

# Liberty Technology Magnet High School

**TN-20051**

Official Cadet Handbook Current as of AY 2018-2019



**Integrity First**

**Service Before Self**

**Excellence in All We Do**

<b>Distinguished Unit with Merit:</b>	<i>2008-2009, 2012-2013</i> <i>2015-2016</i>
<b>Distinguished Unit:</b>	<i>2006-2007, 2007-2008,</i> <i>2010-2011, 2011-2012,</i> <i>2013-2014, 2014-2015, 2017-2018</i>
<b>AFA Best Unit in Tennessee:</b>	<i>2005-2006, 2012-2013</i>
<b>AFA Outstanding Unit:</b>	<i>2009-2010</i>
<b>Outstanding Organization Award:</b>	<i>2009-2010, 2016-2017</i>
<b>National Jefferson Award:</b>	<i>2009-2010</i>

#### Preface

The following Cadet Handbook has been made by Liberty AFJROTC cadets for Liberty AFJROTC cadets. It will prepare incoming cadets for success in their AFJROTC class, and future classes to come. This handbook should also be used by all cadets regardless of leadership position or rank as a guide for any and all questions one might have involving the AFJROTC class.

Cadets are expected to know what this Handbook contains or be able to find the information quickly. This Handbook should be a cadet's bible.

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# **Chapter 1**

## **Mission, Goals and Objectives of AFJROTC**

The **mission** of the Air Force Junior ROTC Program is to ***develop citizens of character dedicated to serving their nation and community***. The **goals** of the program are to instill values of citizenship and service to the United States, develop personal responsibility, and instill a sense of accomplishment in high school students. 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 air and space fundamentals.

### **Through these objectives cadets will develop:**

1. An appreciation of the basic elements and requirements for national security.
2. Respect for and an understanding of the need for duly constituted authority in a democratic society.
3. Patriotism and an understanding of their personal obligation to contribute to national security.
4. Habits of orderliness and precision.
5. A high degree of personal honor, self-reliance, and leadership.
6. A broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
7. Basic military skills.
8. A knowledge of and appreciation for the traditions of the Air Force.
9. An interest in completing high school and pursuing higher educational goals or skills.
10. An understanding of the Air Force and military as a possible career path.

## **Unit Goals 2017-2018**

### **Community Impact Goals**

- Obtain 2,000 Community Service Hours in total with all flights having planned 2 Quality Service Projects with at least 20 cadets participating in each project.
- Acquire \$7,000 in funds through the use of fundraisers and charity projects.
- All cadets must obtain 12 hours of community service hours.

### **Cadet Impact Goals**

- improve professionalism by having at least 75 percent of the corps earning the Good Conduct Ribbon by having no referrals or suspensions.
- Cadets will have a 97 percent attendance rate and maintain corps grade point average of 2.75.

### **School Impact Goals**

- cadets will conduct a minimum of one school wide function promoting patriotism and service to our country with at least 800 students attending.
- Cadets will conduct at least two APT presentations at the middle schools to increase enrollment by ten percent for next year.

## **Chapter 2**

### **AFJROTC Curriculum**

The AFJROTC Program is a four-year program for high school students. Each year is divided into three categories; Aerospace Science, Leadership Education, and Extreme Excellence Challenge (E2C). Major topics in the Aerospace Science curriculum include aviation history, science of flight, and exploration of space, multicultural studies and optional studies. Major topics in the Leadership Education curriculum include Air Force customs and courtesies, cadet corps activities, study habits, time management, communication skills, life skills, leadership and management studies, drill and ceremonies. E2C includes wellness education and physical training.

## **Chapter 3**

### **AFJROTC Classroom Rules**

1. You are expected to be in class on time and standing next to your desk when the last bell rings. Any cadet in violation of this rule will be marked tardy.
2. Absolutely no food or drinks will be allowed except for Friday, when healthy drinks (e.g. water, Gatorade, juice, etc. may be consumed.
3. Hats will not be worn in the classroom or other interior areas on campus.
4. No feet on chairs or tables; no leaning back in desks or sitting on desks or tables.
5. Treat school property with respect and leave the classroom and cadet area neat. Element leaders are responsible for their rows, flight sergeant for the entire classroom.
6. No heads allowed on desks at any time, the classroom is a learning environment.
7. Rudeness or disrespect toward instructors, cadets, or guests will not be tolerated and will result in receiving a demerit.
8. No one will leave the classroom without the instructor's or commander's permission, with regards to using the restroom.
9. No Personal grooming (e.g. brushing/combing hair, application of make-up, application of nail polish, etc.) in the class room.
10. In the event of cadets absence, it is the cadet's responsibility to makeup the missed assignment, within a reasonable amount of time after the cadet's return to school. Failure to do so will result in an "F".
11. When reporting to class you will have your assigned work, CPS remotes, notebooks, workbooks, text books, and pen or pencil (sharpen pencils before the final bell) in your possession. Arrive prepared for class.
12. The classroom telephone will not be used without permission of the SASI/ASI/.
13. If you wish to speak, raise your hand and wait to be acknowledged by the instructor FIRST. Show mutual respect to EVERYONE.
14. when on the drill pad any form of horse playing is not allowed

## **Chapter 4**

### **Wear of the Air Force Uniform**

1. The AFJROTC cadet uniform is, with minor exceptions, the same uniform that is worn by active duty personnel. The reputation of the United States Air Force, as a professional military organization, is known worldwide and has no equal. The uniform is a symbol of that reputation. **Book bags will not be worn in the uniform as it will cause ribbons, medals, and nametags to be rendered broken.** Wear it correctly and proudly!

2. Cadets are required to wear the uniform a minimum of once each week, and are inspected for compliance with Air Force JROTC dress and grooming standards. This inspection grade comprises the majority of the cadet's grade for the Leadership Education portion of the curriculum. Failure to wear the uniform, and to conform to Air Force JROTC dress and grooming standards when wearing the uniform, results in a failing grade.

3. The TN-20051 travel uniform will be: AF JROTC polo shirt with the TN-20051 logo (name optional), and trousers, shoes, etc. in accordance with JMCSS dress code. This uniform is required on all field trips where the Air Force uniform is not required.

4. The uniforms are issued free of charge and the cost of required alterations is taken care of by the AFJROTC. You are responsible for dry cleaning and laundering costs associated with the proper care of your uniform. You are required to return all uniform items, dry cleaned and laundered, when you graduate or when no longer enrolled in AFJROTC, whichever is earliest. You will be required to pay for uniform items lost or damaged beyond "fair wear and tear."

5. uniforms are due back dry **cleaned with a receipt from cleaner of choice** the Friday following military ball. Anyone with a uniform still out after this date will be placed on a debt list.

#### **6. Male Uniform Requirements:**

a. **Service Dress Uniform** - Consists of service coat, trousers, blue shirt, tie, headgear, shoes, and required accessories.

b. **Service Uniform** - Same as service dress uniform **EXCEPT** coat is not worn and tie wear is optional.

c. **Trousers** - Worn up on waist (no sagging). Bottom of trousers will rest on the front of the shoe with a slight break in the crease. Back of trousers hem will be approximately 7/8 inch longer than the front.

d. **Belt** - Dark blue with silver tip. The silver tip end of the belt extends beyond the buckle to the wearer's left with no blue fabric showing between the silver tip and the buckle. Excess belt material is cut off behind the buckle once belt is properly sized. Wear is required with trousers.

e. **Belt Buckle** - Highly polished chrome finish; must not be dirty, smudged, or scratched.

f. **Shirt** - Military creases are prohibited; sleeves will be creased. The shirt may be worn with or without a necktie. When the service coat is worn, wear of the tie is required. Jewelry must not be visible at the neckline.



g. **Necktie** - Tie is worn outside the shirt, never tucked inside the shirt. When properly tied, the bottom of the tie must be within 1½ inch of the top of the belt buckle.

h. **Undershirt (T-shirt)** - A plain **V-neck** white T-shirt, without writing or graphics, will be worn under the uniform shirt. Undershirts must not be visible at the neckline.

i. **Socks** - Must be plain black with no design and at least calf high. Wear of socks is mandatory.

j. **Footwear**- Plain black, standard issue shoes. Shoes will be clean and highly polished at all times.

k. **Headgear** - The flight cap is worn slightly to the wearer's right, with the vertical crease of the cap in line with the center of the forehead and 1 inch above the eyebrows. The crown is not crushed. No hair will be visible below the front of the cap. Hat insignia will be worn by cadet officers.

l. **Grade Insignia** - Worn on service coat, windbreaker and blue shirt by cadets in the rank of Cadet Airman and above. See Attachments 6, 8, and 9 for proper placement

m. **Name Tag** - Ultramarine blue with white letters of the last name. It is to be worn centered over right breast pocket on blue shirt, resting on but not over the pocket line. Never to be worn on service coat or lightweight jacket. First name tag is provided; replacements must be purchased by the cadet.

n. **Badges** - The wear of authorized badges is mandatory. See Attachments 6 and 8 for proper placement.

o. **Ribbons** - The wear of all authorized ribbons is mandatory. Cadets will wear earned ribbons on their shirt and service coat. They are worn centered over left breast pocket, resting on but not over the pocket line. Ribbons will not be dirty, torn or frayed.

p. **Lightweight Jacket** - Jacket must be worn zipped at least halfway. It will not be worn with civilian attire. Jacket must be removed during inspection. (Optional item).

## **6. Female Uniform Requirements:**

a. **Service Dress Uniform** - Consists of service coat, slacks or skirt, blue blouse, tie tab, headgear, shoes, and required accessories.

b. **Service Uniform** - Same as service dress uniform **EXCEPT** coat is not worn and tie tab wear is optional.

c. **Slacks** - Worn up on the waist (not on hips). Bottom of slacks will rest on the front of the shoe with a slight break in the crease. Back of slacks hem will be approximately 7/8 inch longer than the front.

d. **Skirt** - Worn up on the waist (not on hips) and hemmed to fall within the area one inch above to one inch below the knee.

e. **Belt Buckle** - Highly polished chrome finish; must not be dirty, smudged, or scratched.

f. **Belt** - The silver tip end of the belt extends beyond the buckle facing to the wearer's right with no blue fabric showing between the silver tip and the buckle. Excess belt material is cut off behind the buckle once belt is properly sized. Wear is required with slacks and skirt.

g. **Blouse** - Military creases are prohibited; sleeves will be creased. The blouse may be worn, with or without a tie. When service coat is worn tie tab is required. Undergarments and jewelry must not be visible at the neckline.

h. **Under Garments** - A neutral color bra and panties must be worn with all uniforms.

i. **Hose** - Nylons (neutral, black or dark blue) must be worn with the skirt and may be worn with slacks. Patterned hosiery is prohibited. Must be full length (no knee-highs) when worn with the skirt.

j. **Socks** - Must be plain black at least calf high. May be worn with oxfords; will not be worn with pumps. The wear of either hose or socks is mandatory with slacks (no bare legs).

k. **Footwear** - Plain black, standard issue shoes. Shoes will be clean and highly polished at all times.

l. **Headgear** - The flight cap is worn slightly to the wearer's right, with the vertical crease of the cap in line with the center of the forehead, 1 inch above the eyebrows. Hair may be visible in front of the flight cap, however it will not touch the eyebrows. Hat insignia will be worn by cadet officers. Females may wear male flight caps.

m. **Grade Insignia** - Worn on service coat, lightweight -jacket and blouse by cadets in the rank of Cadet Airman and above. See Attachments 5, 7, and 9 for proper placement.

n. **Name Tag** - Ultramarine blue with white letters of last name. Worn on the right side of the blouse centered horizontally between the buttons and the arm seam and vertically 1 ½ inches above to 1 ½ inches below the first exposed button. Never to be worn on the service coat or lightweight jacket+. First name tag is provided; replacements must be purchased by cadet.

o. **Badges** - The wear of all authorized badges is mandatory. See Attachments 5 through 8 for proper placement.

p. **Ribbons** - The wear of all authorized ribbons is mandatory. On the service coat, they are worn on the left side centered on but not over the pocket welt. On the blouse, they are worn centered on the left side, parallel with the ground. Bottom of ribbons will be even with bottom of nametag. Ribbons will not be dirty, torn or frayed.

q. **Lightweight Jacket** - Jacket must be worn zipped up at least halfway. It will not be worn with civilian clothing. Jacket must be removed during inspection. (Optional item)

r. **Purses** - If purses are carried, they must be plain black with fold over flap and plain silver colored clasp fastener.

s. **Earnings**- Must be conservative, and only silver and black ones.

## 7. General Uniform Wear Rules:

a. Wednesday of each week is uniform wear day. If you are absent on uniform wear day, you must make up the uniform wear on your **first** day back to school. Wearing the prescribed uniform **all day** is

mandatory unless otherwise instructed by the SASI or ASI. Failure to wear your uniform all day will result in a grade of "F (zero)" and **demerit action** will be recommended. Failure to wear the uniform on the correct day will result in a 30 point deduction from your inspection score for that week ( unless absent).

b. Only uniform items issued by TN-20051 will be worn. Authorized purchase items may be worn with prior permission from the ASI. Civilian clothing will not be worn with the AFJROTC uniform.

c. Hats will be worn **at all times** outdoors and will be removed upon entering a building.

d. The service coat may be removed in the classroom or it may be unbuttoned in the classroom to avoid binding or wrinkling. When the coat is removed in the classroom it will be carefully draped over the back of your chair or hung up. The necktie will not be removed or loosened, even though the coat is unbuttoned or removed.

e. Sunglasses may be worn in uniform, but not in a drill formation (unless prescription transitions lenses). Sunglasses must be conservative in style with frames consisting of black or brown material or gold or silver wire. If there is a logo on the frame or lens it must be small and the same color as the frame or lens. Conservative wrap-around sunglasses may be worn if they meet the above criteria. Sunglasses will be worn properly (not on the top or back of the head/neck) and will be removed indoors. Sunglasses will not be worn exposed or hanging from the uniform. No mirrored sunglasses allowed.

f. Eyeglasses will not be worn around the neck, on top or back of the head or exposed/hanging from the uniform.

g. The service dress coat, hat, tie/tab, lightweight jacket, slacks and skirts must be **dry-cleaned** from time to time. DO NOT WASH! There are to be NO creases down the service coat sleeves!

h. The uniform shirt must be laundered, after wearing, and ironed to present a crisp, wrinkle free appearance. The shirt will be worn with a military tuck to enhance professional appearance. The only creases on the shirt or blouse are down the sleeves. Items will not be carried in the shirt pockets.

i. Hands will not be placed in uniform pockets. All shirt and trouser pockets will be kept buttoned. Items will not be carried in shirt pockets. Items carried in trouser pockets will not bulge or be excessively bulky.

j. Your "gig" line is formed by the edge of the shirt flap, the belt buckle, and the fly of your trousers. These points should always be aligned. Check it frequently during the day.

k. Shoes will be clean and shined to a high gloss at all times.

l. Replace missing buttons promptly. Replacement buttons are available from the store room. Buttons on the service dress coat are oxidized silver. **DO NOT ATTEMPT TO SHINE THEM!**

m. No objects will be placed under the epaulets of uniform coats, shirts, or blouses or hung from the uniform. Exception(s): Drill cords and Kitty Hawk cords

n. Public Displays of Affection (PDA) while wearing the uniform will not be tolerated, and will result in **demerit action**.

o. The burgundy beret is authorized for wear by all drill team and color guard personnel when performing duties associated with these teams or other times specifically verbally authorized by the SASI/ASI.

p. The silver and burgundy shoulder cords are awarded to drill team members upon completion of their first drill competition and may be worn at all times as long as they are active members of the drill team.

**8. The Air Force Uniform:** You are wearing the uniform that represents our affiliation with the United States Air Force. This uniform is not a “costume.” Partial uniform elements with the insignia or any other devices will not be worn, because it dishonors the uniform and is a violation of the rules for wearing the military uniform. The military uniform represents one of the most respected traditions of our country. It should be worn in a manner to honor the heritage which it represents. The legal wording contained in the federal statute is as follows: **Any person within the jurisdiction of the United States who wears a uniform or a distinctive part of the uniform of the Armed Forces without authority is subject to the penalties prescribed in U.S Code 702.**

9. The following information contains excerpts from Air Force Instruction 36-2903, which establishes policies, procedures, and standards governing the wear of the Air Force uniform. All cadets must have a thorough understanding of and comply with this information.

a. Each member of Air Force Junior ROTC must maintain high standards of dress and personal appearance. Members must present a neat and well-groomed appearance to their fellow citizens. Uniforms must be kept clean, neat, correct in design and specifications, and in good condition. Badges, insignia, belt buckles, and other metallic devices must be maintained in proper luster and condition.

**b. Body piercing and tattoos** – Cadets will not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (except earrings as described in para 9d(1)). Tattoos anywhere on the body that are obscene or advocate sexual, racial, ethnic, or religious discrimination are not permitted in uniform. Tattoos that are of a nature which tends to bring discredit upon the Air Force are not permitted in uniform. Tattoos will not be exposed or visible while in uniform.

c. Air Force Junior ROTC **male cadets** will comply with the following standards:

(1) **UNIFORMS** - Articles such as wallets, pencils, pens, watch chains, pins, jewelry, handkerchiefs, combs, and sunglasses must not be worn or carried exposed on the service uniform. The wearing of conservative wristwatches, identification bracelets (no more than ½ inch wide) and no more than three rings is permitted. Rings must be worn at the base of the finger and will not be worn on the thumb. Bracelets that support a philosophy, person, group or cause will not be worn. **Earrings WILL NOT be worn.**

(2) **HAIR** - Hair will have a tapered appearance on both sides and back, with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual’s hair so that it conforms to the shape of the head, curving inward to the natural termination point. A block cut is

permitted with tapered appearance. Hair will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Hair will not exceed 1¼ inches in bulk, regardless of length and not exceed 1/4 inch at the natural termination point. Hair will not contain or have any visible foreign items attached to it. Braided styles are not permitted. If dyed, must look natural. **Hair will not contain excessive grooming aids.** Hair will not touch the eyebrows or hang below the front of properly worn headgear. Military “high and tight” haircuts and shaved heads are permitted. **Braids, micro-braids or cornrows are prohibited.**

(3) **SIDEBURNS** - Sideburns must be neatly trimmed in the same manner as the hair. Sideburns must not extend beyond the bottom of the ear opening, must be straight and even in width, and end with a clean-shaven horizontal line.

(4) **SHAVING** - The face must be clean shaven except for mustaches. Neatly trimmed mustaches must not extend downward past the lip line of the upper lip, and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth.

(5) **SEMI-FORMAL UNIFORM** - The SASI may authorize wear of the service dress uniform with a white shirt and issue tie, on appropriate occasions. The regular size medals and ribbons may be worn simultaneously on this uniform. Medals will be worn centered 1/2 inch below the ribbons.

(6) **PHYSICAL TRAINING (PT) UNIFORM** – The PT uniform will be worn when participating in the JROTC PT Program, field days, and during JROTC events, as directed by the SASI or ASI. Uniform must be neat and clean, with no tears or fading, and will not be defaced in any way. Shirts must be tucked in at all times.

d. Air Force Junior ROTC **female cadets** will comply with the following standards:

(1) **UNIFORM** - Wear appropriate neutral colored undergarments to present a conservative, feminine appearance. Pencils, pens, pins, handkerchiefs, jewelry and sunglasses must not be worn or carried exposed on the uniform. Ankle bracelets are prohibited. Conservative wristwatches and identification bracelets (no more than ½ inch wide) may be worn. Bracelets that support a philosophy, person, group or cause and gemstone or tennis bracelets will not be worn. Earrings will be small, spherical, conservative diamond, gold, white pearl, or silver and worn in both ears. If the cadet has multiple holes, only one set of earrings may be worn in the lower earlobe. No more than three rings may be worn. Rings must be worn at the base of the finger and will not be worn on the thumb.

(2) **HAIR** - Hair will be styled to present a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, and barrettes matching the individual’s hair color are permitted to keep hair in place. **The use of “Scrunches” to secure hair is prohibited.** Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. **Long hair will be secured with NO loose ends.** Hair will not exceed 3.5 inches in bulk or prevent proper wear of headgear. Hair will not include hair ornaments such as ribbons or jeweled pins. If dyed, hair must look natural. Hair will not contain excessive grooming aids. Hair may be worn in braids, micro-braids or cornrows.

(3) COSMETICS - Cosmetics must be conservative and in good taste. Fingernail polish must be a single, conservative color and may not contain ornamentation or designs. Finger nail length will not extend more than ¼ inch from fingertip.

(4) SEMI-FORMAL UNIFORM - The SASI may authorize wear of the blue service uniform with white blouse and blue or black bow tie/tab. Regular size medals may be worn simultaneously on this uniform. Medals will be worn centered 1/2 inch below the ribbons placement area.

(5) PHYSICAL TRAINING (PT) UNIFORM – The PT uniform will be worn when participating in the JROTC PT Program, field days, and during JROTC events, as directed by the SASI or ASI. Uniform must be neat and clean, with no tears or fading. The T Shirts must be tucked in at all times.

e. UNAUTHORIZED WEAR OF THE UNIFORM:

(1) No item of the USAF uniform is authorized for wear by members of organized sponsor groups of Air Force Junior ROTC. Cadet auxiliary societies may not create a special uniform which includes any item of the USAF uniform. This includes school faculty and sponsors other than the SASI and ASI. Members of the Civil Air Patrol WILL NOT wear AFJROTC uniform items to CAP activities.

(2) Cadets will not wear the uniform while participating in student demonstrations, for crowd control, or in any other inappropriate capacity. JROTC cadets may wear the cadet uniform while participating as ushers, parking lot attendants, runners, etc., at the discretion of the SASI.

***(a) Under no circumstances will any member of the unit forcibly remove a uniformed cadet involved in a demonstration. Report any cadet involved in a demonstration to the SASI for appropriate action. This action may include disenrollment from AFJROTC or disciplinary action according to school policy or federal law.***

(3) The uniform must not be worn when hitchhiking, working at a job, or participating in an athletic event or activity.

**(4) Unauthorized wear of the AFJROTC uniform or distinctive items of the uniform is prohibited and punishable under federal law.**

**Tips and Tricks to a Successful Uniform Inspection**

- Tuck your shoelaces for a neat appearance on your shoe
- Use shirt garters to keep socks from bunching up, they keep the shirt tight.
- Use starch when ironing for a crisp crease
- Put cardboard behind ribbons, badges, and name tags to have them flush against shirt
- Always have a razor on hand for emergencies
- For females, if you can't remember which way your belt goes, females are always "right"
- For females, if you have trouble keeping your hair on outside, carry bobby pins with you to hold it on to your head.

## **Chapter 5: Ribbons and Awards**

Cadets are awarded ribbons for various achievements throughout the school year. Ribbons can be classified into 3 categories: Valor Awards, National Awards, and General Awards. Below are the requirements for all AFJROTC ribbons that a cadet can be awarded:

Valor Award (Gold):

Voluntary act of bravery and self-sacrifice involving conspicuous risk of life beyond call of duty.

Valor Award (Silver):

Voluntary act of heroism that does not involve risk of life.

Cadet Humanitarian Award:

Humanitarian act above and beyond the call of duty.

Not to be used to recognize community service.

Silver Star Community Service with Excellence Award:

Emphasizes the value of community service, and establishes a greater sense of pride within the corps

Community Service with Excellence Award

Providing significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefits the local community

Air Force Association Award:

Excel in position of responsibility. Exhibit positive attitude; exemplary personal attributes, and courtesy; and show growth potential. Be an outstanding cadet and in upper 5% of AS-III. Be in upper 10% of high school class.

Daedalian Award:

Be patriotic and want to serve our country. Show leadership potential and a desire to service in the military.

Be in the upper 10% of AS-III. Be in upper 20% of high school class.

American Legion Scholastic Award:

Be in upper 10% of high school class. Be in upper 25% of AS-III or IV. Demonstrate leadership qualities and participate in student activities.

American Legion General Military Excellence Award:

Be in the upper 25% of AS-III or IV. Demonstrate outstanding leadership, discipline, character, and citizenship.

Daughters of the American Revolution Award

Be in the upper 25% AS-IV and high school class. Be dependable with good character, disciplined, a strong leader, and committed to the patriotic understanding of the importance of AFJROTC training. (may be worn on civilian clothes only).

American Veterans Award:

Possess positive attitude, outstanding personal appearance and personal character, and officer potential. Grade of an “A” in AFJROTC and academics in good standing in all classes at time of selection and presentation.

**Reserve Officers Association Award:**

Have a positive attitude, outstanding personal appearance, character, courtesy, growth potential, and strong ethics. Upper 10% of AS-IV.

**Military Order of World Wars Award**

Excel in all academics and military training. Actively participate in AFJROTC extracurricular activities. Want to continue in AFJROTC.

**Military Officers Association of America Award:**

Be a junior academically in good standing. Exhibit high morals and loyalty to the unit, school and country. Demonstrate exceptional military leadership potential.

**Veterans of Foreign Wars Award:**

Show positive attitude towards AFJROTC. Have outstanding military bearing and conduct. Have strong positive character. Be patriotic with leadership potential. Have “B” in AFJROTC and “C” in all other classes. Be active in student activities. Not have previously received this award.

**National Sojourners Award:**

(AS-II or III)

Be in upper 25% of high school class. Encourage and demonstrate ideals of Americanism. Demonstrate potential for outstanding leadership. Not received previously. (may be worn on civilian clothes only)

**Sons of the American Revolution Award:**

Show high degree of leadership potential, military bearing and excellence in AFJROTC. Top 10% of A-III. Top 25% of high school class. Not previously received. (may be worn on civilian clothes only)

**Scottish Rite, Southern Jurisdiction Award:**

Demonstrate academic excellence, qualities of dependability, good character, self-discipline, good citizenship and patriotism. (may be worn on civilian clothes only)

**Military Order of the Purple Heart Award:**

Show positive attitude towards country and AFJROTC. Outstanding performer in corps leadership position. Be active in the school and community affairs. Have at least a “B” average in all subjects. Not previously received.

**Air Force Sergeants Association:**

Be in the top 25% of AS-III or IV. Show outstanding military leadership, discipline, character, and citizenship. Not previously received.

**Sons of Union Veterans of the Civil War Award:**

This award recognized one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability. (may be worn on civilian clothes only)



Sons of Confederate Veterans H. L. Hunley Award:

Demonstrates the qualities of honor, courage, and commitment to his/her unit throughout the school year (may be worn on civilian clothes only).

Tuskegee Airmen Incorporated Award

Attain a grade of “B” or better in AFJROTC. Be in academic good standing. Actively participate in cadet corps activities. Participate in at least 50% of all unit service projects.

The Retired Enlisted Association Award:

Exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank.

The Celebrate Freedom Foundation:

Outstanding performance in academics and cadet’s corps activities as a first or second year JROTC cadet.

National Society United States Daughters 1812 Award:

Demonstrates academic excellence, leadership, military discipline, dependability, patriotism, and upright character in speech and habits (may be worn on civilian clothes only).

Air Commando Association Award:

Demonstrates integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength.

Distinguished Unit award with Merit (DUAM)

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. This unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

Distinguished Unit Award (DUA):

Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA.

Outstanding Organization Award:

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.

Outstanding Flight Ribbon:

Awarded each academic term to members of the outstanding flight under criteria

Top Performer Award:

Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population

Marksmanship Ribbon:

Criteria for this award will be successful score to obtain marksman on the certified military simulator firing range.

**Bataan Death March Memorial Hike Ribbon:**

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 three days. Cadets' safety must be monitored at all times and advanced planning for any aid/medical attention is paramount. Cadets who fully complete the 14-mile hike area 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.

**Patriotic Flag Ribbon:**

May be 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. SASIs may award this ribbon based on local criteria which must be clearly published in the unit's *Cadet Guide* or *Unit Operating Instruction*.

**Outstanding Cadet Ribbon:**

Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence. Awarded once per school year for each grade level.

**Leadership Ribbon:**

Assigned to an excel in a leadership position. Exhibit outstanding performance.

**Achievement Ribbon:**

Sell 25 items in a fundraiser or other outstanding achievement as determined by the SASI.

**Superior Performance Award:**

Render outstanding achievement or meritorious service in behalf of AFJROTC.

**Distinguished Unit Award:**

The Distinguished Unit Award indicates unit ranked in the top 10% of the AFJROTC units worldwide.

Outstanding Organization Award –Unit level award indicates unit ranked in the top 20 % of AFJROTC Units Worldwide.

**Academic Ribbon:**

Achieve overall "B" grade point average with "A" in AFJROTC for the quarter enrolled. May be earned each quarter by active cadets.

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

Leadership Course graduate. Awarded only once. Add Silver Star for outstanding performance.

**Special Teams Placement Ribbon:**

Place overall in a drill or other special team meet.

**Orienteering Competition Ribbon:**

Awarded to team members for participating in the Survival Club

**Leadership Development Requirements (LDR) Ribbon:**

Demonstrate exceptional leadership in a drill team competition, and be an active member.

**Drill Team Ribbon:**

Participate in a drill team competition, and be an active member.

**Color Guard Ribbon:**

Participate in at least 10 scheduled color guard events.

**Sabre Team Ribbon:**

Participate in at least 10 or more sabre events

**Service Ribbon:**

Distinctive performance in a minimum of 12 hours and three different type school, community, or AFJROTC service projects (Cannot be all 12 hours doing one type service).

**Physical Fitness Ribbon:**

Successfully pass the physical fitness test.

**Recruiting Ribbon:**

Enroll at least one cadet in the AFJROTC program.

**Activities Ribbon:**

Participate in extracurricular activities throughout the year.

**Attendance Ribbon:**

No absences in a quarter while actively enrolled in AFJROTC.

**Good Conduct Ribbon:**

No adverse discipline reports or suspensions.

**Dress and Appearance:**

Wear uniform on all designated uniform days; conform to all AFJROTC dress and appearance standards.

**Longevity Ribbon:**

Successfully complete AFJROTC course requirements.

**NOTE: Other awards not specifically mentioned or added in between Handbook updates will be awarded as prescribed by HQ AFJROTC.**

## **Chapter 6**

### **Job Descriptions/Manning Documents**

#### **Cadet Group Commander/ Corps Commander (CC) [C/Colonel]**

- Provide leadership and guidance to all Cadet Staff and Cadets
- Overall responsibility for the creation and execution of goals
- Lead the corps staff in organizing unit activities, maintaining discipline, and developing corps procedures
- Master of Ceremonies during the Military Ball

#### **Cadet Deputy Group Commander/ Corps Commander (CC) [C/Lt Colonel]**

- Assists the Corp CC in the overall creation and execution of goals Provide leadership and guidance to all Cadet Staff and Cadets
- Assume the Command and leadership of the Cadet Staff in the absence of the Corps Commander
- Assist the Corps CC in leading the corps staff in organizing unit activities, maintaining discipline, and developing corps procedures
- Assistant Master of Ceremonies during the Military Ball

#### **Squadron Commander (SQ/CC) [C/Major]**

- Attend weekly cadet staff meeting(s)
- Assist in the creation and tracking of Cadet Goals
- Mentor and assist Flight Commander as required
- Fill in for Deputy or Corps Commander as required

#### **Flight Commander (FLT/CC) [C/Lt through C/Capt.]**

- Organize flight activities (community service projects, charity projects, field trips, fund raisers etc.)
- Maintain flight discipline and submit Merit/Demerit forms
- Recommend flight promotions
- Maintain flight appearance
- Report attendance to SASI/ASI
- Provide guidance and leadership to cadets
- Develop an understanding of Basic Drill within the flight
- Attend weekly cadet meeting(s)
- Nominate a deserving cadet each month for Cadet of the Month to SASI/ASI

#### **Personnel Officer/NCO (PO) [C/Lt or C/Capt.]/ [C/SSgt or C/TSgt]**

- Update Cadet records
- Update awards in CIMS
- Booster Club liaison
- Special recognition programs (gifts, mementos, etc.)
- Attend weekly cadet staff meeting(s)

**Logistics Officer/NCO (LG) [C/Lt or C/Capt.]/ [C/SSgt or C/TSgt]**

- Issue uniform items
- Maintain uniform inventory
- Maintain uniform storage areas
- Provide logistic support to cadet staff for cadet activities
- Attend weekly cadet staff meeting(s)

**Historian (HS) [C/Lt or C/Capt.]**

- Maintaining the Units Scrapbook and Records
- Assisting in the Creation of Goals
- Maintaining data and information pertaining to the Unit
- Attend weekly cadet staff meeting(s)

**Command Chief Master Sergeant (CCM) [C/CMSgt]**

- Advise the Corps Commander on issues affecting the Enlisted Corps
- Attend cadet staff meeting(s)
- Technical advisor and mentor to the First Sergeant(s)
- Responsible for the overall leadership of Enlisted Corps

**First Sergeant (FS) [C/MSgt or C/SMSgt]**

- Advise and assist the SEA
- Be a sounding board for the Junior Enlisted Corps (C/E1-E6) for corps and/or school related issues
- Assist the Flight Commanders and Flight Sergeants with promotion recommendations
- Attend weekly cadet staff meeting(s)

**Flight Sergeant (FLT/SGT) [C/SSgt through C/TSgt]**

- Prepare Flight for weekly inspection
- Assist Flight Commander with Flight conduct and discipline
- Develop an understanding of Basic Drill within the flight
- Prepare the Flight for instruction (books, remote, page) before instructors enter the room
- Ensure that Word of the Day is presented
- Attend weekly cadet staff meeting(s)
- Assume command of the flight in the absence of the flight commander

**Element Leaders (EL) [C/A1C through C/SSgt]**

- Assist Flight Commander and Flight Sergeant with Flight conduct and discipline
- Understand basic drill
- Report attendance to Flight Commander
- Organize elements (cleanliness)
- Collect any documents completed by Element
- Support Flight activities and encourage element members

**Chaplain (CH) [No rank limitation]**

- Provide prayer, counseling and spiritual guidance to Cadets
- Assist in the creation of Corps goals
- Attend weekly cadet staff meeting(s)

**Cadet Public Affairs Flight Chief (OSS/PA) [C/Capt.]/ [C/Maj]**

- (1) Supervise flight cadets
- (2) Enforce appearance, discipline, training, and conduct standards
- (3) Write and publish a periodic cadet newsletter
- (4) Maintain group history
- (5) Maintain group website and e-mail
- (6) Maintain group bulletin boards
- (7) Publicize timely newsworthy items about cadets in corps, school, community and AFJROTC publications and news media
- (8) Attend group staff meetings
- (9) In charge of picture taking/video recording of all events

**Flight Members (All Ranks)**

- Get involved in unit activities as much as possible
- Strive to develop leadership skills and learn about the AFJROTC program and community and nation citizenship
- Accept leadership opportunities and roles as presented by other higher position cadets
- Observe other cadets in leadership positions and learn from both the successful and not so successful examples

*The job descriptions and manning document presented here are based on a cadet corps size averaging 100-125 cadets annually.*

**UNIT MANNING DOCUMENT**  
**AFJROTC TN-20051 CADET GROUP**  
**LIBERTY TECHNOLOGY MAGNET HIGH SCHOOL**

**GROUP COMMAND**

<b><u>POSITION #</u></b>	<b><u>OFFICE SYMBOL/TITLE</u></b>	<b><u>GRADE AUTH.</u></b>	<b><u>NUMBER AUTH.</u></b>
1	GP/CC GROUP COMMANDER	C/COLONEL	1
2	GP/CD DEPUTY GROUP COMMANDER	C/LT COLONEL	1
3	GP/CCC COMMAND CHIEF MASTER SGT	C/CMSGT	1
4	GP/HO HISTORIAN/PUBLIC AFFAIRS	C/CAPTAIN	

**OPERATIONS SQUADRON**

5	OS/CC COMMANDER	C/MAJOR	1
6	OS/CD DEPUTY COMMANDER	C/CAPTAIN	1
7	OS/CCF FIRST SERGEANT	C/SMSGT	1
8	OS/SVS SERVICES OFFICER	C/CAPTAIN	1
9	OS/SVSN SERVICES NCO	C/TSGT	1
10	OS/LG LOGISTICS OFFICER	C/CAPTAIN	1
11	OS/LGN LOGISTICS NCO	C/TSGT	1
12	OS/RCM MODEL/ROCKET/RC OFFICER	C/CAPTAIN	1
13	OS/OR ORIENTEERING/SURVIVAL OFFICER	C/CAPTAIN	1

**OPERATIONS SUPPORT SQUADRON**

14	OSS/CC COMMANDER	C/MAJOR	
15	OSS/CD DEPUTY COMMANDER	C/CAPTAIN	1
16	OSS/CCF FIRST SERGEANT	C/SMSGT	1
17	OSS/PO PERSONNEL OFFICER	C/CAPTAIN	1
18	OSS/PON PERSONNEL NCO	C/TSGT	1

**FLIGHTS**

19	FLT A/CC COMMANDER	C/CAPTAIN	
20	FLT B/CC COMMANDER	C/CAPTAIN	1
21	FLT C/CC COMMANDER	C/CAPTAIN	1
22	FLT D/CC COMMANDER (RESERVE CORPS)	C/CAPTAIN	1

**DRILL TEAM**

23	DT/CC COMMANDER	C/CAPTAIN	
24	DT/CD DEPUTY NCO	C/MSGT	1

**COLOR GUARD**

25	CG/CC COMMANDER	C/CAPTAIN	
26	CG/CD DEPUTY NCO	C/MSGT	1

## **Chapter 7**

### **Cadet Promotions**

1. Promotion provides constant challenge and motivation to members of AFJROTC. This attention and interest is proper since promotion reflects visible evidence of progression and standing among fellow cadets. It should be noted also that promotion is evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated ability to direct others toward the attainment of objectives that result in effective organizational effort (leadership skills).

2. Promotions in the Liberty Technology Magnet High School AFJROTC are based on academic and leadership grades, and on demonstrated qualities that clearly indicate the ability to assume a position of increased responsibility. Each cadet should understand how selections for various command and staff positions are made, to permit an equal opportunity for qualification and selection to these positions of leadership and responsibility. The Flight Commander and Flight Sergeant will recommend promotions at the 9-week point. A list with justification of being promoted, or not being promoted must be turned in to the SASI/ASI no later than the last day of the 1<sup>st</sup> 9-week period.

3. The promotion system is patterned after that of the active Air Force and will conform to guidance provided by Headquarters AFJROTC. The following provisions apply:

a. There are two kinds of grade (rank) a cadet may hold:

(1) **Temporary Grade:** This grade is awarded based on the position the cadet is assigned and the performance of the cadet. Since the grade is temporary, it may or may not be carried over from one year to the next. Cadets serving in a temporary grade may be reverted to their former permanent grade if they no longer hold an officer's position. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods.

(2) **Permanent Grade:** This grade is awarded based on years of satisfactory service in AFJROTC. The permanent grade authorized for 1st year cadets is Cadet Airman; 2nd year cadets are authorized Cadet Airman First Class, 3rd year cadets are authorized Cadet Senior Airman; 4th year cadets are authorized Cadet Staff Sergeant. Cadets will assume these grades during the second quarter of each semester, and if a higher temporary grade has not been achieved, the insignia of permanent grade will be worn. For example, all 1st year cadets who successfully complete the first year will be promoted to the grade of Cadet Airman unless a higher temporary grade has been achieved. All third year cadets who successfully complete the third year will be promoted to the grade of Cadet Senior Airman unless a higher temporary grade has been achieved. ***Assignment of temporary AND permanent grades is contingent upon cadets meeting eligibility requirements as detailed in this chapter.***

***Note:***

- **Promotions are limited to one or two promotions a semester.**
- **The first promotion will be given on entering ROTC; and the second will be based on the cadet's leadership skills.**
- **Note that any cadet with any demerit will be looked among twice as hard when applying for a promotion.**



## Chapter 8

### **Leadership Development Requirement (LDR) Activities**

The purpose of LDR activities within the cadet group is to promote interest in JROTC and provide the opportunity to become more involved in the school and community. Service points are awarded for taking part in these activities, resulting in cadets being able to earn service ribbons and other awards. The majority of these activities are conducted before/after school.

**1. Color Guard:** A group of select cadets who present and post the Colors at formal and informal events, compete in competitions, and participate in parades. This elite group helps to spread awareness of Liberty Technology Magnet High School AFJROTC on a national, state, and local level. The Color Guard members may be issued special uniform items including boots, ascots, berets and gloves. It is an honor to be a Color Guard member, and members may be awarded Color Guard ribbons, letters, and letter devices for participation. They should demonstrate leadership skills and hold no demerits (chapter 10). They must have a 2.5 GPA and be willing to dedicate their Tuesday's and/or Thursday's to after school practice.

**2. Drill Team:** A formal group of select cadets that join together to polish and refine the complicated skills of military drill. The Drill Team attends local drill meets, parades, and other extra-curricular activities in order to promote esprit de corps. The Drill Team is considered the "Best of the Best" and has high expectations of its members. Drill Team members may be awarded Drill Team ribbons, letters, and letter devices. They should demonstrate leadership skills and hold no demerits (chapter 10). They must have a 2.5 GPA and be willing to dedicate their Tuesday's and/or Thursday's to after school practice.

**3. Kitty Hawk Air Society (KHAS):** KHAS is a nationally recognized AFJROTC academic honor society . The membership requirements for admission to the TN-20051 chapter include a 2.8 GPA overall and a grade of "A" in AFJROTC, per academic quarter. The purpose of this society is to promote interest in the Air Force, encourage cadets to attend college, and recognize the importance of an education. The objectives of KHAS are to develop higher academic standards, promote community service within the school and community, and to help cadets develop leadership abilities. KHAS members are presented the KHAS Badge for active participation.

**4. Multi-Copter Club:** The Multi-Copter Club is designed to enhance a cadet's awareness on mission importance, teach the ability to control a multi-copter drone, and work as a team to accomplish said goal. Multi-copter Club provides many different jobs for cadets willing to pilot the drone. Cadets will receive official ABU's for identification in the club. Cadets must be extremely proactive in the club and come to every meeting to maintain the assigned job.

**5. Veteran Formal Flag Retreat:** The Formal Flag Retreat is a special ceremony in which the cadets of all three flights form at the flag pole, honoring the veterans in the presence of Sound Retreat, The National Anthem, and TAPS. Any cadet is allowed to participate under the requirement of wearing the service dress. Cadets are awarded the 'Patriotic Flag Ribbon' after successful execution. One will be planned in the fall near Veterans Day and one in the Spring to allow maximum cadet participation.

**6. Sports Day:** Sports Day is an event in which the cadets pick, plan, and execute certain sports and physical activities to compete in. Sports Day is held at the school, while other units are allowed to attend and compete. Trophies are awarded to teams that meet the following criteria: Team Spirit and Performance. Any cadet in the unit is allowed to participate.

**7. St. Jude Car Show:** The St. Jude Car Show is a Spring event run by cadets. The cadets will raise money in various ways such as collecting donations, promoting the car show in public places, and collecting money for St. Jude through the public. Any and all cadets are allowed to participate in the Car Show.

**8. Survival Club:** The Survival Club receives land navigation training utilizing topographic maps and compasses. The team participates/competes in all-service JROTC Orienteering Meets. Active participation results in award of the Activities Ribbon. The Survival Club builds character and also teaches you how to survive in the wilderness. To be in the Survival Club, you will have to be physically fit. Practices are held on Fridays.

**9. AFJROTC Fitness Training:** The AFJROTC Fitness Training is an extension upon the CFT the cadets have every Friday. The cadets will gradually become physically and mentally stronger for the PT test held every semester. Cadets are recommended to attend as it will be beneficial to beating their run time and all other PT requirements.

**10. JLAB Academic Bowl:** Cadets compete in on line competitions with other AFJROTC. Practice round is available to all cadets. After the scores are tabulated, we will pick a team of 5 Primary and one alternate to begin preparing for Round 1 and subsequent rounds as applicable.

**11. Daily Flag raising/lowering:** Cadets in A flight manage the flag raising and C flight manages the lowering. Flight leadership schedules and monitors to ensure the flag is raised and lowered and stored properly. Quarterly updated to the Wings to record service hours will be accomplished by cadet leaders.

**12. 911 Remembrance ceremony:** Cadet Leadership plans, organizes and conducts this ceremony for the entire school each year on or close to September 11<sup>th</sup>. They coordinate with various other groups (i.e.; band, choir, drama, etc....) to get maximum school involvement. Program highlights the significance of the 911 tragedy of 2001 and allows various groups along with AFJROTC to participate. Ceremony is performed twice in the first two blocks to allow all Liberty students and staff to be able to attend.

**13. Presentation Team:** Performs various presentations such as the POW/MIA ceremony around Jackson and the surrounding area in schools and community forums such as the Rotary Club, Veterans Recognition program, etc... This team also forms the recruiting team at the feeder schools by presenting mission briefs, color guards, etc. to potential future cadets.

## **Chapter 9**

### **Cadet Recognition Board**

**Purpose:** The purpose of the Cadet Recognition Board is to review and evaluate cadets for recognition within the Group. This review will evaluate outstanding accomplishments, achievement, leadership, and recommend cadets for Cadet of the Month, or other recognition. This board will also be used while our instructors deliberate over the “Outstanding Cadet” ribbon.

**Composition:** The board will be made up as follows:

Primary/ Alternate

Chair GP/CC GP/CD

Recorder Determined by CGp/CC

Member At least one or both SQ CCs

Member At least one or both SQ CCFs

Advisor SASI/ASI

**Note:** When a board member is being considered before the board, that person will be replaced by an alternate board member.

**Dress:** All board members and cadets meeting the board must be in service uniform with tie. **Convening the Board:** The board will meet as follows, unless otherwise directed by the SASI/ASI:

Cadet of the Month - Last Wednesday of the month.

Other - As directed by the SASI/ASI.

The board will be scheduled by SASI/ASI. Nominees will be present to meet the board at the beginning of their scheduled hour. Nominees failing to meet the board may become ineligible, depending on the circumstances.

**Nominee Reporting Procedures:**

1. Cadets reporting to the board will knock once on the door for permission to enter.
2. After entering, march directly to a point three paces in front of the board chairperson. Salute, and report, “Sir/Ma’am, Cadet (your name) reporting as ordered”. Hold the salute until it is returned. Take whatever action is directed of you; normally be seated, or stand at ease.
3. You will be asked a number of questions prepared by the board. Answer all questions in a clear, distinct voice. Look directly at the member that asked the question. After answering the question, continue to look at the questioner for a moment in case a follow-up question is asked. When questioning is complete, always return your attention to the board chairperson.
4. When dismissed, move again to a position three paces in front of the chairperson, assume the position of attention, and salute. Hold your salute until final instructions are given and your salute is returned. Execute a facing movement and depart the room by the most direct route.

Note: All findings and recommendations of the board are subject to approval of the SASI, and are not official or releasable until approved by the SASI. No discussion among board members regarding any aspect of board proceedings will take place outside of the board room following adjournment.

5. Board Procedures: Nominees will be greeted and dismissed by the chairperson.

The chairperson will not normally ask questions. Each board member will ask questions from the following areas: Air Force Customs and Courtesies, Current Events, Dress and Appearance, Drill and Ceremonies, and the AFJROTC Curriculum. Questions should be concise, requiring only a short answer. The same questions will be asked of all nominees competing for the same award. Board members will score each nominee on evaluation sheets provided. All materials used or generated while the board is convened will be submitted to the SASI when the board adjourns.

## **Chapter 10**

### **Organization of the TN-20051 AFJROTC Group**

1. The chart in the back of this book reflects how the TN-20051 AFJROTC Group is organized. This organization breaks down the functions of the group into specialized tasks. The responsibilities associated with these tasks are found in detail in the following pages. Each cadet should study all of the job descriptions as they relate to the organizational chart, to gain a more complete understanding of how the various functions relate to the total function or mission of the group.
2. Examination of the organizational chart shows that not everyone can be a leader at the same time. A system exists (the promotion system) to ensure that cadet leaders are chosen carefully. Information relative to promotions is contained in a separate chapter.
3. Closer examination of the chart will show a “Chain-of-Command” reflected by the black lines connecting the cadet functions or positions. Information, guidance, and decisions should flow “down” the chain-of-command in the form of orders, either oral or written, through all intermediate levels of command. Information, advice, and recommendations should flow “up” the chain-of command through all intermediate levels of command. There is a lateral flow of information also, such as between staff elements, in the classroom, and in leadership laboratories. Unless there is this flow of information both “up” and “down” the chain-of-command, the organization will quickly become ineffective and cease to function as a unit.  
**Keep This In Mind!**
4. The number of leadership positions authorized is shown in the UDL (Atch12). To progress up this chain-of-command, each cadet should strive to learn the duties and responsibilities of each position on the chart. If you are selected for one of the leadership positions, fulfill that position to the best of your ability and there will be room for you to move “up” the chain -of-command.

## **Chapter 11**

### **Inappropriate Behavior**

1. Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, involvement with illegal drugs, alcohol consumption, tobacco use, horseplay, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks.
2. Hazing, defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm, is strictly forbidden. Requiring cadets to perform push-ups or any other physical activity as punishment is also forbidden. These activities may only be performed as a part of a unit's regular physical conditioning program.
3. Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain are strictly forbidden. Misuse of authority will not be condoned nor tolerated.

## **Chapter 12**

### **Reserve Corps**

**Being in the reserves corps offers great opportunity to the remaining corps. You are still allowed to participate in all events held by Liberty High School JROTC. In order to keep these privileges a cadet must:**

- **Be issued and keep his/her uniform.**
- **Must be maintain AFJROTC grooming Standards and wear uniform a minimum of the first Wednesday each month.**
- **Remain in good grade standards.**
- **Promote JROTC**
- **Be active in fundraising**
- **Attend community service projects**

## Chapter 13

### **Cadet Honor Code**

***"I WILL NOT LIE, CHEAT, STEAL, NOR TOLERATE THOSE WHO DO!"***

As a cadet, you must set the example for others to follow. Your character must be above reproach and strong enough to withstand conflicting situations. Your words and actions must be above question because others will not follow someone they don't trust. Doing what is right is not always easy. Sometimes you have to pay a high price for having the courage to stand by your convictions. You, the cadet, must believe in yourself and what is right. Being a leader involves having to make tough decisions and carrying them out for the benefit of the organization without regard for personal gain. The ***Cadet Honor Code*** is a vehicle to guide you along the path of successful leadership and followership. If you tolerate a violation, you are as guilty as the one who commits the offense. Toleration in this society will come easy, and throughout life you will face temptation and urges that will encourage you to abandon your ideals. Some people have no problem with matters of conscience, because they choose not to be ethical. However, in winning at all costs, the advantages are short lived and the costs high. Make the honor code and personal integrity part of your life. Because you are a cadet, you will be given responsibility, and you will be expected to perform. The ***Cadet Honor Code*** will prepare you for the rigors of life and leadership, and will play a vital role in the never-ending development of your character. It is a minimum standard from which a cadet can build and evaluate his/her moral character throughout the years. Strict adherence to "the code" is required by each and every cadet at all times and in all situations. Personal integrity is a common thread that links cadets of the past, present, and future. Integrity, as embedded in the ***Cadet Honor Code***, will enable you and others to accomplish the tremendous tasks you are asked to do as you meet the challenges of life.



# **Chapter 14**

## **Drill Terms**

The following list contains the most frequently used drill terms and a definition of each. All cadets are required to know and be able to explain these drill terms.

### **Explanation of Terms:**

**Base Element** - the element on which a movement is planned, regulated, or aligned. Element farthest to the right when in column formation or at the rear of the formation when in line formation.

**Cadence** - the uniform step and rhythm in marching - the number of steps marched per minute.

**Cover** - the alignment of one element member directly behind the element member in front of them while maintaining proper distance.

**Distance** - the prescribed space from the front of one element member to the rear of the element member directly in front of them. The distance between individuals in formation is 40 inches as measured from their chests to the backs of the persons directly in front of them.

**Double time** - rate of marching 180 steps (30 inches in length) per minute.

**Dress** - alignment of flight members to the individuals on their immediate right or left.

**Element** - the basic formation; the smallest drill unit comprised of at least 3 cadets, one of whom is designated the element leader.

**File** - a single column of persons placed one behind the other.

**Flank** - the extreme right or left (troops' right or left) side of a formation in line or in column.

**Flight** - at least two, but not more than four elements.

**Formation** - an arrangement of the units in any prescribed manner.

**In Column** - the arrangement of elements side by side with element leaders at the head of the formation.

**Inverted Column** - the arrangement of elements side by side with element leaders to the rear of the formation.

**In Line** - the arrangement of elements one behind the other with the element leaders to the extreme right flank.

**Inverted Line** - the arrangement of elements one behind the other with the element leaders to the extreme left flank.

**Interval** - space between individuals placed side by side. Normal interval is an arm's length.

**Mark Time** - marching in place at the rate of 100 to 120 steps per minute.

**Pace** - step of 24 inches. This is the length of a full step in quick time.

**Quick Time** - the rate of marching at 100 to 120 steps (24, or 12 inches in length) per minute.

**Step** - the prescribed distance measured from heel to heel between the feet of a marching person.

**Half-step** - This is a pace of 12 inches.

**Preparatory Command** - The drill command which prepares you for the movement to be executed.

**Command of Execution** - The drill command which tells you when to execute the drill movement.

**Detail** - Two or less cadets.

**Squadron** - Formation consisting of two to four flights.



**DEPARTMENT OF THE AIR FORCE**  
**JUNIOR RESERVE OFFICERS TRAINING CORPS (AFJROTC)**  
HEADQUARTERS, TN-20051, MISSION SUPPORT SQUADRON  
LIBERTY TECHNOLOGY MAGNET HIGH SCHOOL, JACKSON, TENNESSEE 38305

November 1, 2018

Congratulations! You have been selected to meet the Cadet Recognition Board for Cadet of the Month. Your flight commander has chosen you out of your flight for the chance to be recognized with this award. You will be meeting with the Cadet Recognition Board on November 15, 2018, but you will need to prepare for the board. The uniform required for board meeting is short sleeve short uniform, failure to wear correct uniform or failure of uniform inspection will disqualify you from selection as Cadet of the Month.

The board meeting is during second block, so think ahead and tell your teacher. Alpha Flight reports to the board at 0945, Bravo Flight reports to the board at 1000, Charlie Flight reports to the board at 0950, and Delta Flight reports to the board at 0955. The door to the classroom will be closed, and when the board is ready to meet you, you will knock once, wait for permission to enter, and then you will enter the classroom, march in front of the board and report in. From there a uniform inspection will happen. After the inspection, you will be asked a series of questions regarding any or all of the following topics:

- |                                    |                                |
|------------------------------------|--------------------------------|
| - Your community service           | - General Unit Knowledge       |
| - Fundraiser efforts               | - Chain of Command             |
| - Extracurricular Activities       | - Cadet Chain of Command       |
| - Air Force Customs and Courtesies | - <u><b>Current Events</b></u> |

You will be graded on the way you answer the questions, your composure throughout the meeting, and knowledge of the topics asked about. A sample grading form is on the back of this letter for you to study and get familiar with. You might be asked several questions in a row or be interrupted while answering a question. You should finish answer questions in the order they were asked, and finish a question before answering another one. With everything else, be honest. If you don't know an answer, tell the board that.

Prepare for the meeting, and you should do great. We'll see you at the board meeting!

Good luck,

C/Colonel Destiny Springfield  
Group Commander

Attachment 1(a)

<b>Cadet Name:</b>				<b>Rank:</b>			
<b>Flight:</b> A        B        C        D				<b>Date:</b>			
<b>Uniform Inspection:</b>		Report In:    0    1    2					
Flight Cap:            0    1    2		Hair/Shave:    0    1    2			Rank:            0    1    2		
Pants:                0    1    2		Nametag:        0    1    2			Shoes:           0    1    2		
Total:							
<b>Questions:</b>		<b>Response</b>		<b>Composure</b>		<b>Total:</b>	
Community Service:		0    1    2		0    1    2			
Fundraising:		0    1    2		0    1    2			
Extracurricular Activities:		0    1    2		0    1    2			
Customs and Courtesies:		0    1    2		0    1    2			
Unit Knowledge:		0    1    2		0    1    2			
Chain of Command:		0    1    2		0    1    2			
Cadet Chain of Command:		0    1    2		0    1    2			
Current Events:		0    1    2		0    1    2			
<b>Final Response:</b>		0    1    2		0    1    2			
<b>Comments:</b>						Total:	

### Attachment 1(b)

## AIR FORCE JUNIOR ROTC INSIGNIA

### CADET OFFICER RANK



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL



COLONEL

### CADET ENLISTED RANK

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



STAFF  
SERGEANT



TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

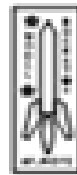
## AUTHORIZED AIR FORCE JROTC BADGES/INSIGNIA/PINS



OFFICERS  
FLIGHT CAP  
AND BERET  
INSIGNIA



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



ACADEMY OF  
MODEL AERONAUTICS  
SILVER WINGS



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



SHOULDER TAB  
METAL OR CLOTH



AEF BADGE  
(OLD)



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



AEF BADGE  
(NEW)



Marksmanship  
Shield

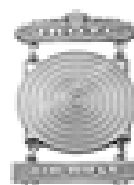


AWARENESS  
PRESENTATION  
TEAM BADGE



Cyber Patriot  
Badge

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



MARKSMANSHIP



SHARPSHOOTER



EXPERT

(Choose one. Placed directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge)

Badges/Insignia/Pins not listed here are unauthorized  
(Exception: Section 7.2.10)

## Male Tie



### Four-in-Hand Knot

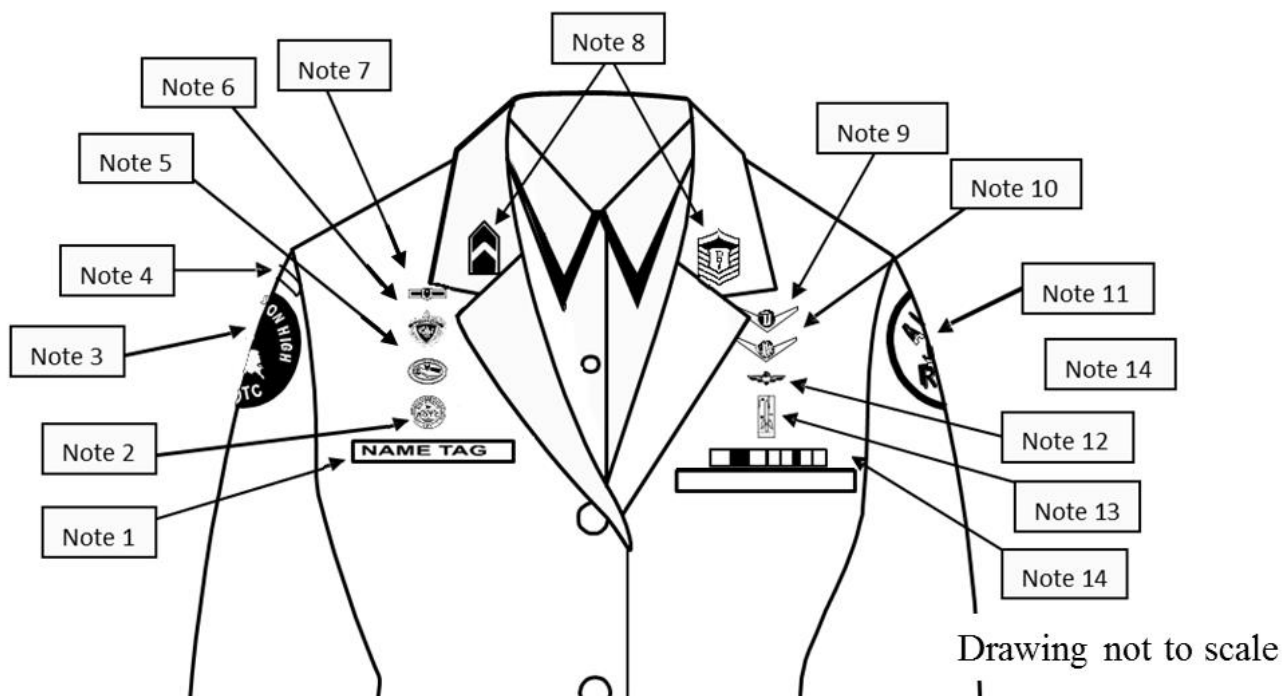
Start with the wide end of the tie on the right side; then cross the wide end over in back and to the left; bring it completely around the front to your right; bring it back and up through the center; pass it through the loop in front; tighten the knot neatly, forming a "dimple" with your index finger.

### Windsor Knot

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

## Attachment 4

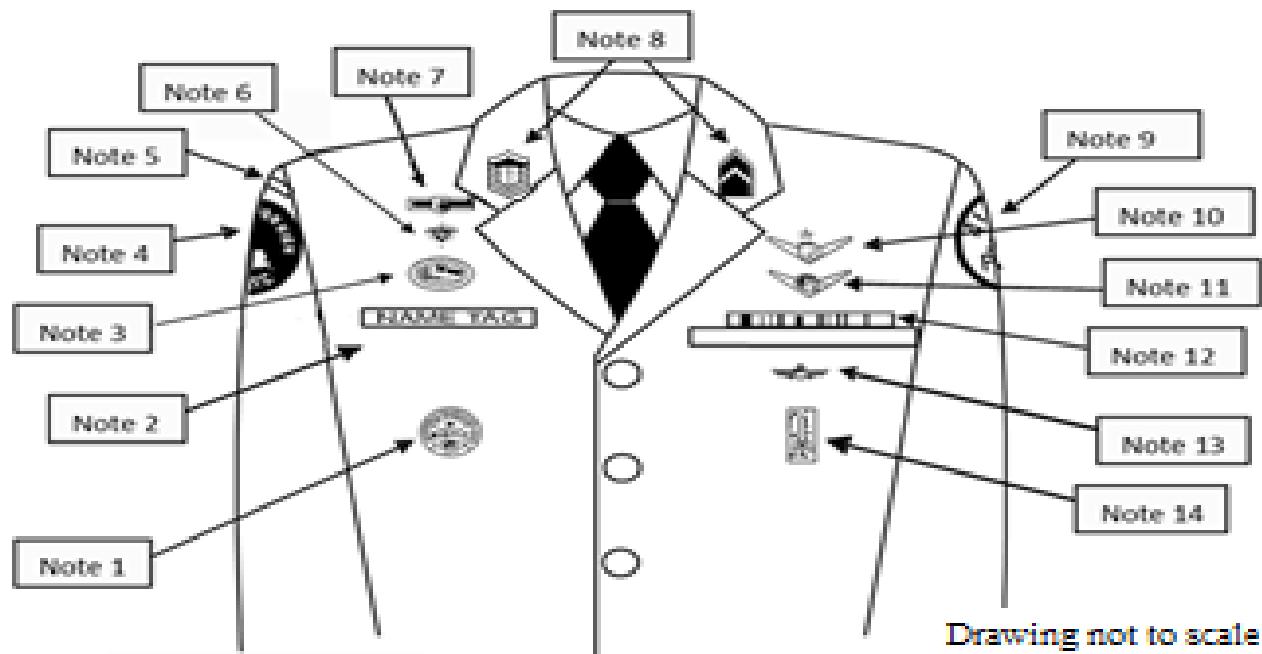
# CADET FEMALE SERVICE DRESS



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

## Attachment 5

## CADET MALE SERVICE DRESS

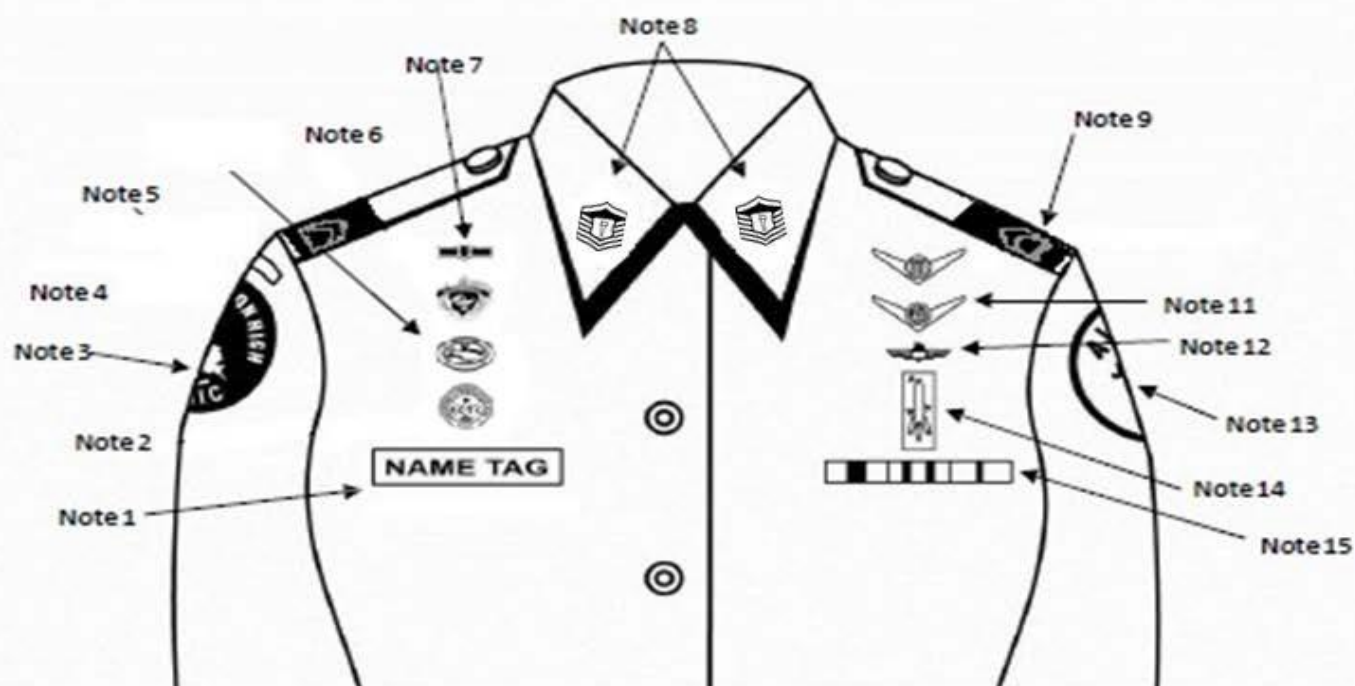


1. Awareness Presentation Team (APT) badge: Center 3 inches below bottom of name tag.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top or west pocket.
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. \*(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI), not during regular weekly uniform days.



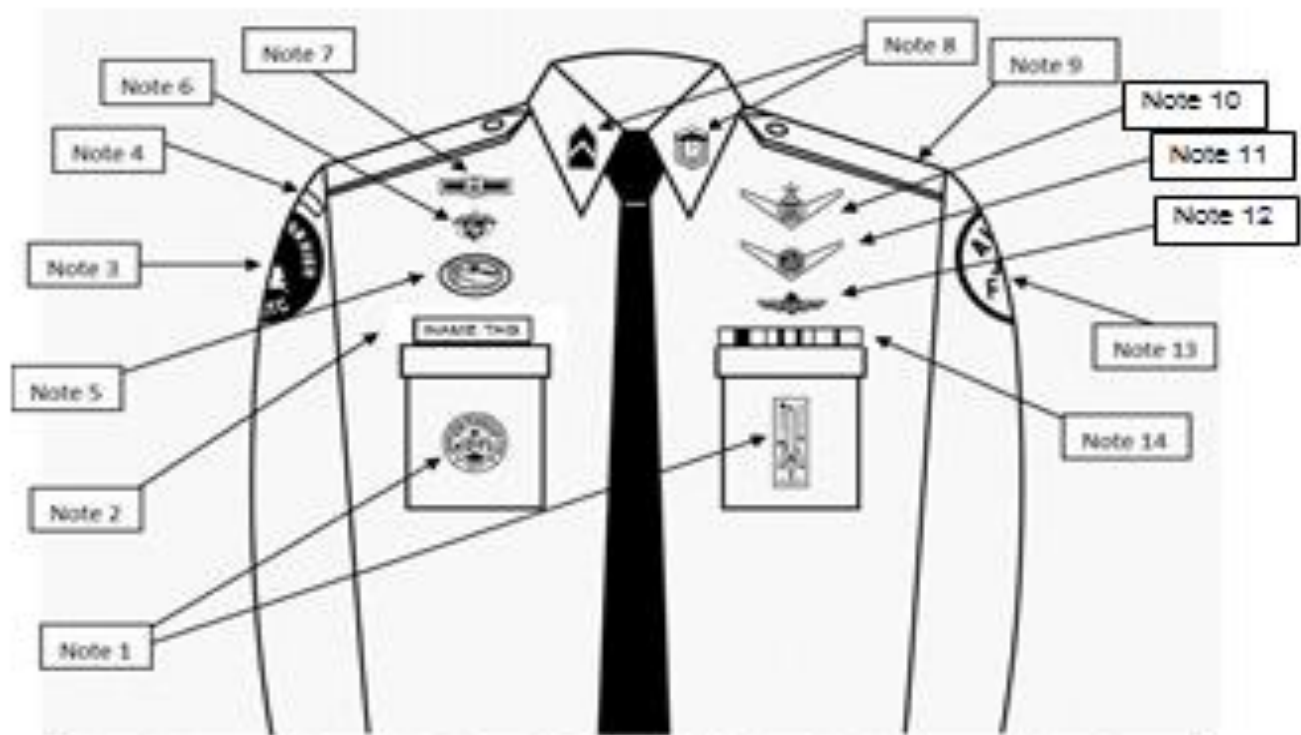
# CADET FEMALE BLUE SHIRT



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

## Attachment 7

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

## CADET ABU Male and Female

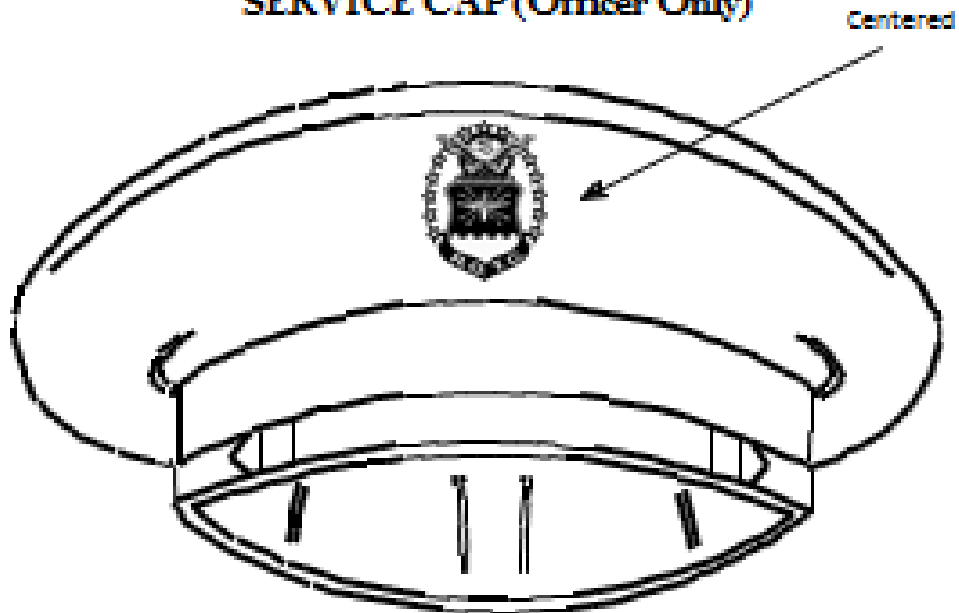


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with velcro to enable reuse/misuse to a different cadet.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

## Attachment 9

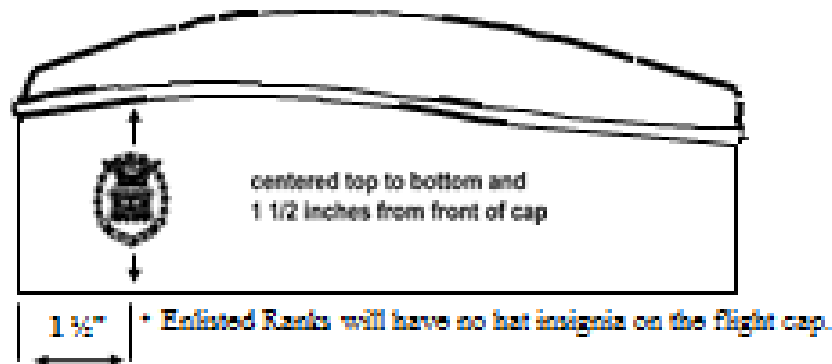
## CADET MALE HEADGEAR

### SERVICE CAP (Officer Only)



*Service Caps with a different insignia than shown above require an approved waiver through HQ AFROTC. See Section 7.3.*

### FLIGHT CAP\* (Officer and Enlisted)



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

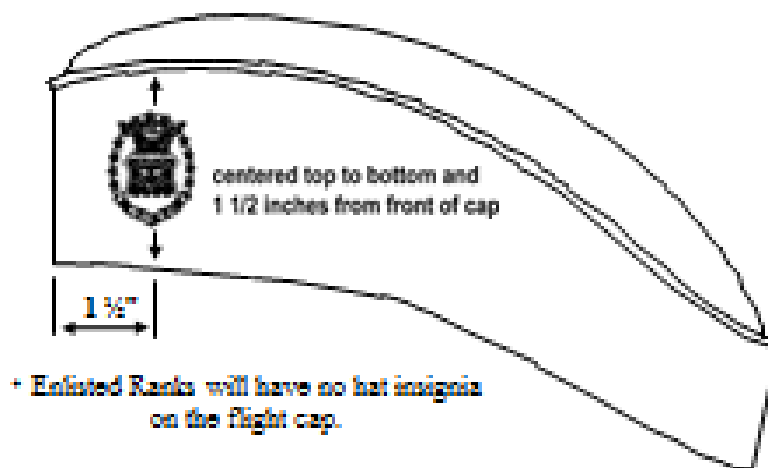
## CADET FEMALE HEADGEAR

### SERVICE CAP (Officer Only)

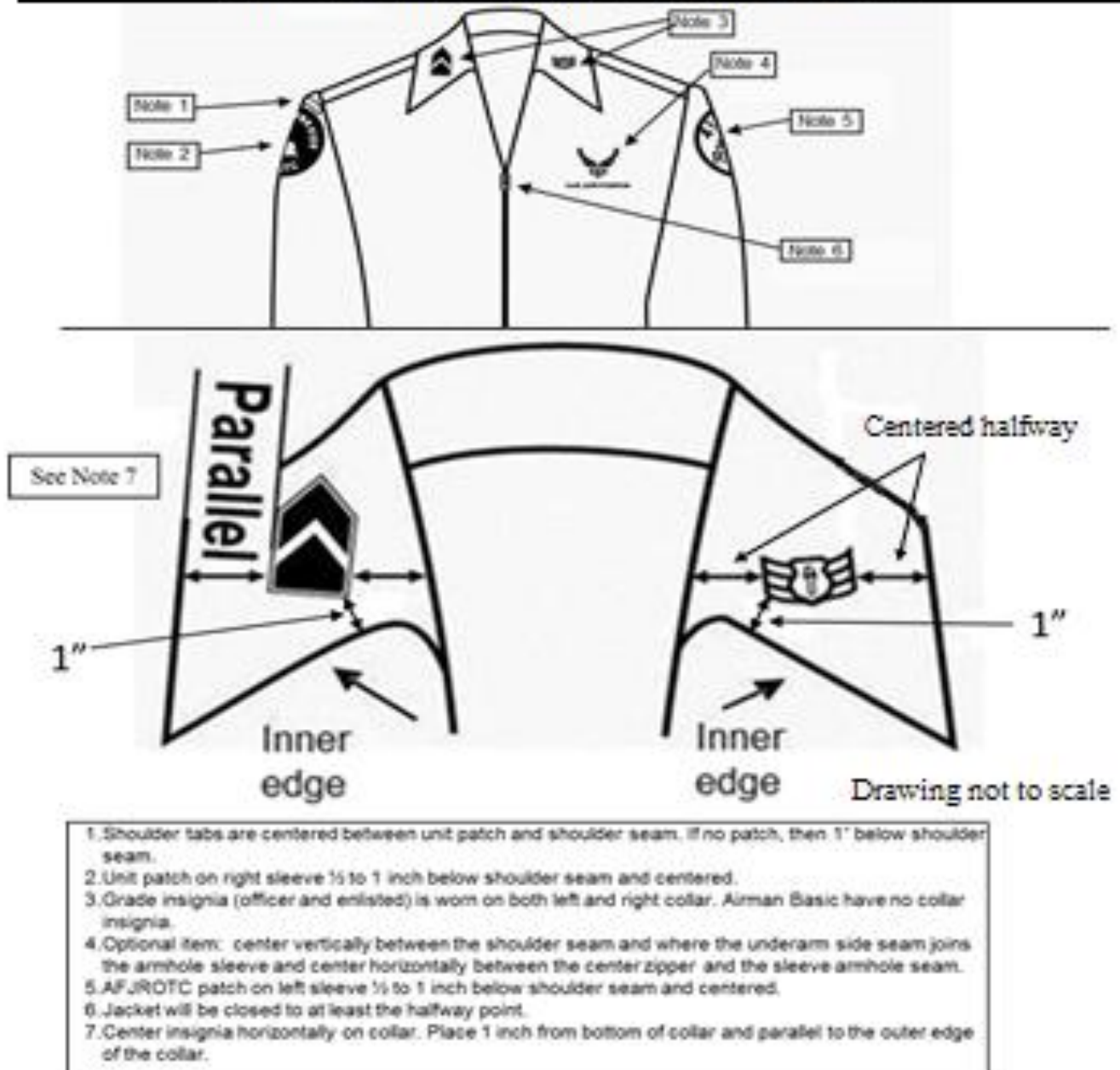


Service Caps with a different insignia than shown above require an approved waiver through HQ AFROTC. See Section 7.8.

### FLIGHT CAP\* (Officer and Enlisted)



## CADET LIGHTWEIGHT BLUE JACKET

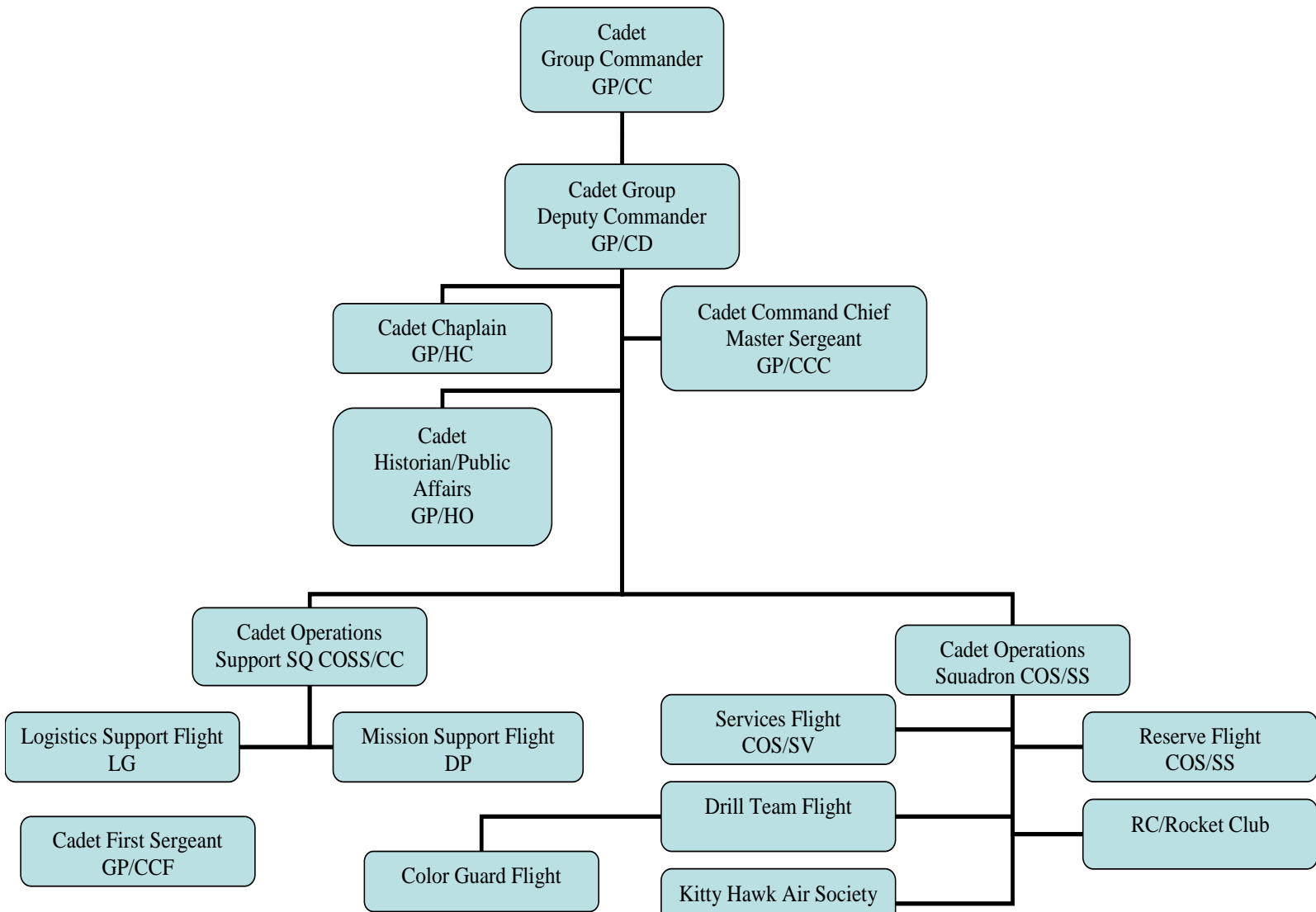


NOTE: The equalizer rank is no longer authorized on the lightweight blue jacket.

### Attachment 12



## TN-20051 Organizational Chart



## Attachment 13

## How to fold the flag



1. To fold the flag correctly, bring the striped half up over the blue field.



2. Then fold it in half again.



3. Bring the lower striped corner to the upper edge, forming a triangle.



4. Then fold the upper point in to form another triangle. Continue until the entire length of the flag is folded.



5. When you get near the end—nothing but the blue field showing—tuck the last bit into the other folds to secure it.



6. The final folded flag resembles a cocked hat with only the white stars on a blue field showing.

## Attachment 14



<b>President of the United States /Commander-in-Chief</b>	<b>Donald Trump</b>
<b>Secretary of Defense</b>	<b>Jim Mattis</b>
<b>Secretary of the Air Force</b>	<b>Heather Wilson</b>
<b>Chief of Staff, United States Air Force</b>	<b>Gen. David L. Goldfein</b>
<b>Chief Master Sergeant of the Air Force</b>	<b>CMSGT Kaleth O. Wright</b>
<b>Commander, Air Education and Training Command</b>	<b>Lt. Gen. Darryl L. Robertson</b>
<b>Commander, Air University</b>	<b>Lt. Gen. Steven L. Kwast</b>
<b>Commander, Holm Center</b>	<b>Brigadier Gen. Steven Garland</b>
<b>Director, Air Force Junior ROTC</b>	<b>Col. Paul C. Lips</b>
<b>Senior Aerospace Science Instructor</b>	<b>LT. Col. Thomas E. Snodgrass</b>
<b>Aerospace Science Instructor</b>	<b>CMSGT Wallace J. Littrell</b>
<b>Cadet Group Commander</b>	<b>Cadet Destiny Springfield</b>
<b>Cadet Deputy Group Commander</b>	<b>Cadet George Pearson</b>
<b>Cadet Operations Squadron Commander</b>	<b>Cadet Zach Stone</b>
<b>Cadet Support Squadron Commander</b>	<b>Cadet Charity Lewis</b>

## **Attachment 15**

## **CHAIN OF COMMAND**

### **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.**

## **Attachment 16**



# **NO BACKPACKS**

*Sorry for the inconvenience.*

Cadets in uniform will **NOT** wear backpacks in uniform.

- Carry the book bag in your left hand, so the right hand can salute.
- Wearing a backpack in uniform can lead to inconveniences such as: ribbon racks, name tags, ranks, and other medals/ awards breaking.
- The uniform can become wrinkly, leading to uniform inspection grades dropping, and overall looks of the unit will drop.