



**AFJROTC CT-021
CADET GUIDE
2021-2022
June 14, 2021**

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INTRODUCTION

The purpose of this Cadet Guide is to consolidate information essential to the success of CT-021, its cadets, and their families. It is a living document and will be revised over the course of the school year.

All cadet operations in CT-021 are in accordance with AFJROTC headquarters (Holm Center) instructions. The information in this Cadet Guide supplements Holm Center instructions and is mandatory for all CT-021 cadets. Information in this Cadet Guide is derived from several sources and was current at the time of publication. Any conflicts should be resolved by referring to source documents. Suggestions for updates, revisions, and changes should be referred to CT-021's Cadet Squadron Commander.

The Air Force Junior Reserve Officer Training Corps (AFJROTC) Mission Statement:

“Develop citizens of character dedicated to serving their nation and community.”

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. AFJROTC is open to all Danbury High School students in grades 9 through 12.

The AFJROTC program is grounded in the Air Force Core Values:

“Integrity First, Service Before Self, and Excellence in All We Do.”

The Cadet Honor Code

“I will not lie, cheat, or steal, nor will I tolerate anyone who does.”

The AFJROTC Cadet Creed

I am an Air Force Junior ROTC Cadet.

I am connected and faithful to every corps of cadets who serve their community and nation with patriotism.

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

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

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

I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me.

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

I am an Air Force Junior ROTC Cadet.

Cadet Conduct

Classroom Procedures

Cadets are expected to be in the classroom before the bell rings. The flight leader oversees the class and is assisted by the assistant flight leader.

Starting Class: When the bell rings, all cadets in the classroom will stop what they are doing and stand at "Attention" and conduct the "countdown" ("10, 9, ... ,2,1"). Once the "countdown" is complete (or upon the prompting of the instructor), the flight leader or assistant flight leader will lead the class from the podium. The flight leader gives the commands "Fall out, fall in by your seats," the flight will come to attention beside their desks facing the center of the classroom. The flight leader then gives the commands "Parade, Rest" and begins the roll call of attendance.

As each cadet's name is called, cadets will come to attention, reply "Sir/Ma'am, here, Sir/Ma'am" and return to parade rest.

The flight leader now calls the flight to attention and issues the greeting "Good morning/afternoon, Flight" followed by the flight's response "Good morning/afternoon, Flight."

Returning to Class: When returning to class after an excused absence (bathroom or other pass) or when late to class, return to your seat quietly without disrupting the class and prepare for instruction.

Closing Class: The flight leader should keep track of the time and back up the instructor to ensure that class ends on time. Generally, just prior to the end of class, the instructor will allow the flight leader to share any pertinent announcements with their flight. To close class, the flight leader will give the commands "Flight, Attention, Face the Flag" followed by "Present Arms, Order Arms" and "Flight Dismissed at the Bell." If there is still time remaining before the bell rings, then cadets can talk quietly. All cadets should straighten up their desks, pick up trash, and stay off the mat in front of the door until the bell rings.

Backroom Procedures

Cadets who wish to enter the back room to speak with an instructor must report into that instructor. If there is no instructor, cadets may report to the commander, deputy commander, or cadet command staff member. Cadets reporting into the back room will use the following procedures:

Reporting in to the SASI or cadet officer: Cadet will come to attention, salute, and state "Sir/Ma'am, Cadet <last name> request permission to enter." When permission has been granted, the cadet lowers their salute, returns to attention, and states, "Thank you, Sir/Ma'am" and enters the back room.

Reporting in to the ASI: Cadet will come to attention, then parade rest, and state "Chief, Cadet <last name> requesting permission to enter." When permission has been granted, the cadet states, "Thank you, Chief" and enters the back room.

During study hall or lunch periods, cadets are authorized to spend time in the back room. Cadets in the back room are expected to work on class work or JROTC work.

Cadets in the back room should keep their conversations quiet so that they do not interfere with the class in session. Cadets should keep their book bags underneath the tables and out of the aisles. Before leaving, cadets should inspect the back room and pick up litter, straighten up tables and chairs, and refill paper in the printers and copiers.

Cadets needing uniform help may ask an instructor for assistance and the instructor can assist if they have the time. Instructors may, in turn, ask other cadets (especially Logistics Department personnel) for assistance.

Permanent Passes

The ROTC Room provides a great environment for cadets to study, use the computers for research, or to work on assignments during their free time. If cadets want to spend their lunch or study hall periods in the JROTC classroom they can request a “permanent pass”. Cadets are still responsible for ensuring that they are accounted for in study hall attendance. If a cadet is going to spend their lunch period in the ROTC Room, they must: (1) be in the room before the bell rings or (2) have a pass.

Customs and Courtesies

Respect: Cadets should show proper courtesy and respect by addressing instructors as “Sir/Ma’am/Chief” as in “No, Sir/Ma’am/Chief” or “Yes, Sir/Ma’am/Chief.” Cadets should show proper courtesy and respect to other cadets, especially cadets of higher rank. The position of honor is on the right. For example, the American Flag is always on the right from its perspective (this may be the viewer’s left). In addition, the senior ranking officer will also be on the right for pictures or when walking.

Saluting: When in uniform, cadets will salute the American Flag when it is on the move or being raised or lowered on a pole. Cadets will also salute the President of the United States, commissioned and warrant officers of the United States Armed Forces (active duty, retired, guard, and reserve) and friendly foreign nations. In addition, cadets will salute ROTC or JROTC officers of higher rank. The salute should be rendered upon recognition of the individual to be saluted. In a group, the first cadet to see the officer calls the group to attention then the ranking cadet faces and salutes the officer. In formation, the cadet in command calls the formation to attention and salutes the officer for the formation. In a work detail, the cadet in charge comes to attention and salutes the officer for the detail.

Do not salute indoors unless utilizing reporting procedures.

If carrying items in both hands, then render a verbal greeting in lieu of a salute.

Calling the Room/Area to Attention for Senior Officers and VIPs: The first cadet to see the entry of the school superintendent, the school principal, a visiting commissioned officer, the SASI, or the officers of the cadet staff calls the room/area to attention. The only exception is the presence of a higher-ranking individual already present. All cadets will assume the position of attention until directed otherwise.

When determining seniority, cadet officers take precedence over cadet NCOs who take precedence over cadet airmen. Within the same rank, cadets with the most time in that rank take precedence. Age is the final criteria to determine seniority. The squadron commander and squadron deputy commander have precedence over cadet officers of their same rank.

Calling the Room/Area to Attention for the Flag: The first cadet to see the flag detail calls the room/area to attention. All cadets will assume the position of attention until directed otherwise. Once the flag detail has passed, the last person calls "As You Were."

Prohibition on Physical Discipline and Hazing

Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. Requiring cadets to perform any physical action as a reprimand, punishment, or for failure to perform, will not be tolerated within any AFJROTC unit or activity. Examples of prohibited physical activities include, but are not limited to pushups, 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 including instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

Attendance at Community Service Events

Once a cadet has signed up for a Community Service Event they are expected to attend. If a cadet is unable to attend, then they are responsible for notifying the cadet in charge of the Community Service Event of their absence. The cadet missing the event is responsible for notifying the cadet in charge at least 24 hours before the event to allow time to find a replacement.

Classroom Rules

DO:

1. Address instructors respectfully with "Yes/No, Sir/Chief."
2. Show proper courtesy and respect to all cadets, especially senior ranking cadets.
3. Raise your hand if you wish to talk in class and wait until the instructor responds.
4. Bring all required materials to class and be prepared to participate.
5. Keep book bags and belongings underneath your desks and out of the aisles.
6. Ask for permission to use the bathroom but try to wait until after class.
7. Hand in late permission slips, etc., before or after – not during – class.
8. Be extremely careful when exiting/entering the classroom for drill or PT.

DO NOT:

1. Use profanity or improper gestures.
2. Disrupt the classroom with loud voices, horseplay, or electronic devices.
3. Shout out answers in class without being recognized by the instructor.
4. Address instructors with "yeah," "nope," "uh-huh" or similar phrases.
5. Leave your assigned seat without permission.
6. Write on the board or use the classroom computer without permission.
7. Wear headphones or earbuds while class is in session.
8. Call room to "Attention" during exams, lesson presentations, or when a guest is speaking.
9. Bring food or beverages into the classroom (other than water).
10. Sit on tables, desks, or chair backs nor put your feet on seats.

Cadet Expectations

Behavior: Cadets should remember that they always represent AFJROTC, CT-021, and Danbury High School (in and out of uniform) and they should behave accordingly. Cadets observing other cadets misbehaving or improperly wearing their uniform should feel free to remind the other cadet. Serious behavior and uniform issues may be brought to the attention of the cadet staff or the instructors.

Discipline: CT-021 does not employ a demerit system. The unit's discipline system consists of Letters of Counseling, Letters of Reprimand, and demotions in rank. In addition, cadets may be removed from a leadership position or team membership due to their behavior or performance.

Letter of Counseling: Cadets who miss appointments or meetings or fail to meet other standards may receive a Letter of Counseling (LOC) from the cadet staff or an instructor. A LOC will be kept in the cadet's Personnel Folder.

Letter of Reprimand: Cadets who miss more than 1 appointment or continually fail to meet other standards may receive a Letter of Reprimand (LOR) from the cadet staff or an instructor. A LOR will be kept in the cadet's Personnel Folder and may be accompanied by a demotion in rank.

Demotion in Rank: Cadets failing to meet standards or needing discipline beyond the scope of a LOR may be demoted (temporarily or permanently) by an instructor. To return to their previous rank, a cadet must demonstrate to the instructors that they have put the problem behind them and are still worthy of and capable of performing at their previous rank

Dis-enrollment

Cadets may be dis-enrolled for:

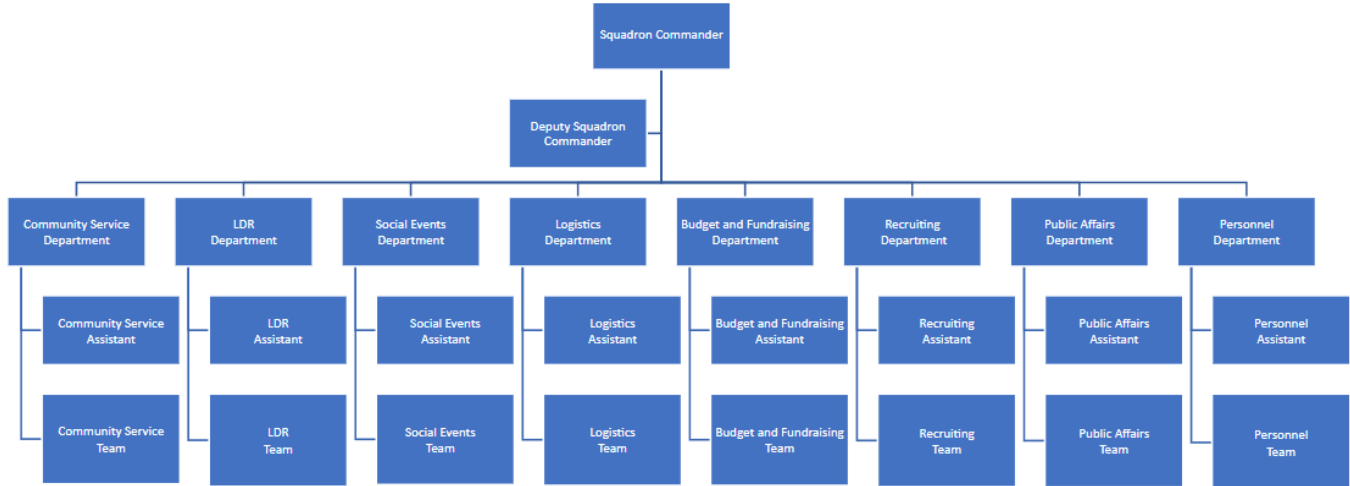
1. Failure to maintain acceptable standards (including uniform wear and grooming)
2. Inaptitude or indifference to training
3. Disciplinary reasons
4. Any other reason deemed appropriate by the SASI and the principal.

JROTC does not discriminate based on race, color, creed, religion, sex, national origin sexual orientation, or pregnancy status.

Cadet Organization



AFJROTC SQUADRON CT-021



Cadet Leadership

CT-021 is designated as a squadron with its Organization Chart above, and leadership opportunities and progression depicted on its Leadership Pyramid (Attachment 1). The Leadership Pyramid is only a guide but shows an ideal progression of a cadet over 4 years in AFJROTC and helps correlate squadron duties and associated ranks. Cadets who demonstrate leadership and commitment receive priority consideration for leadership positions.

The cadet staff changes twice yearly at the end of each semester. Cadets who are interested in becoming the new squadron commander will indicate their interest by submitting their resume and a memorandum highlighting their qualifications and interest to the cadet squadron commander. The cadet squadron commander and the instructors will review the submissions and invite candidates for interviews after school. Based upon qualifications and the interview, the instructors will choose the new cadet squadron commander who will be announced at the change of command.

The new cadet squadron commander will be notified, in advance, and tasked to make recommendations for their new staff. The instructors will approve or make recommended changes to the staff. Within one week of the change of command, the new cadet squadron commander is tasked to make their recommendations for the rest of the cadet staff.

Job Descriptions and Duties

Cadet Squadron Commander

Summary: Leads the cadet squadron. Directs a staff in the planning and execution of successful cadet operations during the term in command. Leads development of annual squadron goals and directs staff in pursuit and tracking of these goals.

Job Responsibilities:

- Recommend appointments to cadet corps staff positions
 - Provide recommendation to SASI/ASI within two weeks of being appointed as the Cadet Squadron Commander
- Monitor and assess cadet corps staff performance
 - Ensure cadet staff performance is assessed monthly and provided to SASA/ASI by the 5th of each month (Attachments A1 thru A10)
 - Conduct staff assessments of the department heads for LDR, Community Service, Social Activities, Fundraising, and Recruiting
 - If a cadet has a negative performance report, the Cadet Squadron Commander will review work assignments and provide assistance
 - If a cadet has two negative performance reports, the Cadet Squadron Commander may recommend removal from cadet corps position
- Provide direct oversight of all cadet operations. Ensure squadron deadlines are met.
 - Schedule, conduct, and document weekly meeting with the SASI, ASI and Deputy Squadron Commander (Attachment B1 - Meeting notification / Agenda and Attachment B2 – Meeting minutes)
 - Schedule, conduct, and document biweekly meetings with the department heads for LDR, Community Service, Social Activities, Fundraising, and Recruiting
 - Schedule, conduct, and document monthly Command Staff meetings for all cadets holding a cadet corps leadership position
 - Approve proposed Squadron activities, events, services, and processes as well receive approval from SASI/ASI.
- Identify and document the cadet squadron goals
 - Schedule, conduct, and document a meeting for all cadets holding a cadet corps leadership position to review and establish cadet squadron goals within the first four weeks of the school year.
 - The cadet corps will identify at least six cadet corps goals
 - Corps: Two goals are related to the cadet corps itself. One of the cadet goals will be related to the quest for academic excellence within the cadet corps itself.
 - School: Two goals are related to the school. One of the school goals will address recruiting and retention of cadets in the unit.
 - Community: Two goals are related to the local community. One of the community goals will be oriented to cadet involvement in community service and getting service-related programs.
- Review and approve/deny cadet promotion consideration requests
 - Provide promotion recommendations to the SASI/ASI by the 5th day of each school term

Cadet Deputy Squadron Commander

Summary: Assume command in the cadet squadron commander's absence. Supports the planning and execution of cadet corps management functions to include logistics, public affairs, personnel, and flight leader performance.

Job Responsibilities:

- Provide direct oversight of cadet management functions and ensure squadron deadlines are met.
 - Schedule, conduct, and document biweekly meetings with the department heads for logistics, public affairs, and personnel
 - Attend weekly meeting with the SASI, ASI and Deputy Squadron Commander
 - Attend monthly Command Staff meetings for all cadets holding a cadet corps leadership position
 - Approve proposed squadron services and processes as well receive approval from SASI/ASI.

- Schedule, conduct, and document biweekly meetings with the flight leaders
 - Ensure dissemination of necessary information and guidance.
 - Uniform wear (schedule, cadet trends or issues)
 - Physical Training sessions (schedule, preparation, cadet trends or issues)
 - Cadet participation in LDR Activities and Social Events
 - Discuss cadet morale.

- Assess cadet corps staff performance
 - Conduct staff assessments of the department heads for logistics, public affairs, and personnel and provide to the Cadet Squadron Commander by the 1st of each month
 - Conduct staff assessments of the class leaders and provide to the Cadet Squadron Commander by the 1st of each month

- Review and approve/deny cadet promotion consideration requests
 - Provide promotion recommendations to the SASI/ASI by the 5th day of each school term

Cadet Leadership Development Requirements (LDR) Department Head (3 LDR leaders)

Summary: Coordinates and plans for co-curricular squadron activities to be planned, organized, and executed by the cadet corps. Goal: Increase the amount of cadet leadership opportunities by increasing the number of co-curricular activities. The goal will be to have a minimum of 7 LDR activities with at least one from each Tier identified below:

- Tier I (STEM Based) - any LDR that has a Science, Technology, Engineering, Mathematics (STEM) or academia related base AND has an outside partnership that includes a national level competition opportunity. Some examples include but are not limited to: Unmanned Aircraft Systems (UAS), Flight Simulation Club, StellarXplorers, CyberPatriot, Robotics, Rocketry, and the Joint Leadership and Academic Bowl (JLAB),
- Tier II (Activity Based) - any LDR that may not have a STEM or academia related base, but does have an outside partnership and/or local level or above competition opportunity. Some examples include, but are not limited to: Marksmanship, Archery, Orienteering, Raiders, Color Guards, Kitty Hawk Air Society, and Drill Teams.
- Tier III (Unit Based) - any LDR that is local level only and primarily benefits the cadet corps, school and/or local community. Some examples include but are not limited to: Flag detail, Sports Teams, Planning Committees and Model Building Teams.

Job Responsibilities:

- Develop an overarching plan identifying start and completion dates for LDR activities to be conducted during the school year
 - Research possible LDR activities
 - Create and post a cadet survey of potential LDR activities
 - Ensure the plan identifies proposed meeting days, times, and locations
 - Propose and gain approval for the plan from the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI by the 10th day of the semester
- Provide recommendations for a cadet to lead each LDR Activity
 - Post a survey to request volunteers to lead each LDR at least four weeks prior to the start of each LDR.
 - Review volunteers and provide recommendation to the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI at least three weeks prior to the start of each LDR activity
- Assist in the development of an action plan for each LDR activity
 - Work with the LDR activity leader, the ASI, and the SASI to develop the following:
 - Advertising
 - Schedule of activities (goal for each meeting session)
 - Materials needed
 - Provide action plan for review and approval to the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI at least two weeks prior to the start of the LDR activity
- Ensure each LDR activity session is properly recorded in WINGS
 - Ensure the LDR activity lead takes and maintains attendance
 - Ensure the LDR activity lead is trained to input attendance in WINGS

Cadet Social Events Department Head (1 Major Event Leader)

Summary: Coordinates and plans outside school events to increase morale and interaction between AFJROTC cadets. Goal: Increase the amount of cadet retention by increasing the number of social events. The goal will be to have a minimum of 4 social events each semester. At least 3 events will be from Tier I and one from Tier II identified below:

- Tier I (Minor Event): BBQ/picnic, movie night, skate night, costume party, pizza party, etc.
- Tier II (Major Event): Dining In or Military Ball

Job Responsibilities:

- Develop an overarching plan identifying dates for social events to be conducted
 - Research possible social events
 - Create and post a cadet survey of potential social events
 - Ensure the plan identifies proposed event, date, times, and locations
 - Propose and gain approval for the plan from the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI by the 10th day of each semester
- Develop an action plan for each Tier I social event
 - Work with the ASI and the SASI to develop the following:
 - Advertising
 - Confirmation of Date, Time, Location, Costs
 - Identify activity(ies) at event
 - Materials needed
 - Set-up and clean-up
 - Provide action plan for review and approval to the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI at least three weeks prior to the start of the social event
- Create a team to plan and organize each Tier II social event by the 10th day of the semester
 - Develop a schedule for planning sessions to include date, time, location, and purpose for each session
 - Advertise for participation in the planning sessions
 - Lead the team in performing the following
 - Identify site – Location, date, and time (NLT 2 months prior to the event)
 - Identify meal options (NLT 2 months prior to the event)
 - Identify cost for location and meal (NLT 2 months prior to the event)
 - Identify DJ / Photographer (NLT 2 months prior to the event)
 - Determine theme (NLT six prior to the event)
 - Determine entertainment (Awards, Presentations, Grog, Knock-out, Dance off, picture tribute, etc)
 - Develop advertisement for cadets
 - Determine and order needed materials (NLT 3 weeks prior to the event).
 - Develop and print tickets (NLT 3 weeks prior to the event).
 - Develop and print script (NLT 2 weeks prior to the event)
 - Ensure cadets are identified for each part of script
 - Develop and print programs (NLT 1 week prior to the event)
- Log cadet participation of events into WINGS.

Community Service Department Head (2 Event Leaders)

Summary: Coordinates and plans the squadron community service opportunities that cadets can participate in to earn community service hours. Goal: Increase the amount of cadet community service hours to 12 hours per cadet per year by planning repeatable and sustainable community service projects inside the school and outside the school.

- Tier I - Plan, schedule and execute two school wide community service events each semester. (Ex. Blood drive, Food drive, Coat drive, 9/11 Commemorative Event. Etc.)
- Tier II - Schedule and participate in two community service events where DHS AFJROTC is visible outside of the school in the local community each semester. (Ex. Parade, retirement home visit, Veteran's organization activities, etc.)
- Tier III - Establish and maintain points of contact to support as many service activities as possible. (ex. Color guard, flag detail, DHS open house, DHS band competition, etc.)

Job Responsibilities:

- Develop an overarching plan identifying start and completion dates for Tier I and Tier II community service events to be conducted during the school year
 - Research possible LDR activities
 - Create and post a cadet survey of potential LDR activities
 - Ensure the plan identifies proposed event days, times, and locations
 - Propose and gain approval for the plan from the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI by the 10th day of the semester
- Provide recommendations for a cadet to lead each Tier I and Tier II community service event
 - Post a survey to request volunteers to lead each Tier I and Tier II community service events (NLT week 3 of the semester)
 - Review volunteers and provide recommendation to the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI at least two weeks prior to the start of each Tier I and Tier II community service events (NLT week 4 of the semester)
- Assist in the development of an action plan for each Tier I and Tier II community service event
 - Work with the event leader, the ASI, and the SASI to develop the following:
 - Establish points of contact outside of AFJROTC
 - Advertising
 - Schedule of activities
 - Materials needed
 - Provide action plan for review and approval to the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI at least one week prior to the start of the community service event
- Research school activities that need manpower and provide manpower as requested for large school events
 - Find, propose, and advertise community service possibilities to the Squadron.
- Create and post weekly Flag Detail sheet.
- Log cadet participation on Community Service into WINGS

Cadet Recruiting Department Head

Summary: Uses a variety of techniques to include informational sessions, videos, posters and pamphlets to encourage students to join the AFJROTC program. Goal: Recruit 70 new cadets each year.

- Recruit 20 new cadets from current Danbury High School Juniors, Sophomores, and Freshmen
- Recruit 50 new cadets from 8th grade students at local middle schools

Job Responsibilities:

- Review and revise the recruiting pamphlet by the end of the first month of the semester
 - Identify desired changes to photos, text, and layout
 - Provide recruiting pamphlet for review and approval to the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI
- Review and revise the cadet recruiting video by the end of the second month of the semester
 - Identify script revision (if needed)
 - Identify photo / video revisions (if needed)
 - Advertise for cadet support (if needed)
 - Provide recruiting video for review and approval to the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI
- Review and revise the cadet recruiting briefing by the end of the third month of the semester
 - Identify script revision (if needed)
 - Identify photo / video revisions (if needed)
 - Advertise for cadet support (if needed)
 - Provide recruiting briefing for review and approval to the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI
- Plan, schedule, and execute visits to each middle school
 - Work with the SASI and ASI to develop contacts with each middle school
 - Send initial email requesting visit during the first week of the second quarter
 - Develop and coordinate visit plan for each middle school by the end of the first semester
 - Advertise for cadet participation
 - Practice cadet presentations
 - Conduct visits to each middle school by the end of February
- Plan and schedule at least 2 flex session activities per semester to invite the school to AFJROTC
 - Identify what activities would encourage DHS students to attend a flex session
 - Determine needed materials and location
 - Develop school wide advertisements for each flex session
 - Advertise for cadet support
 - Plan the flex session activities to ensure success and positive recruitment
- Log cadet participation in recruiting events into WINGS

Cadet Budget and Fundraising Department Head

Summary: Manages the cadet budget. Coordinates with cadet staff to determine financial needs. Plans and organizes fundraisers inside and outside of school to earn and provide funds for squadron activities. Goal: Raise \$8000 each year by conducting one major fundraising event each semester and one minor fundraising event each semester

- Major Fundraising Event – Raises more than \$3000 (SNAP Raise, Bingo, etc.)
- Minor Fundraising Event – Raises \$500 to \$1000 (Krispy Kreme, Applebees, Car Wash, etc.)

Job Responsibilities:

- Manage the cadet budget
 - Identify and track the current financial status of unit accounts
 - Cadet school account
 - HQ AFJROTC MILPER account
 - HQ AFJROTC O&M account
 - Understand which accounts can be used to pay for different types of cadet expenditures
- Coordinate with cadet staff to determine financial needs
 - Request material needs and financial needs requests to cadet corps staff monthly (Attachment C1)
 - Review material needs and financial needs with the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI monthly
- Develop an overarching plan identifying start and completion dates for fundraising events to be conducted during the school year
 - Research possible fundraising activities
 - Create and post a cadet survey of potential fundraising activities
 - Ensure the plan identifies proposed event days, times, and locations
 - Propose and gain approval for the plan from the Cadet Squadron Commander, Cadet Deputy Squadron Commander, the ASI, and the SASI by the 10th day of the semester
- Coordinate and execute at least 1 fundraising event per quarter.
 - Work with the event leader, the ASI, and the SASI to develop the following:
 - Establish points of contact outside of AFJROTC
 - Advertising
 - Schedule of activities
 - Materials needed
- Log cadet participation in recruiting events into WINGS

Cadet Logistics Department Head

Summary: Maintains and accounts for all uniforms, supplies and equipment. Manages the operation of the logistics room.

Job Responsibilities:

- Conduct an inventory and provide accurate inventory lists and location of non-accountable items stored for other departments of AFJROTC activities (Examples: LDR, Social Activities, and Community Service Events) by the end of the first month of each quarter. (Attachment D1)
- Maintain an accurate inventory of accountable items such as uniforms, replica weapons, curriculum, and IT equipment in WINGS
 - Conduct a physical inventory by the end of the 2nd month of the semester for the following items
 - Uniforms – (pants, shirts, coats, jackets, skirts)
 - Replica Weapons (rifles / sabers)
 - Curriculum / Textbooks
 - IT equipment (computers, monitors, printers, projectors)
 - Remote controlled aircraft
 - Inform instructors of non-serviceable uniform items, unusable rifles or sabers, and obsolete IT equipment.
 - Update WINGS with current inventory by the end of the 2nd month of the semester
- Maintain an adequate inventory of non-accountable uniform items to include: ties, tie tabs, service caps, shoes, socks, t-shirts, cold weather caps, belts, PT gear
 - Conduct a physical inventory by the end of the 3rd month of the semester
 - Identify shortages and request purchase of items from the Cadet Budget and Fundraising Department Head, ASI, and SASI
 - Update WINGS with current inventory by the end of the 3rd month of the semester
- Maintain an adequate inventory of the following items: ribbons, ranks, medals, ribbon devices, and ribbon racks
 - Conduct a physical inventory by the end of the 3rd month of the semester
 - Identify shortages and request purchase of items from the Cadet Budget and Fundraising Department Head, ASI, and SASI
 - Update WINGS with current inventory by the end of the 3rd month of the semester
- Conduct a weekly classroom and logistics room cleanliness/organization assessment.
 - Clean/organize as necessary
 - Advertise for cadet participation if necessary

Cadet Public Affairs Department Head

Summary: Creates the unit quarterly newsletter; maintains the squadron website; and maintains social media accounts, both official and non-official which are hosted by AFJROTC, to advertise future cadet activities.

Job Responsibilities:

- Create a quarterly squadron newsletter for distribution to squadron members and school staff by the end of each quarter.
 - Squadron newsletter should include articles and pictures from :
 - Ongoing and recently past LDR activities
 - Ongoing and recently past social events
 - Ongoing and recently past community service events
 - Ongoing and recently past classroom activities
 - Cadet awards and promotions
- Update the Squadron website weekly to provide the most up to date information.
 - Maintain the unit's website at "http://ct-021.weebly.com"
 - Review and update webpage format by the end of the first month of each semester
 - The following should be updated weekly
 - The Uniform of the Week
 - Upcoming Events
 - Pictures of past events
- Create, update, and disseminate an accurate calendar of all squadron activities, events, processes, and services.
 - Monitor non-official social media pages open to cadets of AFJROTC
 - Update pages for upcoming events and post fun pictures following activities.

Cadet Personnel Department Head

Summary: Updates all cadet information maintained in WINGS such as, but not limited to earned awards, ribbons, medals, ranks, promotions, and former and current job positions within the AFJROTC program at Danbury High School.

Job Responsibilities:

- Coordinate actions for each quarterly promotion cycle.
 - Advertise promotion cycle dates by the 6th week of each quarter
 - Print and distribute promotion request form (Attachment E1) to each cadet
 - Receive and consolidate promotion request forms and provide to the SASI/ASI by the end of the 9th week of each quarter
 - Review cadet promotion requirements and identify any potential changes or waivers based on ongoing circumstances

- Updates all cadet information maintained in WINGS
 - Provide a cadet transcript from WINGS to every cadet by the 6th week of every quarter
 - Request corrections from all cadets by the 7th week of every quarter
 - Update WINGS based correction requests by the 8th week of every quarter
 - Provide updated cadet transcript for promotions by the 9th week of every quarter

- Inputs cadet information maintained in WINGS by the end of the 4th week of every quarter
 - Obtains promotion, awards, and cadet job information from the SAI/ASI by the 2nd week of every quarter

Cadet Flight Leaders

Summary: Serves as the representative and leader of their respective Flight.

Job Responsibilities:

- Take attendance at the start of class as well as dismiss cadets at the end of class.
- Open class by going through Weekly Planner, make sure you are familiarized with it.
- Command the cadets within their flight during dill, physical training warm-up and Uniform Inspection
- Report flight concerns, questions and/or recommendations to Command Staff.
- Make sure physical training equipment is ready to use prior to class.
- Make sure physical training equipment is returned to the proper location.
- Model and enforce proper appearance, discipline, and conduct standards.

Cadet Assistant Flight Leaders

Summary: Assists the flight leader in performing tasks throughout the class period. In the absence of the flight leader, the assistant flight leader will assume their duties.

Reserve Cadets

Cadets may be enrolled as a "Reserve Cadet" if approved by the SASI/ASI and the cadet must have completed at least one full year of traditional AFJROTC. This option is only used when a cadet is highly deserving of being a part of the program but cannot fit a regular AFJROTC class into their school schedule. Cadets who are a part of the reserve program must still wear the uniform weekly as required by other cadets, and they are also eligible to be a part of all other unit activities.

AFJROTC Uniform

AFJROTC Uniform Items

AFJROTC will issue all cadets their Service Dress uniform that will include all the following items:

- | | |
|---|-----------------------------|
| 1. Flight cap | 10. Shoes |
| 2. Tie (males) or tie tab (females) | 11. White V-neck T-shirt |
| 3. Light Weight Jacket | 12. Socks (black, one pair) |
| 4. Service blouse or coat | 13. PT Shorts |
| 5. Short sleeve blue shirt | 14. PT Shirt |
| 6. Pants | 15. PT Sweatshirt |
| 7. Skirt (females only) – OPTIONAL ITEM | 16. PT Sweatpants |
| 8. Long sleeve blue shirt – OPTIONAL ITEM | 17. Squadron T-Shirt |
| 9. Belt and Belt Buckle | |

The AFJROTC uniform must be worn correctly and with pride! The uniform is the distinctive dress of a proud and honorable profession. With a few minor exceptions, the cadet uniform is the same as the official United States Air Force uniform.

Items 1-8 must be **PROFESSIONALLY DRY-CLEANED** and returned at the end of each year. The uniform must be, on clothes hangers, under plastic wrap, with cleaner's tags still attached, and turned in on time.

Uniform Wear Policies

- All cadets **must** wear the AFJROTC uniform at least one day per week.
- Uniform Day is Tuesday or Wednesday each week depending on A/B Day Schedule.
- If a cadet is in class and not in uniform, then he/she will receive a zero for that week. Makeups for students who were in class are not authorized.
- If a cadet is absent on a Uniform Day, the cadet is expected to wear the appropriate uniform on the next day they have AFJROTC or receive a "0" grade for a missed uniform.
- If a cadet's uniform pants or shirt become unsuitable for wear due to unforeseen circumstances (i.e., you spill something on it or it gets damaged) the morning of uniform day, the cadet must bring the uniform item in to be exchanged. If items such as the Service coat, Lightweight jacket, hat, tie, or belt become unsuitable for wear, the cadet should still wear the rest of their uniform and report to the SASI/ASI at the beginning of the school day to have the damaged uniform item replaced. The SASI/ASI will determine if the cadet will be exempt for the week or must make up the uniform day. **If it is not brought in, the cadet will receive a "0" grade for a missed uniform inspection.**
- Cadets must wear the appropriate uniform on Uniform Days all day until 2:00 pm.
 - Cadets may change into other clothing for gym class, labs, art classes, or other classes that may damage the uniform - but they must change back into uniform following that class.
 - Cadets changing out of their uniform for other than the reasons noted above will receive a "0" grade for a failed uniform inspection.
- Uniform of the Day (UOD) is established by the SASI. The UOD is identified in the weekly overview and may also be posted on the cadet website.

- If a cadet participates in an after school AFJROTC activity in uniform during the week they will receive their uniform grade during that activity and will not be required to wear the uniform on the next required uniform day.
- PT Uniform Policy: Cadets will wear the Physical Training (PT) uniform when PT is scheduled.

Uniform Cleaning

- Uniform coats, pants, skirts, hats, ties, and tie tabs **WILL BE DRY-CLEANED ONLY**. The cost of dry cleaning is the individual cadet's responsibility.
- The light blue shirt and blouse can be machine laundered, **DO NOT BLEACH**. Heavy starch will give them a crisp appearance.
- All uniform items will be cleaned prior to turn in.

How to wear the uniform

- All cadets are responsible for the correct and timely wear of their uniform.
- AFJROTC cadets will wear the standard service uniform prescribed in AFI 36-2903 and as shown in the Uniform Diagrams (Attachments 5 – 10).
- Civilian clothing items will not be mixed with uniform items except for authorized plain black gloves, earmuffs, or scarves.
- No civilian coats, sweaters, or outerwear will be worn over the uniform.
- Patent black leather uniform dress shoes are permanently shined shoes. For that reason, only Seniors are authorized to wear them. If desired, Senior cadets may purchase patent leather shoes at their own cost.

Physical Training Gear (PTG) and Physical Fitness Training (PFT) gear

PTG refers to the Air Force Physical Training Uniform. PFT is customized gear for esprit-de-corps within the unit (Unit PT shirt/pants).

Short-sleeved PTG/PFT shirt. Do not remove or cut sleeves. PTG undershirts, short and long-sleeved form fitting undershirts, (i.e., Spandex, Lycra™ or elastic material) may be worn and visible under the short-sleeved shirt. Undershirt must be tucked in. There is no color restriction on the form fitting undershirt; undershirts may have visible small trademark logos.

Footwear. Cadets must wear appropriate footwear while engaging in physical fitness

Uniform Grading (100 pts)

- Missing a required item: -10 pts
- Not meeting grooming standards: -10 pts per instance
- Shoes not shined/uniform excessively wrinkled/dirty: -10 pts per instance.
- Wearing unauthorized items (jewelry, incorrect socks/T-shirt): - 5pts per instance
- Ranks/nametags/ribbons/badges/gig line/belt on incorrectly: -2.5 points per instance

NOTE: Repeat grooming discrepancies may be double the deduction each week.

PT Grading (10 pts)

- Not meeting grooming standards: -2 pts per instance
- No shirt/sweatshirt or shorts/sweatpants: -2 pts per instance
- Wearing unauthorized items (jewelry): -2 pts per instance

PT make-ups are authorized and will be scheduled by the SASI/ASI during a Friday flex period. The PT uniform must be worn, and all standards met during a makeup session.

NOTE: If a cadet is not in the PT uniform, and is in athletic attire and can participate, they will receive 6 points for participation.

NOTE: If a cadet is not in the PT uniform and does not have athletic attire, they will not be allowed to participate and will receive a zero for their PT grade. Cadets who were in class and not allowed to participate in PT may make it up during a flex session but will only receive a maximum of 6 points.

Accouterments

Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide.

AFJROTC Patch (White, Lamp of Knowledge)

Wear of the AFJROTC official shoulder patch is mandatory on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, all weather coats.

Unit Patch

Optional. If worn, must be on the right shoulder only.

Shoulder Cords

Cadets are authorized to wear one shoulder cord (double knot, single cord “infantry” style shoulder cord. Cords will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch (no aiguillettes or citation cords). Colors are locally determined (does not have to be a solid color, may be multi-color), must be conservative, in good taste, and defined in the Cadet Guide or Unit Operations Instruction.

The following ropes are authorized in CT-021:

- Squadron Commander/Deputy Commander: Orange and Blue
- Departments Head: Blue
- All other Squadron Staff: Orange
- Color Guard: White
- Drill Team: Red

Cords and ropes should be free of fraying and will not have any piece that protrudes and could potentially cause harm. Only one cord or rope will be worn at any time.

Squadron Activities

Required Full Squadron Events

Danbury High School AFJROTC has several significant squadron events each year. Participation or non-participation at these events will have an impact on the cadet's grade. We desire maximum participation at these major squadron events to ensure all cadets have a full appreciation of cadet corps membership.

- Dining-In (November) - New cadets will be recognized and awarded the unit coin.
- Military Ball (April) - Cadets participate in a formal military dinner / dance.
- AFJROTC Awards Ceremony (June) - Cadets receive ribbons and medals from community leaders.

Desired Full Squadron Events

There are many optional events over the course of the school year, including:

- St. Patrick's Day Parade (March)
- Memorial Day Parade (May)

Curriculum in Action Trips

Cadets will have the chance to go on at least one Curriculum in Action Trip. The trips encompass multiple aspects of what cadets are learning in class and entails a day-long trip to a location decided upon by the cadet corps.

Community Service Events

Cadet community service events are very important to the squadron as a way of helping the community, the school, and the squadron. Gaining experience in community service in high school is also an important aspect of being a prospective college student and a better citizen as an adult. In addition, participation is a prerequisite for promotion in CT-021.

Cadet community service events are coordinated by the Community Service Director and the Deputy Squadron Commander prior to approval by the Senior Aerospace Science Instructor (SASI). Once approved, the cadet staff will ensure that a sign-up sheet is prepared and posted for the cadets to sign up for the event.

Once a cadet has signed up for a Community Service Event they are expected to attend. If a cadet is unable to attend, then they are responsible for notifying the cadet in charge of the Community Service Event of their absence. The cadet missing the event is responsible for notifying the cadet in charge at least 24 hours before the event to allow time to find a replacement.

Some examples of community service events include Danbury High School Open House and Parent/Teacher Conferences, the American Red Cross Blood Drive, and other local community service events.

Fundraisers

Fundraising is important to ensure that the cadets have the resources that they need to take field trips and participate in other activities. The Cadet Fundraising Department head is responsible for planning and directing fundraising activities.

Fundraising events will be announced to the cadets in the weekly announcements and listed on the cadet website.

Questions regarding fundraising opportunities should be directed to the SASI.

Staff Meetings

Generally, cadet staff meetings will be held during flex at least once every other week. All cadet corps staff members and flight leaders are expected to attend. Other cadets attend as directed. The squadron commander and deputy squadron commander are responsible for developing an agenda and leading these meetings.

Co-Curricular Activities

Definition

Co-Curricular, also known as Leadership Development Requirements (LDR) activities are AFJROTC-sponsored and school-approved teams, clubs and/or committees that plan or participate in events normally conducted outside classroom hours. LDR activities are planned, organized, and executed by the cadet corps while being supervised by a certified AFJROTC Instructor.

LDR Management

The LDR Department Head will ensure that each LDR activity has a leader and an experienced advisor (if available). The LDR activity leader (and the LDR Department Head) will draft a schedule ensuring that the club can meet all its objectives in a reasonable time. This schedule must include, as a minimum:

- An interest meeting.
- Adequate time to conduct training and testing.
- Adequate time to build items.
- Adequate time to conduct presentations and launches.
- Backup dates

The LDR activity leader (and the LDR Department Head) will ensure that the ASI reviews and SASI approves the club schedule at least 2 weeks before holding an interest meeting.

The club leader completes an After-Action Report (AAR) with the assistance of the Executive Officer and submits it to the staff for approval NLT 2 weeks after the end of the activity. The AAR will be filed in the club's continuity book.

LDR Tier/Category System

LDR activities are subdivided into Tiers. The following subcategories contain an explanation of what each Tier/Category means, along with examples.

- Tier I (STEM Based) - any LDR that has a Science, Technology, Engineering, Mathematics (STEM) or academia related base AND has an outside partnership that includes a national level competition opportunity. Some examples include but are not limited to: Unmanned Aircraft Systems (UAS), StellarXplorers, CyberPatriot, Robotics, Astronomy, Meteorology, Flight Simulation, **Model Rocketry, and the Joint Leadership and Academic Bowl (JLAB)**.
 - The Model Rocketry program provides an opportunity for cadets to learn the basic principles of aerospace rocketry. During the program, the cadets get the opportunity to design, build and launch model rockets and perform in appointed team positions.
 - Model Rocketry Badge - Awarded to cadets who have fulfilled model rocketry program requirements.
 - The JROTC Leadership & Academic Bowl (JLAB) is a nationally recognized academic competition created exclusively for JROTC students. By participating, cadets learn the values of citizenship, leadership, academic competition, and college opportunity.
- Tier II (Activity Based) - any LDR that may not have a STEM or academia related base but does have an outside partnership and/or local level or above competition opportunity. Some examples include, but are not limited to: Marksmanship, Archery, Raiders, **Orienteering, Color Guard Team, and Competition Drill Teams**.
 - Orienteering is a sport in which orienteers use an accurate, detailed map and a compass to find points in the landscape. It can be enjoyed as a walk in the woods or as a competitive sport. A standard orienteering course consists of a start, a series of control sites that are marked by circles, connected by lines, and numbered in the order they are to be visited, and a finish. On the ground, a control flag marks the location that the orienteer must visit.
 - Color Guard is a highly professional and patriotic team that combines precision drill and proper flag courtesies. Their primary functions are casing and uncasing, presenting, folding, posting, and retiring the colors. Team members must be dedicated to learning the Manual of Arms and flag etiquette.
 - Competition Drill Team is a marching unit that performs routines based on military drill. Cadets can perform either armed or unarmed drill during competitive drill competitions.
- Tier III (Unit Based) - any LDR that is local level only and primarily benefits the cadet corps, school and/or local community. Some examples include but are not limited to: Awareness Presentation Team, Sports Teams, **Flag Detail, Model Aircraft Building, Social Activities and Event Planning Committees**.

- Flag Detail JROTC cadets are responsible for raising and lowering the flag every day. It takes a minimum of four cadets to raise and lower the flag each time. Each cadet in the Corps is required to learn how to raise, lower and fold the flag. Each cadet in the Corps is required to participate in a minimum of one flag detail each semester to be promoted.
- Model Aircraft Building: A model aircraft is a small sized unmanned aircraft or, in the case of a scale model, a replica of an existing or imaginary aircraft. Model aircraft are divided into two basic groups: flying and non-flying. Non-flying models are also termed static, display, or shelf models. Flying models range from simple toy gliders made of card stock or foam polystyrene to powered scale models made from materials such as balsa wood, bamboo, plastic, Styrofoam, carbon fiber, or fiberglass and are skinned with tissue paper or mylar covering. Some can be very large, especially when used to research the flight properties of a proposed full-scale design.

Special Event Planning Committees

CT- 021 has three committees that provide leadership opportunities through the planning and conduct of our mandatory events each year: The Dining-In, the Military Ball, and the Awards Ceremony. As a “cadet run” program, CT-021 needs committed, professional leaders for these activities who are chosen by the instructors and staff based upon their ability to lead. Once chosen, these committee chairmen must follow the following “Rules of Engagement” to plan successful events for our unit.

- The Social Activities Department Head (and the Deputy Squadron Commander) will ensure that the committee has an event leader and an experienced advisor, if available.
- The event leader (and Social Activities Department Head) will draft a planning schedule ensuring that the committee can meet its objectives in a reasonable time. This schedule must include, as a minimum:
 - An interest meeting.
 - A list of activities and the cadets assigned to those activities.
 - The due date and details for the table and seating arrangement
 - The due date for the script and brochure

Recognition

Promotion Process

All references to cadet rank will have the word “Cadet” as part of the cadet grade, i.e., Cadet Major John Smith. Grade is represented by standardized AFJROTC insignia that is worn on the cadet uniform. Cadets must also know and recognize active military service ranks. (Attachment 2)

Standard Promotion: Every cadet will be promoted to the next rank after completing an academic year in AFJROTC.

Advanced Promotion Requirements: Advanced promotions are earned through additional work within the cadet corps. Cadets are encouraged to strive to promote further but to do so, a cadet must:

- Have no disciplinary issues.
- Be in good standing in all classes, not just AFJROTC.
- Demonstrate the Air Force core values qualities.
- Demonstrate dedication to the AFJROTC honor code.

There will be an opportunity for advanced promotion each quarter. Cadets that meet the requirement for the next rank shall submit a promotion consideration form (Attachment 12) 2 weeks prior to the end each quarter (exact due dates will be announced and posted in google classroom).

Exception: 4th quarter promotions will be conducted no later than 2 weeks before the annual awards ceremony.

Cadets meeting the requirements for promotion to C/Airman through C/Senior Airman will take the appropriate test during the final week of the quarter.

The Cadet Command Staff will conduct a promotion review board for cadets submitting promotion consideration requests for promotion to c/Staff Sergeant and above during the final week of the quarter. The Cadet Command Staff will make a promotion recommendation to the SASI/ASI.

Within the first 2 weeks following Quarter 1 and Quarter 3, promotion ceremonies will be conducted in each flight on a uniform day. Quarter 2 promotions will be conducted during the change of command ceremony, and Quarter 4 promotions will take place at the annual awards ceremony.

Cadets who submit a request must meet the advanced promotion requirements, the specific requirements for the rank that they are being considered for and will also be evaluated on their overall demonstration of the core values and JROTC mission.

The specific requirements for each promotion are as follows:

C/AMN

- A grade of 80% or better in AFJROTC
- Pass rank structure exam with 85% or better
- 80% average uniform grade
- Perform stationary drill commands.
- Participate in 1 Leadership Development Requirement activity
- 2 hours of community service

C/A1C

- A grade of 80% or better in AFJROTC
- Pass Customs and courtesies exam with 85% or better
- 80% average uniform grade
- Perform columns, flanks, to the rear drill movements.
- Participate in 1 Leadership Development Requirement activity
- 4 hours of community service

C/SRA

- A grade of 80% or better in AFJROTC
- Pass Chain of Command exam with 85% or better
- 85% average uniform grade
- Perform 30 step drill sequence.
- Participate in 1 Leadership Development Requirement activity
- 6 hours of community service

C/SSGT

- A grade of 80% or better in AFJROTC
- 85% average uniform grade
- Participate in at least 1 Leadership Development Requirement activity
- Participate in at least 1 Social activity (i.e., dining-in, military ball, etc.)
- Participate in at least 1 fundraiser.
- 8 hours of community service

C/TSGT

- A grade of 80% or better in AFJROTC
- 85% average uniform grade
- Assist in leading/planning 1 department event/activity
- Participate in at least 2 Social activities (i.e., dining-in, military ball, etc.)
- Participate in at least 2 fundraisers.
- 10 hours of community service

C/MSGT

- A grade of 85% or better in AFJROTC
- 85% average uniform grade
- Assist in leading/planning 1 department event/activity
- Participate in at least 2 Social events/activities (i.e., dining-in, military ball, etc.)
- Participate in at least 2 fundraisers.
- Command 30 step drill sequence
- 14 hours of community service

C/SMSGT

- A grade of 85% or better in AFJROTC
- 85% average uniform grade
- Successfully complete 1 semester in a Cadet Corps staff position.
- Participate in 2 Leadership Development Requirement activities
- Participate in Social events/activities (i.e., dining-in, military ball, etc.)
- Participate in at least 3 fundraisers.
- 16 hours of community service

C/CMSGT

- A grade of 85% or better in AFJROTC
- 90% average on uniform grade
- Successfully completed 1 semester in a Cadet Corps staff position.
- Participate in 2 Leadership Development Requirement activities
- Participate in Social events/activities (i.e., dining-in, military ball, etc.)
- Participate in at least 3 fundraisers.
- 18 hours of community service

C/2LT

- A grade of 85% or better in AFJROTC
- 90% average uniform grade
- Lead 2 Social events/activities.
- Participate in Social events/activities (i.e., dining-in, military ball, etc.)
- Participate in 2 Leadership Development Requirement activities
- Participate in at least 4 fundraisers.
- 22 hours of community service

C/1LT

- A grade of 85% or better in AFJROTC
- 90% average uniform grade
- Successfully completed 2 semesters in a Cadet Corps staff position.
- Lead 2 Leadership Development Requirement activities
- Participate in 2 Leadership Development Requirement activities
- Participate in Social events/activities (i.e., dining-in, military ball, etc.)
- Participate in at least 4 fundraisers.
- 24 hours of community service

C/Capt

- A grade of 90% or better in AFJROTC
- 90% average uniform grade
- Lead 2 major AFJROTC Leadership Development Requirement activities
- Participate in 3 Leadership Development Requirement activities
- Successfully completed 3 semesters in a Cadet Corps staff position.
- Participate in Social events/activities (i.e., dining-in, military ball, etc.)
- Participate in at least 5 fundraisers.
- 28 hours of community service

C/Maj

- A grade of 90% or better in AFJROTC
- 95% average uniform grade
- Successfully completed 1 semester in a Cadet Corps senior staff position
- Lead 3 Leadership Development Requirement activities
- Participate in Social events/activities (i.e., dining-in, military ball, etc.)
- Participate in at least 5 fundraisers.
- 30 hours of community service

C/Lt Col

- A grade of 90% or better in AFJROTC
- 95% average uniform grade
- Participate in at least 6 fundraisers.
- Participate in Social events/activities (i.e., dining-in, military ball, etc.)
- Successfully complete 1 semester as Cadet Deputy Squadron Commander
- 34 hours of community service

C/Col

- A grade of 90% or better in AFJROTC
- 34 hours of community service
- 95% average uniform grade
- Successfully completed one semester as Cadet Squadron Commander

Honor Flight

CT-021 has an Honor Flight Program with the objective of enhancing esprit de corps, instilling unit pride, and fostering friendly competition among our flights. The instructors will select a quarterly Honor Flight winner based upon the following criteria:

- 40% Flight AFJROTC Academic Average
- 20% Flight Uniform Inspection Average
- 20% Flight Drill Test Average
- 10% PT Participation/Grade average
- 10% Flight Service X Per Capita Participation Average

Physical Training (PT) Program

Our PT Program is based upon the AFJROTC Wellness program. The goal of our PT Program is for all cadets to achieve their maximum physical fitness. The PT Program assessment consists of 3 events: 1-mile run, push-ups, and sit-ups. Cadets establish and work towards individual physical fitness goals based upon their age and gender over the course of the school year. Cadets will establish their PT baseline assessment in September, establish individual goals and participate in an end of year PT assessment in May. Cadets who meet their fitness goals at the end of the year may earn the Health and Wellness Ribbon. PT assessment score charts are in Attachment 4.

Prior to starting the AFJROTC PT program or assessment, cadets must obtain parental permission using the current year Parental Consent form. When any student has a medical condition that may prevent the student from participating in any exercise, the instructors will consult the school's health staff and parents for full resolution before requiring exercise participation by the student.

PT Grading will be determined based on cadet preparation and participation. Cadets will earn/lose points for wearing the appropriate PT uniform and athletic shoes. Cadets will earn/lose points for participation in stretching, warm-up exercises, and team sport / activity. During scheduled PT sessions, cadets will be in either AFJROTC PT Gear or Unit Local Purchase PT Gear. Cadets are expected to come prepared for class – bring their PT shirt, shorts, sweatpants, sweatshirt, and athletic footwear. Failure to be dressed adequately for PT will result in a lower grade but the cadet may still participate in PT at the instructor's discretion.

The flight leader will lead the flight through their exercises beginning with the stretches and followed by the warmup exercises, and a team sport /activity:

Stretches:

- Arm Stretch
- Triceps Stretch
- Quad Stretch
- Hamstring Stretch
- Calf Stretch
- Hip Circles

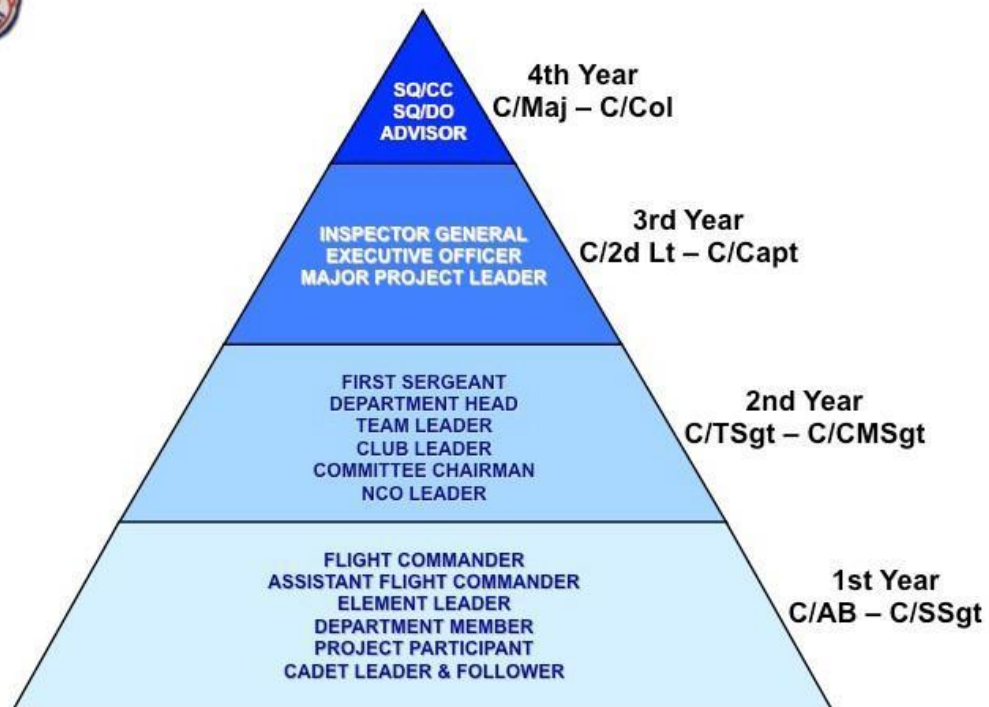
Warm-up Exercises:

- Pushups
- Sit-ups
- Run

Attachment 1 Organization Chart/Leadership Pyramid



AFJROTC CT-021 Cadet Leadership Pyramid



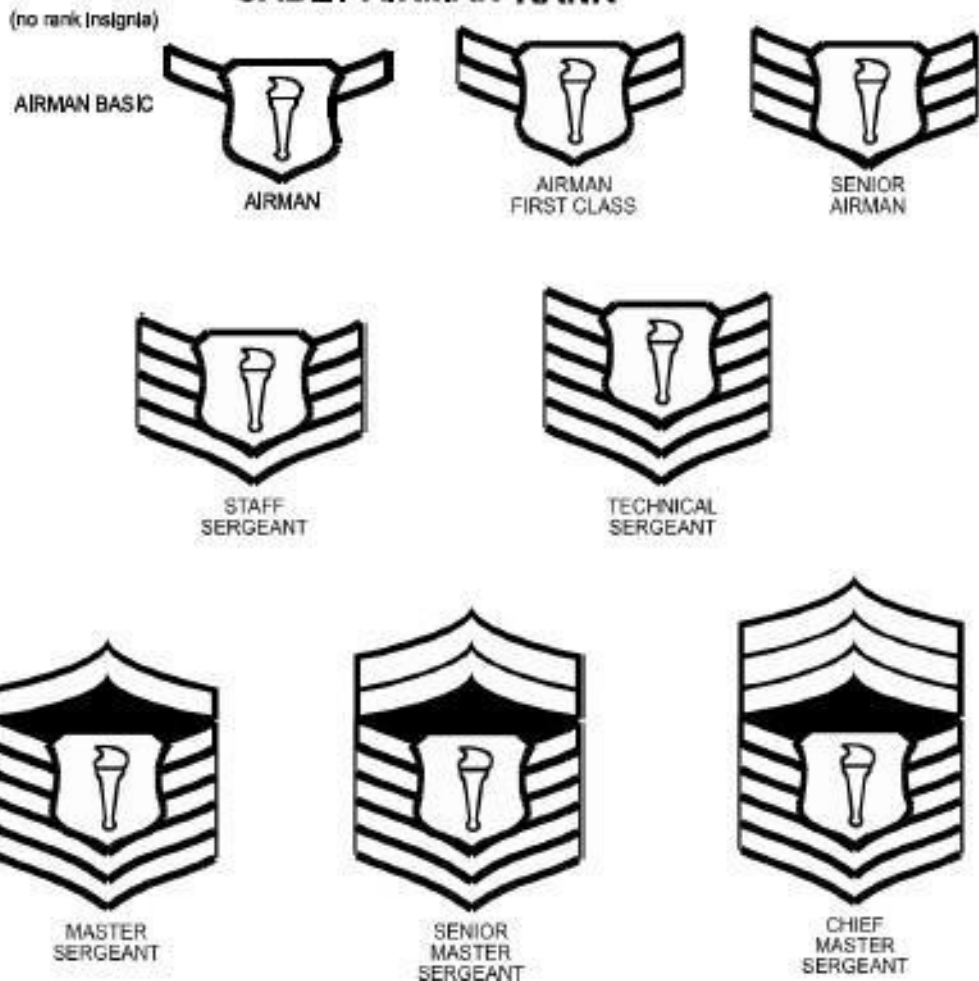
Attachment 2 AFJROTC Rank Chart

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



CADET AIRMAN RANK



Attachment 3 PT assessment Charts

Curl-Up

Male					
View All First 1 of 1 Last					
Effective Date: 01/01/2010					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	76	79	81	77	73
95	59	62	62	62	61
90	55	58	59	58	57
85	53	56	57	56	55
80	51	54	55	53	53
75	50	52	53	51	51
70	48	51	51	50	50
65	46	49	50	48	48
60	45	48	49	48	46
55	43	47	47	46	45
50	42	45	45	45	44
45	41	44	44	44	43
40	40	42	43	42	41
35	39	41	41	40	40
30	38	40	40	40	40
25	36	39	38	38	38
20	34	37	36	37	36
15	32	35	35	35	35
10	30	33	32	31	32
5	26	28	29	27	27
0	0	0	0	6	1

Female					
View All First 1 of 1 Last					
Effective Date: 01/01/2010					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	72	72	74	77	67
95	52	53	55	53	53
90	50	49	51	49	47
85	46	47	48	45	44
80	44	45	46	43	41
75	42	43	44	41	40
70	42	42	41	40	38
65	40	41	40	38	37
60	40	40	39	37	36
55	38	39	37	36	35
50	37	37	36	35	34
45	36	36	35	34	33
40	35	35	34	33	31
35	33	34	32	32	30
30	31	32	31	30	30
25	30	31	30	30	28
20	28	30	28	27	25
15	26	28	26	25	25
10	23	25	23	23	22
5	19	20	20	19	19
0	0	0	0	0	0

Right-angle push-ups

Male					
View All First 1 of 1 Last					
Effective Date: 01/01/2010					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
95	51	47	50	59	60
90	41	41	44	46	56
85	39	40	42	44	53
80	35	37	40	41	50
75	35	32	37	40	46
70	31	30	35	36	44
65	30	28	34	34	43
60	28	25	32	32	41
55	26	24	31	30	40
50	24	24	30	30	37
45	21	22	30	29	35
40	20	21	27	28	34
35	20	20	25	25	30
30	16	18	25	25	30
25	16	18	24	25	27
20	12	15	21	23	25
15	11	13	20	22	23
10	9	11	18	20	21
5	4	7	15	15	20

Female					
View All First 1 of 1 Last					
Effective Date: 01/01/2010					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
95	25	25	34	32	29
90	22	21	23	26	28
85	21	20	20	24	25
80	17	19	20	22	22
75	17	15	20	20	20
70	15	12	18	19	19
65	14	11	18	16	18
60	13	10	16	15	17
55	12	10	15	13	16
50	11	10	15	12	16
45	10	9	15	12	15
40	10	8	13	12	15
35	8	5	11	11	14
30	7	5	11	10	12
25	6	5	11	8	11
20	5	5	10	5	9
15	4	3	7	4	7
10	3	2	5	3	5
5	2	1	2	1	2

Endurance run/walk

Male

View All First 1 of 1 Last

Effective Date 01/01/2010

Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	5:40	4:30	4:42	4:49	4:46
95	6:25	6:01	5:50	5:40	5:35
90	6:39	6:13	6:07	5:56	5:57
85	6:50	6:26	6:20	6:08	6:06
80	7:00	6:33	6:29	6:18	6:14
75	7:11	6:45	6:38	6:25	6:23
70	7:20	6:59	6:48	6:33	6:32
65	7:29	7:09	6:57	6:44	6:40
60	7:41	7:19	7:06	6:50	6:50
55	7:55	7:29	7:16	6:58	6:57
50	8:06	7:44	7:30	7:10	7:04
45	8:17	7:59	7:39	7:20	7:14
40	8:35	8:13	7:52	7:35	7:24
35	8:54	8:30	8:08	7:53	7:35
30	9:10	8:48	8:29	8:09	7:52
25	9:23	9:10	8:49	8:37	8:06
20	10:02	9:35	9:05	8:56	8:25
15	10:39	10:18	9:34	9:22	8:56
10	11:43	11:22	10:10	10:17	9:23
5	12:47	12:11	11:25	11:49	10:15
0	24:12	18:10	21:44	20:15	16:49

Female

View All First 1 of 1 Last

Effective Date 01/01/2010

Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	5:42	5:00	5:51	5:58	6:20
95	7:21	7:20	7:25	7:26	7:22
90	7:49	7:43	7:52	7:55	7:58
85	8:13	7:59	8:08	8:23	8:15
80	8:29	8:20	8:24	8:39	8:34
75	8:49	8:36	8:40	8:50	8:52
70	9:09	8:50	8:55	9:11	9:15
65	9:30	9:09	9:09	9:25	9:33
60	9:50	9:27	9:23	9:48	9:51
55	10:07	9:51	9:37	10:09	10:08
50	10:23	10:06	9:58	10:31	10:22
45	10:57	10:25	10:18	10:58	10:48
40	11:20	10:51	10:40	11:15	11:05
35	11:40	11:10	11:00	11:44	11:20
30	12:00	11:36	11:20	12:08	12:00
25	12:29	11:52	11:48	12:42	12:11
20	13:01	12:18	12:19	13:23	12:40
15	14:10	12:56	13:33	14:16	13:03
10	14:49	14:10	14:13	16:03	14:01
5	16:10	15:44	15:17	18:00	15:14
0	20:45	20:04	24:07	21:00	28:50

Attachment B1
AFJROTC
Meeting Agenda (Template)

Date: TBD, 2021 **Time:** 2:00 PM **Location:** AFJROTC Room (A206)

Department Updates:

1. Command Staff
 - a. Topics from Flight Leaders
 - b. Performance Assessments
 - c. Squadron Goals

2. LDR
 - a. Fall LDR 1
 - b. Fall LDR 2
 - c. Fall LDR 3
 - d. Winter LDR 1
 - e. Winter LDR2
 - f. Winter LDR3

3. Social Events
 - a. Dining-In
 - b. Social Event 1
 - c. Social Event 2

4. Community Service
 - a. Tunnels To Towers
 - b. Band Competition
 - c. Blood Drive
 - d. Flag Detail
 - e. Other

5. Recruiting
 - a. Pamphlet
 - b. Video
 - c. Briefing
 - d. Middle School presentations

6. Budget and Fundraising
 - a. Current Cadet Financial Status
 - b. Department Fund Requests
 - c. Fundraising Event 1
 - d. Fundraising Event 2

7. Logistics
 - a. Department Inventory Lists
 - b. Accountable Uniform Inventory
 - c. Non-Accountable Uniform Inventory
 - d. Ribbons/Ranks/Medal Inventory
 - e. Rifle Inventory

8. Public Affairs
 - a. Newsletter
 - b. Website
 - c. Social Media

9. Personnel
 - a. Qtr 1 Promotion Cycle
 - b. Qtr 1 Awards Cycle

Attachment B2
AFJROTC
Meeting Minutes (Template)

Date:

Time:

Location: AFJROTC Room

Members Present (Contact Info):

- Kunal Shringarpure: 203-417-8198
- Zoe Bowman: 203-802-8718

Members Absent:

Department Updates:

1. Command Staff
 1. Items Covered
 2. Action Items and Due Dates
2. LDR
 1. Items Covered
 2. Action Items and Due Dates
3. Social Events
 1. Items Covered
 2. Action Items and Due Dates
4. Community Service
 1. Items Covered
 2. Action Items and Due Dates
5. Recruiting
 1. Items Covered
 2. Action Items and Due Dates
6. Budget and Fundraising
 1. Items Covered
 2. Action Items and Due Dates
7. Logistics
 1. Items Covered
 2. Action Items and Due Dates
8. Public Affairs
 1. Items Covered
 2. Action Items and Due Dates
9. Personnel
 1. Items Covered
 2. Action Items and Due Dates

Next Meeting Date:

Attachment C1

_____ Department

Funds Request List

Event/Activity	Item	Unit Price	Qty	Total Price
			Total Cost	

Attachment D1

_____ Department

Logistics Inventory List

Event/Activity	Item	Qty	Location

Attachment E1

Promotion Recommendation Form

Name: _____

Current Rank: _____

Period: _____

Quarter: _____

Current Position: _____

All Leadership Positions _____

Community Service Hrs	LDR Participation	Fundraising Participation	Social Events Participation

Deputy Squadron Commander Promotion Recommendation _____

Squadron Commander Promotion Recommendation _____

Disciplinary Action _____ Passing Classes _____ AFJROTC Grade ____ Uniform Grade ____
 Promotion Exam _____ Drill Sequence _____

ASI Promotion Recommendation _____

SASI Promotion Recommendation _____

