the appeal block and write the reason in the space provided (make sure enough details are included for the investigating officer). ***Refusal to sign the demerit form is an admission of guilt.*** CLASSROOM DEMERIT FORMS (F-103) may ONLY be used by Flight Commanders for offenses that occur during class. Appeals must be made directly to the SASI or ASI at the time of issue Place all completed form F-101’s, F-102's and F-103's in the appropriate Merit/Demerit box located in the Staff Office. The Command Chief will log them into a “merits/demerits working” book. **All merits and demerits must be approved by the SASI or ASI before entering** the information on the MERIT / DEMERIT TRACKING SHEET and made a part of the permanent record.

4. APPEAL PROCESS: If a cadet receiving demerits is aware of special circumstances that would make the demerits inappropriate, he/she may check the appeal block on the form F-102. A detailed explanation of why must be included on the form (use the back if more space is needed). Example of a proper appeal: A cadet is given demerits for missing a staff meeting after school and appeals because of an early dismissal that afternoon. Example of an improper appeal: A cadet is given demerits for moving around in formation and appeals because other cadets were doing the same thing and did not receive demerits. Form F-102's that are appealed are given to the Flight Commander, who will give them to the appropriate squadron commander for investigation. Squadron Commanders will have the appropriate Flight Commander meet with the cadet receiving the demerits unless the Flight Commander gave the demerits. In that case the Squadron Commander will personally meet with the cadet. If the investigating officer is not clear about why the demerits were given, meet with the cadet recommending the demerits first. The mission of the investigating officer is to make sure the demerits are fair and deserved. The appeal process for CLASSROOM DEMERIT FORM (103) is limited to the time of issue directly with the SASI or ASI teaching that class.

CADET EVALUATION BOARD: The accumulation of an excessive number of demerits or multiple repetitions of the same offense may reflect an attitude problem. Therefore, cadets who accumulate excessive demerits or, are issued demerits three times for the same offense are subject to being brought before the Cadet Evaluation Board for review and counseling , and may be recommended to the SASI or ASI for punitive action.

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The following general guidelines will be used in determining excessive demerits.

Cadet AB - Cadet SrA 20

Cadet SSgt - Cadet CMSgt 10

Cadet 2nd Lt - Cadet Col 4

SITUATIONS NORMALLY ASSOCIATED WITH MERITS:

Cadet of the Semester – nominee........................................................................................ 5

Cadet of the Semester - winner........................................................................................... 10

Sharpest cadet during inspection.................................................................................... 5

Knock-out drill winners................................................................................................. 1-5

Raising and Lowering the flag **every day** (end of semester only)........................................ 10

Recruiting a new student for AFJROTC......................................................................... 5

Home football game support (honor guard, parking cars)..................................................... 5

Special work detail outside normal cadet duty................................................................ 2-5

Community service project participation guidelines ……………………………….….. 5-10

Performance by Performing Color Guard or Sabre Team…………………………….. 5

Extra-curricular activities: (maximum of 50 merits per semester)

Drill Teams and Competition Color Guard – with over 75% of regular practices…. 30

Rocketry, Sabre and APT teams - **must have** over 50% participation in activities…. 20

Each additional team (sports) with 50% participation (per semester) .................... 10

SITUATIONS NORMALLY ASSOCIATED WITH DEMERITS:

Violation of the cadet honor code..................................................................................... 25

Disrespect/discourtesy (minor/major)............................................................................... 5/10

Disobeying school dress code rules when not in uniform.................................................. 2/10

PDA Public display of affection........................................................................................ 5

Moving/talking in formation.............................................................................................. 2

Failure to: remain in uniform all day on uniform day (unexcused)............................. 10

keep out unauthorized jewelry after warning ............................................. 10

wear uniform on uniform day (unexcused)................................................. 5

wear hat when required……….................................................................... 2/5

carry out duty............................................................................................... 2/5

salute when required.................................................................................... 2

return documents as required (per late day)................................................. 2

Classroom: classroom disruption (minor/major) ……………………………………… 5/10

sleeping during class…..….………………………………………………. 5/10

non-attention during class- head down or eyes closed……………………. 2/5

not prepared for class (no book, pencil, agenda, etc.).................................. 2/5

late to class (unexcused).............................................................................. 2/5

talking/eating/drinking/not at parade rest at seat.......................................... 2/5

marking on front board without permission or on desk................................ 2/5

Chewing gum ……………………………………………………………… 2/5

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Uniform and grooming problems:

wearing a civilian coat with the uniform...................................................... 5/10

white socks (or any color other than black)................................................. 2/5

Article in the mouth (straw, gum, candy, etc.)............................................. 2

buttons unbuttoned...................................................................................... 2

bulky item in pocket.................................................................................... 2

crew neck instead of v-neck tee shirt.......................................................... 2

jacket zipped less than half way................................................................... 2

Male : needs haircut or shave (minor/major).......................................................... 2/10

sideburns or mustache out of limits............................................................. 2/5

Female : more than one pair of ear rings or three rings.............................................. 5/10

hair improperly arranged (minor/major)....................................................... 2/5

wrong color hair barrette.............................................................................. 2

fingernails polished in a non-conservative way............................................ 2

DISENROLLMENT

It is necessary that morale and discipline be maintained within the unit. If a cadet demonstrates inappropriate conduct (i.e. excessive ISS/OSS, harassing fellow cadets, intentionally disobeying AFJROTC classroom procedures, etc.), the cadet will be disenrolled. Additionally, cadets will be disenrolled if they fail to wear the uniform as required and they will not receive a passing grade or credit in AFJROTC. The disenrollment of an AFJROTC cadet may occur at any time during the academic year with proper cause. However, instructors will work together with the cadets, their parents, unit cadet leaders, school counselors and administrators to resolve issues. The cadet will either choose to comply as required, or will be removed from AFJROTC

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TOP THREE MERIT EARNERS

Earning merits represent a positive attitude and commitment to the AFJROTC program by working and becoming involved in various AFJROTC activities. In order to promote this attitude throughout the corps, in a competitive manner, the top three net-merit earners will be formally recognized and rewarded at the completion of each semester. The Command Chief will track merits and demerits. Flight Commanders will coordinate with Command Chief before the end of each semester to ensure the accuracy of the merit/demerit log book. NOTE: net merits equal total merits earned minus demerits received during a given semester. The top three merit earners will be recognized and rewarded in the following manner:

(1) First place winner: A trophy, an achievement ribbon, and a gold shoulder cord which will be worn with the uniform during the following semester.

(2) Second place winner: A trophy and a superior performance ribbon.

(3) Third place winner: A trophy.

(4) Additionally, each first place winner below the rank of C/TSgt will receive a PEP promotion to the next higher rank. All three winners will be given preference, whenever possible, for special activities that occur during the next semester.

Prohibition on Physical Discipline and Hazing

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

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

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

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

-Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

RESERVE CADET

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

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

Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets will retain their uniform for the entire academic year. Reserve cadets will wear their uniform on designated uniform days and report to the AFJROTC classroom for uniform inspection.

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NORTHSIDE AFJROTC SCHOOL LETTER

1. GENERAL: The Northside AFJROTC school letter will be presented one time each year at the Spring Awards night. All AFJROTC cadets are eligible to earn the letter provided they meet the following criteria:

2. TEAM MEMBERSHIP: A cadet must belong to at least one AFJROTC team and earn at least 45 team merits during the school year.

3. COMMUNITY SERVICE: A cadet must qualify for the AFJROTC Service Ribbon both semesters **or** complete at least 8 AFJROTC community service projects with AFJROTC during the academic year.

4. QUALITY STATUS: A cadet must have:

a. The following cadet ribbons:

(1.) Good Conduct Ribbon first semester and

(2.) Good Conduct Ribbon second semester

(3.) Attendance Ribbon first semester or

(4.) Attendance Ribbon second semester

b. At least a 80% final AFJROTC grade for first semester

c. At least a 85% AFJROTC overall and a 95% average uniform grade during second semester

d. No ISS or OSS during the year

e. No adverse Cadet Evaluation Board action

5. A Cadet who has already earned a Northside AFJROTC school letter and meets the school letter requirements of this COI in the following year will receive a gold metal bar or white embroidered hash mark to place on the original letter.

6. At the beginning of the second semester the GA-062 GP/VCC and Kitty Hawk Commander will be responsible for working with the group staff to determine the cadets who may be eligible to receive the letter. A letter will sent to each eligible cadet by the first week of February to explain what they need to do during the remainder of the semester to qualify and remain eligible to receive the AFJROTC letter. The GP/VCC and Kitty Hawk Commander will be responsible for determining the cadets who **WILL** receive the Northside Letter at the Spring Awards. The GP/VCC and Kitty Hawk Commander will coordinate with the SASI to determine the final eligibility list and add the list to the Spring Awards script.

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CADET OF THE SEMESTER

1. GENERAL: The cadet of the Semester program is designed to recognize outstanding cadets in the following categories: Airmen (AB-SrA). Each Flight Commander will review all eligible cadets in their class to nominate their best candidate to meet the group board. Cadets must be in good standing with AFJROTC (passing AFJROTC, no missed uniforms, a positive merit balance etc....) and in good standing with NHS (not in ISS during the current semester, etc....). Flight Commanders should evaluate the same factors the board will consider: overall AFJROTC grade, total merits, total community service, military bearing, appearance in uniform, and performance of cadet job if applicable.

2. FLIGHT COMMANDER RESPONSIBILITIES: Each flight commander should:

a. Maintain a list of all eligible flight members in each of the three categories.

b. Consider the factors listed in paragraph 1, when nominating candidates.

c. Once a candidate is selected, complete the top part of the nomination form.

d. Follow this schedule to make nominations:

- Airman: Oct and Mar

3. SQUADRON ONE AND SQUADRON TWO COMMANDER RESPONSIBILITIES:

a. Ask Flight Commanders to nominate cadets for Cadet of the Semester

b. Receive nominees from each flight on first school day of the month noted in para 2.d.

c. Verify cadet nomination form information including:

- cadet good standing and grade from SASI

- correct rank for category from role book or main data bank

- correct total merits and total community service from applicable books

d. Complete letter to each cadet (AFTER nomination is verified with the SASI).

e. Provide nomination forms to board president.

4. COMMAND CHIEF MASTER SERGEANT RESPONSIBILITIES: The CCC should:

a. Serve as president of the board for Airman.

b. Select two senior NCO's to serve as board members (rotate this responsibility).

c. Convene each board on the first Wednesday after nominations are verified.

d. Discuss with board members standard questions to ask each candidate.

e. Provide the SASI with the names of nominees and board results after board meets.

f. Update Cadet of the Semester Certificate with name and picture of cadet winner.

g. Complete a Merits Form 101 recommending 10 merits for the winner and 5 merits for each of the other nominees.

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5. PUBLIC AFFAIRS DIVISION RESPONSIBILITIES: The PA Officer should:

a. Place an announcement in the orders of the day to recognize the four nominations.

b. Place an announcement in the orders of the day to recognize the winner.

c. Take a picture of each winner for the cadet yearbook.

6. INSTRUCTOR STAFF RESPONSIBILITIES: The SASI and ASI should:

a. Verify cadet nominees are in good standing with AFJROTC.

b. Announce the winning cadet in every ROTC class.

c. Approve 10 merits for each winning cadet and 5 merits for each of the other nominees.

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AFJROTC ASSEMBLY AND MILITARY BALL

The purpose of this COI is to establish procedures for participation in the AFJROTC Assembly and Military Ball for AFJROTC at Northside High School GA-62

1. GENERAL: Northside High School normally joins with the other 4 high schools in Houston County to participate in a Joint Military Ball. This Ball is normally held on a Friday night near Valentine’s Day at the Museum of Aviation.

2. COURT REQUIREMENTS: All participants in the Military Ball Court must have at least a **80** average in AFJROTC during the fall semester, be in good standing with AFJROTC (no discipline referrals) and the school (NO ISS during the current semester), currently maintaining at least a **75** average in AFJROTC, must have a positive merit balance (both the current semester and the previous semester) and must have participated in **at least three** AFJROTC community services or Fund raisers during the current school year.

3. VOTING: The first vote will normally take place 3 weeks before the Assembly. The names of all female cadets and 11th grade male cadets (who meet the requirements listed above) will be placed on the first ballot, unless they request their names be removed. Each cadet in class on the day the vote is taken will be allowed to vote for one cadet in each category. The top names in each category will become finalist. The names of the finalist will be posted on the official bulletin board. The final ballot will be during the week before the Assembly. The top two cadets in the freshmen, sophomore, and senior class will be the representatives from that class. In the junior class the female cadet receiving the most votes will be the Queen and the cadets receiving the 2nd and 3rd most votes will be the on the court. The junior male with the most votes will be the King. The King and Court (including all three juniors) will be announced before the assembly. The identity of the Queen will be kept secret until the Assembly.

4. AFJROTC Assembly: Court members may select any AFJROTC cadet **who meets the court requirements listed in paragraph 2** to escort them (however, sabre duty has priority over escort duty). The king will serve as the escort for the previous year’s queen. The Saber Team will be arching sabers for the court at the assembly. The decorations and the script will be set up by Officer in Charge (OIC).

5. Military Ball: Cadets who are in ISS at the time of the Military Ball will not be allowed to attend the Ball. Cadet guests may come from any Georgia High School **EXCEPT** alternative schools such as Crossroads (ISS restrictions apply to guest as well). Only the King and Queen will be introduced at the Military Ball.

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TELEPHONE

1. GENERAL: Air Force Junior ROTC at Northside High School currently has four telephone lines and one FAX line. The cadet line is located near the cadet office door. Cadets must request permission from an instructor before using the cadet line.

2. When an instructor is not available to answer the telephone, the senior ranking cadet will answer (hint: if you are the only cadet in the room, you are the senior ranking cadet). Cadets answering the telephone **must** use proper military etiquette. When answering the telephone **always** include the following information:

Where they have reached "Northside Air Force Junior ROTC”

Who they are talking to “Cadet (state your last name)”

Polite offer to help “May I help you?"

3. If the caller requests the SASI (or ASI), first attempt to find the instructor the caller requested. If the instructor requested is not available but another instructor is available, **do not** ask if the caller wants to speak to the other instructor. Instead, let the other instructor answer the phone to see if he can help. If the instructor is teaching the class, tell the caller and ask to take a message (only disturb the class for an emergency/urgent call).

4. If all instructors are unavailable, take a written message. All messages should include the following:

The name of the cadet taking the message

The date and time the message was taken

The caller's name and telephone number

A short message

5. Personal calls may not be made during school hours. All emergency calls made during the school day **must**  be made at the school office, ( sickness, to be picked up, early release etc.) The telephone will be available after school and after field trips to call parents for rides.

6. Cell Phones: Cell phones will be Off/Silent and out of sight during all AFJROTC activities. Cadets will ask permission from the SASI/ASI prior to using their cell phones during an AFJROTC activity.

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CADET CORPS EXTRA-CURRICULAR ORGANIZATIONS

The purpose of this COI is to provide guidance in the administration and management of the GA-62 extra-curricular organizations.

1. GENERAL: the primary purpose of all extra-curricular organizations is to provide advanced leadership training for cadets.

2. GRADES: Cadets MUST pass 5 classes (receive credit in 5 classes) during the preceding semester in order to compete during the current semester. Cadets who do not “pass 5” will not be allowed to practice with the team until receiving an official progress report showing they are currently passing at least 5 classes.

3. CADET COMMANDERS APPOINTMENT: All extra-curricular organization commanders will be appointed by the SASI. Prior to selection, inputs will be considered from the ASI, cadet corps senior leadership and organization members. Selections are not based solely on merit, but rather on a combination of personal merit, needs of the overall cadet corps, and potential for leadership training. Competition Team Commanders will “normally” be seniors while other commanders will “normally” be juniors. Deputy Commanders will be appointed by the SASI in coordination with the ASI and team commander.

4. OTHER TEAM POSITIONS: Each team commander is responsible for recommending to the SASI team members to fill the following positions: team DO, team DP, team LG, and team PA.

a. Team DO: The Operations Officer/NCO is responsible for preparing the team for all activities including trips and is next in command after the deputy team commander.

b. Team DP: The Personnel Officer/NCO is responsible for maintaining an accurate computer list of team members and recording attendance at all team activities. Role must be taken and turned over to the instructor in the practice area at the beginning of each practice.

c. Team LG: The Logistics Officer/NCO is responsible for all resources held by the team. If the team has special uniforms the Team LG is responsible for making sure each team member has all parts of the special uniform before it is required to be worn.

d. Team PA: The Public Affairs officer/NCO is responsible for team pictures, team articles in the cadet newspaper, and news releases about team activities.

5. Extra-curricular organizations/activities include but are not limited to:

1. **Kitty Hawk Air Society**: is equivalent to the National Honor Society. Cadets must have at least a 3.0 overall GPA and a 90% in JROTC to be inducted into Kitty Hawk.
2. **Teams**: Drill, Color Guard, Softball, Flicker Ball, Model Rocketry, Orienteering, Flag Retirement, etc. Information on each team will be posted in the Orders of the Day and Flight Commanders will pass this information to their cadets.
3. **CIA and Community Service Projects**: Will be posted in the Orders of the Day and information will be passed from the Flight Commanders to their cadets.

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**AFJROTC Awards**

**Awareness Presentation Team Badge**

Awarded for participation on an Awareness Presentation Team. Go to WINGS | Logistics | Create Display Orders and order the Awareness Presentation Team Badge.

**Kitty Hawk Air Society Badge**

Awarded to cadets who are members of Kitty Hawk Air Society. The unit’s Kitty Hawk chapter will spell out the requirements for entry into the society. Go to WINGS | Logistics | Create Display Orders and order the Kitty Air Society Badge.

**Distinguished AFJROTC Cadet Badge**

This annual award consists of a certificate and the distinguished AFJROTC Cadet Badge. The award recognizes one outstanding school year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC Program. The recipient must be of a high moral, character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The Holm Center Form 308, Certificate of Recognition, is located in WINGS | Published Files | Directory | Certificates folder. The certificate is used to present with the badge. The unit must purchase the purchase the badge from a vendor. The recipient will hold the following awards prior to selection:

A) Leadership Ribbon

B) Achievement Ribbon

C) Superior Performance Ribbon

D) Academic Ribbon

E) Leadership Development Requirement

F) Service Ribbon

**Model Rocketry Badge**

Awarded to cadets who have fulfilled Model Rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook Available in WINGS | Publishes Files | Directory | JROTC | Instruction and Guides | Model Rocketry Handbook. OPR : HOLM Center | JROSL.

**Distinguished Unit With Merit (DUAM).**

Award consists of a ribbon awarded to cadets enrolled during the same academic 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. Medals/ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned, a silver star will be awarded.

**Distinguished Unit Award (DUA)** Awarded to cadets enrolled during the academic year when the 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, a 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 streamer. Medals/ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned, a silver star will be awarded.

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**Outstanding Flight Ribbon.**

Is a ribbon awarded each academic term to members of the outstanding flight based on participation in community service projects, merits/demerits and JROTC GPA. 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.

**Top Performer Award.**

**The award consists of a ribbon and a certificate presented/awarded only by**

**Headquarters, AFJROTC personnel.** This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet’s tenure in AFJROTC.

**Consideration for the Top Performer Award.** All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit’s cadets based on a cadet’s performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit’s assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

**Outstanding Cadet Ribbon.**

Is a ribbon awarded to the outstanding first-year, second-year, third-year, and fourth-year cadet. 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. 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.**

Is a ribbon 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.**

Isa ribbonawarded for a significant achievement in AFJROTC or other school activities/ events. For non-AFJROTC team/organization, cadets must have been a team leader or placed in a competition. 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 a fifth bronze oak leaf cluster.

**Superior Performance Ribbon.**

Is a ribbon awarded to no kore 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 of other cadets. For each additional ribbon earned an 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.

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**Academic Ribbon.**

Is a ribbon 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.

**Cadet Leadership Course (CLC) Ribbon.**

Is a ribbon awarded for completion of an approved leadership school program of at least 5 days duration. For each additional CLC completion an additional Bronze Star will be awarded. Silver Star will be awarded for outstanding performance of leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class.

**Special Teams Competition Ribbon.**

Is a ribbon awarded to team members for placing 1st, 2nd, or 3rd in an Air Force or Joint Service Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned and additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of a fifth bronze oak leaf cluster.

**Joint/All-Service National Competition Award**

Is a medal/ribbon awarded to team members who competed at a Joint/All-Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPAtriot, StellarXplorers, 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. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

**Air Force Nationals Competition Award**

Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPAtriot, StellarXplorers, 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. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

**Orienteering Ribbon.**

Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. Cadets must attend and complete Orienteer Training and complete a yellow or higher course. For each additional ribbon earned a 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**

Is a ribbon 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 a 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.

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**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 in 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**.

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. Cadets must participate in a minimum of 4 community service projects. NOTE: Participation in Drill Team, Color Guard, or Saber Team activities do 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.

**Health and Wellness Ribbon**.

Is a ribbon awarded for the participation in the unit health and wellness physical fitness –program. All cadets who participate in the unit’s wellness program and obtain a minimum grade of 70% in the PT may receive the Health and wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze oak leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test’s 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive an wear an additional Health and Wellness Ribbon with the highest-level Star Devices) affixed. Duplicate awards of the Bronze, Silver, or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)

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**Recruiting Ribbon.**

Is **a**warded 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**.

Is a ribbon 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. Cadets must participate in a minimum of 3 activities. 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.** Is awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during the academic term. 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.**

Is awarded to cadets who maintain a 90% or higher average 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.

**Longevity Ribbon**.

Is a ribbon awarded for the successful completion of each AFJROTC school year (semester with a 4X4 block schedule). 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.**

Is a ribbon 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 course (trails, roads, course, 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 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.**

Is a ribbon awarded for the 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 throughout their AFJROTC career. 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.

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ORGANIZATIONAL CHART

GROUP COMMANDER (CC)

- schedule and conduct staff meetings

- coordinate staff projects

- manage and update corps calendar

VICE GROUP COMMANDER (VC)

- conduct staff meetings when CC is absent

- communicate expectations of the staff

- monitor all staff officer assignments and ensure projects are completed on time

COMMAND CHIEF

- board president for promotion boards

- organize and conduct Cadet of the Semester and PEP boards

- organize and conduct Evaluation Boards

Operations Support Squadron Commander (OSS/CC)

- collect & maintain monthly attendance reports from all extra-curricular organization

commanders & flight commanders

**-** collect& maintain team performance records (F-304) on all team performance (competitions,

parades, football support etc.)

**-**verify that all events are loaded and completed in WINGS

- record community service on each cadets community service record

Personnel

- locate & verify cadets eligible for local awards

- publish special orders for all awards and promotion

- update cadet personnel records with awards information

- start promotion worksheets immediately after each promotion cycle

- assist flight commanders with fully qualified promotions

Public Affairs

- collect photos, newspaper articles and other cadet corps recognition data

- create a powerpoint for the “End of the Year” Video (a review of all events)

**-** recruiting materials, letters, tri-fold board, etc…

**-** createposters announcing events

**-** publish monthly calendars

- maintain all bulletin boards

- post volunteer sign-up sheets as needed

Kitty Hawk Commander

-form Academic Team and compete in Academic Bowl

-plan, coordinate and schedule community service projects (ie Adopt-a-Road)

-evaluate cadets for Kitty Hawk membership

-schedule and conduct Kitty Hawk Induction Ceremony

-plan, coordinate and schedule Kitty Hawk Activities

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Squadron 1 (SQ 1/CC) and Squadron 2 Commanders (SQ 2/CC)

- maintain a book with local area releases for all cadets

- ensure all flight commanders have turned in appropriate forms: E2C, Uniform Issue, MOU,

Cadet Contracts, etc. on time

- maintain “Master Forms” notebook with current master copies of all forms

- schedule and conduct flight commander meetings

- review and update cadet operating instruction (GA-062 COI)

- convert sign-up sheets to community/school service records F-403

- add merits/demerit and ensure accurate documentation of merits/demerits in log book

**Flight Commanders and Training Officers**

- prepare uniform inspection forms as required

- conduct uniform inspections as needed

- attend flight commander/training officer meetings

- ensure cadets complete all mandatory forms and turn them into the Squadron CCs

- ensure cadet promotion and award and decorations forms are completed accurately

- monitor cadets eligibility for promotions, awards and events

- encourage cadets to participate in corps activities

Logistic Support Squadron Commander (LSS)

-ensure logistic areas are cleaned and maintained

-conduct inventories at least three times per school year

Logistics

-assist instructor of issuing and collecting of uniform items

-maintain uniform and supply items in WINGS inventory accurately

-maintain uniform and equipment issuing logs and WINGS hand-receipt accurately

-clean and maintain armory and logistic rooms

Physical Fitness Officer

- set up a physical fitness program to include mandatory E2C exercise

- coordinate and supervise all physical fitness activities/competitions

- record participation in the physical fitness program in WINGS

Drill Commander

-train team members on drill

-prepare team for competitions

-ensure team uniforms fit

-ensure team gear is prepared and taken to team evens

-ensure team gear is returned after competition

-ensure event is loaded and completed in WINGS

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Saber Team Commander

-train team members on sabers

-prepare and gather team gear for event

-ensure team uniforms fit

-ensure team gear is returned after event

-ensure event is loaded and completed in WINGS

Color Guard Commander

-train team members on color guard routine

-prepare and gather team gear for event/competitions

-ensure team uniforms fit

-ensure team gear is returned after event/competition

-ensure event/competition is loaded and completed in WINGS

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