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Cadet Guide Aug 2021

Previous editions are obsolete

This AFJROTC Cadet Guide explains the standards expected of our cadets by the U.S. Air Force and Plattsmouth High School. Read it over carefully and become familiar with it. If the handbook references something you do not understand just ask one of your cadet leaders or instructors for assistance.

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MISSION OF PLATTSMOUTH HIGH SCHOOL AFJROTC

The mission of the Plattsouth High School Air Force Junior Reserve Officer Training Corps (AFJROTC), unit NE - 951, is to **develop citizens of character, dedicated to serving their nation and community.** The United States Air Force has developed guidelines, called the Core Values, to help airmen in conducting business and making decision in their professional lives. These core values were designed for cadets at the United States Air Force Academy and were later adopted by the entire USAF.

The Core Values are:

Integrity First: An unfaltering devotion to honesty, truthfulness, doing one's duty, and doing what is right.

Service Before Self: Subordinate our personal interests, attitudes, and aspirations to the greater cause and the demands it places on us.

Excellence In All We Do: Continuous improvement and innovation. The standard you set for yourself.

As a cadet in the Plattsouth High School AFJROTC program you can learn to apply these values in your personal lives as guidelines to right behavior, values to guide you, or a compass to point you in the right direction when faced with a tough decision or moral dilemma.

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Section 1: Current uniform wear, personal appearance and grooming requirements.

PERSONAL APPEARANCE AND THE WEAR OF THE AFJROTC UNIFORM

1. Cadets should present a neat, clean, and well-groomed appearance when wearing the AFJROTC uniform. Every time you put on your AFJROTC uniform remember that it is, with a few minor exceptions, the same uniform worn by active duty personnel of the United States Air Force, and cadets are expected to honor and wear the uniform properly and with pride. Whenever you wear the uniform you represent Plattsmouth High School, AFJROTC, and the United States Air Force. Cadets are expected to adhere to all Plattsmouth High School guidelines concerning behavior and appearance. AFJROTC policy is that uniforms will be issued based on the gender listed in the state school system. Nebraska state policy is that school system lists gender as the birth gender of the person.

A. **Personal Appearance - Male Cadets**

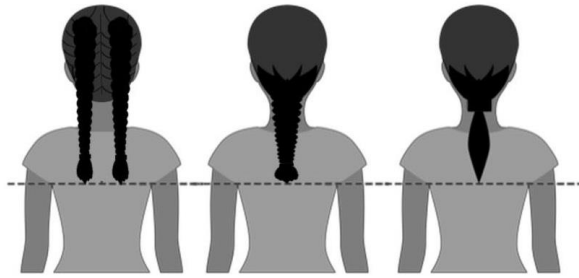
(1). **The face** will be clean-shaven. Mustaches will be neatly trimmed, must not extend downward beyond the lip line of the upper lip, and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth. Beards and goatees are **not** permitted. **You must shave on inspection day to avoid “five o’clock shadow”.**

(2). **Hair** will not exceed 2 inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears, must not interfere with wearing any Air Force headgear properly, or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes/design. Hair must have a tapered appearance on both sides and the back, both with and without headgear. When viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point. Your hair may not contain or have attached to it any visible foreign items. **If you dye your hair, it should be a natural color.** **Sideburns** must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. **Mustaches** will be conservative will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. Check with the SASI/ASI if you have any question about appropriate hairstyles.

(3). Male cadets **will not wear earrings while in uniform.**

B. **Personal Appearance - Female Cadets**

(1). **Female Hair Standards.** No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Also, one or two braids or a single ponytail may be worn with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. Bangs, or side-swiped hair may touch eyebrows but will not touch or cover eyes. Hair may be visible in front of women’s flight caps, but long hair will be secured with no loose ends). In addition, your hairstyle should not need many grooming aids. If you use pins, combs, barrettes, elastic bands or similar items, they must be plain, similar in color to your hair, and modest in size. (Wigs and hairpieces must also conform to these guidelines.) Dyes, tints, bleaches and frostings must result in natural hair colors such as blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. No flat-top hairstyles for women. Micro-braids, cornrows, and ponytails are authorized for women. “Locs” are authorized but “dreads” or dreadlocks are not. Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail.



(2). **Hair ornaments.** If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

(3). **Earrings.** Female cadets may wear small round or square white diamond, gold, white pearl, or silver earrings. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe (unless the piece extending is the connecting band on clip-on earrings). Gauges are not allowed in uniform.

(4). **Fingernails & polish.** Fingernail polish will be a single color that does not detract from the uniform, or be extreme colors including but not limited to: purple, gold, blue, black, bright fire-engine-red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors. However, white-tip French manicures are authorized. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed.

C. **Wear of the Blue Uniform - Male Cadets**

(1). The **flight cap** is worn with the front crease toward the lower center of the forehead in a straight line with the nose, approximately 1" (or two fingers width) above the right eyebrow and two finger widths above the right ear. When worn in this manner, the vertical crease of the cap will be fully extended without a protruding tip at the back. If your flight cap does not fit in this manner it is the wrong size and should be exchanged. The flight cap is always removed indoors unless you are the member of a performing Color Guard or under arms.

(2). For males the **belt** is threaded through the loops of the trousers **to your left**. When buckled, only the metal tip of the end of the belt should show.

(3). Black leather low quarter **shoes** will be clean, shined and **laced to the top**.

(4). **Socks** must be plain black.

(5). The **short sleeve blue shirt** is worn with the collar open (exception: the necktie is optional with short sleeve shirts with epaulets). The **necktie** will always be worn with the long sleeve blue shirt. The shirttail is pulled down into the trousers tightly and tucked to the side to make it nearly form fitting. The only creases in the shirt are down the sides of the sleeves. No items will be carried in the shirt pockets. **A plain white T-shirt (V-neck) must always be worn under the short sleeve blue shirts (a white crew neck T-shirt may be worn under the long sleeve shirt).**

(6). The bottom front of the **trouser** legs will touch the shoes in such a manner as to cause a slight break in the front of the trouser crease. No cuffs are worn on military trouser uniforms. The rear pocket of the trousers will be buttoned at all times.

(7). **Coats, trousers, and the flight cap should be professionally dry cleaned periodically. Shirts should be laundered** after each wearing.

(8). Your "**GIG Line**" is the line formed by the edge of your shirt, the edge of your belt buckle, and the fly of your trousers. It should always be kept straight.

D. **Wear of the Blue Uniform - Female Cadets**

(1). The **flight cap** is worn with the vertical crease of the cap at the center of the forehead in a straight line with the nose and approximately 1" (or two fingers width) above the eyebrows. The flight cap is always removed indoors unless you are a member of a performing Color Guard or under arms.

(2). For females the **belt** is threaded through the loops of the trousers **to your right**. When buckled, only the metal tip of the end of the belt should show.

(3). Black leather pumps or low quarter **shoes** will be issued and will be worn with slacks or skirt. Shoes will be clean and shined and laced to the top. Black commercial tailored shoes with a plain closed toe and heel may be worn. They will not have ornamentation such as bows, buckles, or straps. Heels will be of a height suitable for the individual, but not higher than 2 ½ inches, and may be leather or patent leather ("Corfam").

(4). **Hosiery**. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone. Plain black socks or hose may be worn with the slacks.

(5). The long sleeve **blouse** is always worn with the dark blue **neck tab**. Undershirts are encouraged, but not mandatory. If worn, undershirts must not be visible when wearing the short sleeve blouse with open collar.

(6). The length of the **skirt** may not vary beyond the top and bottom of the kneecap. Your skirt should fit smoothly, should hang naturally, and must not be excessively tight.

(7). The bottom front of the **slacks** legs will touch the shoes in such a manner as to cause a slight break in the front of the slacks crease.

(8). **The coats, skirt, slacks, and flight cap should be dry cleaned periodically. Blouses should be laundered** after each wearing.

(9). Your "**GIG Line**" is the line formed by the edge of your blouse, the edge of your belt buckle, and the fly of your slacks/skirt. It should always be kept straight. (N/A for the "no-tuck" female shirt.)

E. **General Rules for Wearing the Uniform (Male and Female)**

(1). The **unauthorized wear of the uniform** (or any part or distinctive items of the uniform) in a manner which may bring disrespect upon the uniform or AFJROTC is **prohibited and may lead to dismissal from the AFJROTC Program**.

- (2). Only authorized uniform items will be worn on the AFJROTC uniform. Do not mix uniform items with civilian clothing. **Civilian jackets** may be worn over the AFJROTC uniform when going to or from school (*the civilian jacket **will not** be worn while in the school building*). Cadets are required to wear their **flight cap** outdoors at all times including going to and from school. (**Note:** The flight cap must be worn outside, **even when wearing a civilian jacket over the AFJROTC uniform, unless you have a hood up.**) Any civilian **jacket** must be zipped/buttoned at least half way when worn over the AFJROTC uniform.
- (4). The **service dress uniform coat** may be removed in the classroom when it becomes uncomfortably warm. The **necktie/necktab** will not be removed or loosened even though the coat is removed. The coat will be donned and buttoned before leaving the classroom, not carried.
- (5). **Pockets** with **buttons** should be buttoned. Missing buttons must be replaced promptly. Cadets will avoid carrying bulky items in coats, trousers, and slacks.
- (6). **Loose strings** and **frayed seams** (“cables”) will be trimmed from the uniform.
- (7). Sleeves on the long-sleeve shirt and blouse should also be buttoned, but good judgment should be exercised in instances where the sleeves may become soiled or wet. In such instances, the sleeves may be rolled up temporarily.
- (8). **Jewelry.** While in uniform you may wear a wristwatch and rings, but no more than three rings at any one time. You may not wear ornaments on your head or around your neck. Necklaces will not be visible at any time, and if worn, will be concealed under a collar or undershirt. Thumb rings are not allowed in uniform. **Colored, rubber, or fabric bracelets that support a cause are not allowed.** Medic alert bracelets and POW/MIA bracelets are permitted.
- (9). **Cosmetics.** Male Cadets are not authorized to wear cosmetics. Female Cadets may wear cosmetics; however, if worn, they will be conservative and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors (including but are not limited to, purple, gold, blue, black, bright fire-engine-red, and fluorescent colors). Cosmetics will not be worn during field conditions.
- (10). **Tattoos or Brands.** Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the United States Air Force are also barred, whether you are in or out of uniform. These types of tattoos may prevent a person from being in AFJROTC, even if covered up. Excessive tattoos or brands, even though they do not violate the prohibitions previously discussed, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brand that exceeds one quarter of the exposed body part, and those above the collarbone, on hands, and/or is readily visible when wearing an open collar shirt.
- (11). **Body Piercing.** Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). **Cadets may not cover any of these articles with make-up or band aids to hide body piercings.** Clear posts may be used to keep a new piercing hole from closing up. Female cadets are permitted to wear conservative earrings (see paragraph B. (3) above).
- (12). **Uniform Wear Restrictions.** Cadets may not wear the uniform while hitchhiking, in student demonstrations, for crowd control, political events, or for any other inappropriate activity. (However, AFJROTC cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc., at the discretion of the Senior Aerospace Science Instructor [SASI].) Engaging in **sports activities** (including physical education classes), while in uniform is prohibited.

- (13). **Conservative sunglasses** may be worn outdoors while in uniform **except** when in formation. **Prescription sunglasses** may be worn in formation when outdoors. Frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses.
- (14). **Cadets are required to wear all authorized ribbons on the service dress uniform.** The wear of ribbons on shirt combinations is optional but discouraged due to wear and tear concerns. Cadets are required to wear the ribbons neatly and in the proper precedence.
- (15). The wear of **badges** on the service dress coat is mandatory. Aviation badges must be worn on shirt combinations. The wear of non-aviation badges on shirt combinations is optional.
- (16). **Medals** may be worn on the service dress coat when designated by the SASI. If medals are worn, ribbon rack must be removed.
- (17). **Optional uniform items.** The SASI & ASI reserve the right to designate which optional items may be worn by cadets and the circumstances under which they may be worn (e.g., the overcoat). Cadets should never purchase optional uniform items without first checking with the SASI/ASI as to their suitability for her/him.
- (18). **Shoulder cords** may be worn by CLC graduates, are green and yellow, and are worn one cord at a time only, on the left shoulder of the light blue shirt or service dress coat **only**.
- (19). **Earphones or headphones will not be worn or draped around the shoulders at any time when in uniform.**

F. **Color Guard and Drill Team Performances**

- (1) **Headgear.** Berets will be solid-color, white, dark blue and/or black **ONLY**, with officer rank insignia. Berets **may** be worn on regular uniform days only if a color guard is being performed.
 - (2) **Ascots.** Solid color Plattsmouth “Blue Devil” (royal blue) ascots may be worn for performances. Ascots will **not** be worn on regular uniform days.
 - (3) **Shoulder cords.** Cadets may wear the CLC green and yellow cord (if earned) as described in this guide, or for the sake of uniformity, all team members may wear school color cords (white, blue/white, or silver) when performing.
 - (4) **Gloves.** White gloves may be worn. Gloves will **not** be worn on regular uniform days.
2. On AFJROTC designated wellness days, or other times as directed, students will wear the AF grey PT shirt, or the U.S. Air Force sweatshirt, suitable and appropriate lower body clothing to facilitate exercise, and lace up athletic shoes that are tied to prevent ankle injuries. If students do not comply with the appropriate clothing rules, the max possible grade is 80 points.

ACCOUNTABILITY FOR AFJROTC CLOTHING AND EQUIPMENT

1. **Protecting government property is each cadet's responsibility.** All uniform items are loaned to you by the Air Force and must be returned (with the exception of shoes, socks, T-shirts, and PT gear). Other items of equipment belong to Plattsmouth High School. Each uniform and equipment item must be accounted for at all times. **Cadets are responsible for cleaning and maintaining uniform items. Shirts may be laundered and**

pressed, however all dark blue items **MUST BE DRY CLEANED**; attempting to wash them at home will ruin them. Uniforms should be professionally dry cleaned or returned with the \$30 cleaning fee.

2. At the time you are issued uniforms and equipment items you will be **required to sign a Custody Receipt Form** and place your initials on each line for individual uniform items issued. **Each item then becomes your personal responsibility.** *If you lose an item, or willfully or negligently destroy it; you will be required to pay for it!* You will be advised of the cost of each uniform item issued to you. The cost of replacement, however, will be the cost that is in effect when the cadet account is scheduled to be cleared.

3. One complete uniform with all accessories and insignia is issued to each cadet. **It is important that each cadet understand that all uniform items (with the exception of the non-returnable items listed in paragraph 1 above) must be returned or paid for.** Neither the AFJROTC Certificate of Training nor the Certificate of Completion will be awarded until all uniform items have been returned. In addition, a financial obligation will be incurred which will disallow graduation, registration, or transfer credit until satisfied. **Per the Plattsmouth High School Parent/Student Handbook, a \$30 cleaning fee WILL be charged to a cadet who returns a dirty uniform.**

4. **To preclude unnecessary expenses** to the cadet and/or delay in receipt of grades or diploma, and to provide for efficient turn-in of uniforms and equipment, **the following suggestions are offered:**

- A. Do not leave uniform items in unlocked lockers or unattended at school.
- B. Do not loan uniform items to other cadets or persons.
- C. Do not permit another cadet to turn in your uniform or equipment items.
- D. Do not carry your flight cap with your books.
- E. Do not place your uniform in the care of others.
- F. Be alert for uniform or equipment items left or misplaced by other cadets. Turn in items to the SASI or ASI.
- G. Clothing items that becomes worn or otherwise unserviceable should be turned in to the ASI as soon as possible. If the unserviceable condition is due to fair wear and tear from normal use, the items will be replaced at no cost. Items of clothing which do not fit properly should be altered or exchanged.
- H. When exchanging uniform items, deal only with the ASI.
- I. Avoid wearing a backpack while in uniform, backpacks should be carried at your side. Cadets frequently damage nametags, ribbon sets, buttons, and insignia when wearing their backpack while in uniform. **Cadets will be required to pay replacement costs for uniform items damaged in this manner.**

AFJROTC CADET RIBBONS, BADGES, AND AWARDS

National Awards: Not all awards are given out each year. Cadets may review the criteria for these awards as specified in AFROTCI Ops Supp, Ch 7, which is available from the SASI/ASI. **Medals will not be worn on regular uniform days or during any type of competition.**

Awards marked with a “*” are normally given each year at unit NE-951.

Order:	Award Name:	Criteria:
1.	Air Force JROTC Valor Award (Gold)	Self-sacrifice, risk of life, and personal bravery. For each additional award earned an additional small silver star will be awarded. See Ops Supp Ch 7 for complete criteria. Medal & ribbon.
2.	Air Force JROTC Valor Award (Silver)	Voluntary act of heroism without risk of life. For each additional award earned an additional small silver star will be awarded. See Ops Supp Ch 7 for complete criteria. Medal & ribbon.
3.	Cadet Humanitarian Award	Providing aid during a singular extraordinary event. For each additional award earned an additional small silver star will be awarded. See Ops Supp Ch 7 for complete criteria. Ribbon only.

4.	Silver Star Community Service with Excellence Ribbon	For each additional award earned an additional large silver star will be awarded. See Ops Supp Ch 7 for complete criteria. Ribbon only.
5.	Community Service with Excellence Ribbon	Leadership of a significant community service project. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. See Ops Supp Ch 7 for complete criteria. Ribbon only.
6.*	Air Force Association Award*	AS-III, top 1%, positive attitude, outstanding personal appearance, initiative, judgement self-confidence, and courteous demeanor (promptness, obedience and respect for customs). Medal & ribbon.
7.*	Daedalian Award*	AS-III, top 20% of school class, top 10% of JROTC, and potential and desire for a military career. Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation. Medal & ribbon.
8.*	Daughters of the American Revolution (DAR) Award*	AS-IV, top 25% of school class, top 25% of JROTC, dependability, good character, military discipline, and leadership ability. Medal & ribbon.
9.*	American Legion Scholastic Award*	AS-III or IV, top 10% of school class, top 25% of ROTC class, leadership, and participation. Medal & ribbon.
10.*	American Legion General Military Excellence Award*	AS-III or IV, top 25% of JROTC, leadership, discipline, character, and citizenship. Medal & ribbon.
11.*	Reserve Officers Association (ROA) Award*	AS-IV, top 10% of JROTC, top 25% in academics, advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic. Medal & ribbon.
12.*	The Military Officers Association of America (MOAA) Award*	AS-III who shows exceptional potential for military leadership., good academic standing, high moral character, and loyalty. Medal & ribbon.
13.*	Veterans of Foreign Wars (VFW) Award*	AS-III or IV, average school grade of C or better, JROTC grade of B or better with no failing grades the previous semester, positive attitude, active in at least one other student extracurricular activity (music, athletics, government, etc.). Medal & ribbon.
14.*	National Society United States Daughters of 1812*	Any cadet demonstrating academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits. Medal & ribbon.
15.*	National Sojourners Award*	AS-II or III, top 25% of school class, Americanism and leadership. Medal & ribbon.
16.*	Scottish Rite, Southern Jurisdiction Award*	AS-III, top 25% of school class, participation in Leadership Development requirement (LDR) activities and community projects. Medal & ribbon.
17.*	Military Order of the Purple Heart (MOPH) Award*	AS-I, II or III, hold a B or higher in all subjects, positive attitude, hold a leadership position in JROTC, be active in school and community affairs. Medal & ribbon.
18.*	Sons of the American Revolution Award*	AS-III, top 25% of school class, top 10% of JROTC. Medal & ribbon.

19.*	Military Order of World Wars (MOWW) Award*	Any cadet intending to continue next year who has outstanding accomplishments or service to the AFJROTC unit. Medal & ribbon.
20.*	American Veterans (AMVETS) Award*	Any cadet, hold an A average in JROTC, dress & appearance, character, military potential, and be in good scholastic standing. Medal & ribbon.
21.*	Air Force Sergeants Association (AFSA) Achievement Award*	AS-III or IV, top 10% of JROTC, military leadership, discipline, character, and citizenship. Medal & ribbon.
22.*	Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet Award*	AS -I, II, or III, awarded to two cadets annually, must have a B or better in JROTC, be in good academic standing in all other subjects, and actively participate in at least 50% of all service projects. Ribbon only.
23.*	The Retired Enlisted Association (TREA) Award*	Awarded to the most outstanding AFJROTC cadet (any year group), for exceptional leadership while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Medal & ribbon.
24.*	Celebrate Freedom Foundation Award*	Any cadet. <ul style="list-style-type: none"> • Outstanding personal appearance (uniform and grooming) • Display personal attributes such as initiative, judgment and self-confidence • Courteous demeanor (promptness, obedience and respect for customs) • Growth potential (capacity for responsibility, high productivity and adaptability to change) • Possess the highest personal and ethical standards and strong positive convictions • Shows the potential and desire to pursue a military career • Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent • Rank in the top 15 % of his/her academic class • Demonstrates a positive attitude (toward AFJROTC and school) Medal & ribbon.
25.*	Air Commando Association Award*	Any cadet, possessing the 13 critical attributes of an air commando: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skills, physical fitness and family strength. Must write an essay on a special operations air or ground mission. Medal & ribbon.
26.*	Sons of the Union Veterans of the Civil War*	Any cadet, patriotism, academic excellence, leadership ability. Currently this award can be earned but not worn. Only ribbons shown on the ribbon chart may be worn. Award consists of a medal and a ribbon.

AFJROTC Awards:

27.	Distinguished Unit Award with Merit (DUAM)	Awarded annually to all cadets who were in AFJROTC during the year the unit was recognized as a Distinguished Unit <u>during a live unit evaluation</u> from headquarters. For each additional award earned an additional small silver star will be awarded. Ribbon only.
28.	Distinguished Unit Award (DUA)	Awarded annually to all cadets who were in AFJROTC during the year the unit was recognized as a Distinguished Unit. For each additional award earned an additional small silver star will be awarded. Ribbon only.
29.	Outstanding Organization Award (OOA)	Awarded annually to all cadets who were in AFJROTC during the year the unit was recognized as an Outstanding Organization. For each additional award earned an additional small silver star will be awarded. Ribbon only.

30.*	Outstanding Flight Ribbon*	Awarded each semester to members of the outstanding flight, as determined by the SASI/ASI. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. Ribbon only.
31.	Top Performer Award	Headquarters Award presented to a maximum of 2% of the Cadet Corps <u>during a live unit evaluation</u> from headquarters. Specific consideration will be given to cadets not previously recognized for superior performance. Based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments. Ribbon only.
32.*	Outstanding Cadet Ribbon*	Awarded annually to the outstanding AS-I, II, III, and IV cadet who exhibits high moral character, demonstrates positive personal attributes, displays outstanding military potential, and attains academic and military excellence. Ribbon only.
33.*	Leadership Ribbon*	Awarded annually for outstanding performance in a position of leadership. Cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. Ribbon only.
34.*	Superior Performance Ribbon*	Limited to 10% of the cadet corps. Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Presented for a single or sustained performance of a superior nature. Ribbon only.
35.*	Achievement Ribbon*	Awarded annually for a significant achievement in AFJROTC or other school activities/events. Ribbon only.
36.*	Academic Ribbon*	Awarded annually , for academic excellence as signified by attaining an overall grade point average (GPA) of "3.0" ("B") and a "4.0" ("A") in AFJROTC for each semester . Ribbon only.
37.*	Cadet Leadership Course Ribbon (and Shoulder Cord)*	Awarded for completion of an approved summer leadership program of at least 5 days duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Ribbon & NE-951 shoulder cord.
38.	Special Teams Placement Ribbon	Awarded to team members for placing 1 st , 2 nd or 3 rd in an Air Force or Joint Service competition. Ribbon only.
39.	All-Service National Competition Award	Awarded to team members who competed at an all-service national-level competition. Medal & ribbon.
40.	Air Force Nationals Competition Award	Awarded to team members who competed at an Air Force national-level competition. Medal & ribbon.
41.	Orienteering Ribbon	A ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. NE-951 cadets attending Escape & Evasion at Camp Ashland each Fall that can locate 3 of the 7 cones are eligible to earn this ribbon. Ribbon only.
42.*	Leadership Development Requirement (LDR) Leadership Ribbon*	A ribbon awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). Ribbon only.
43.	Drill Team Ribbon	Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill competitions, special school events, or community demonstrations. Ribbon only.

44.*	Color Guard Ribbon*	Cadets must perform at least 5 color guards to receive this ribbon. Local criteria: cadet must have commanded 1 of the 5 color guards. Ribbon only.
45.	Saber Team Ribbon	Cadets must perform at least 3 saber team events to receive this ribbon. Ribbon only.
46.	Marksmanship Ribbon	Cadets must be on the marksmanship team for an entire year season to be eligible to qualify and must have competed in at least 1 marksmanship postal competition. Local criteria: cadets must attend at least 50% of firing training days. Ribbon only.
47.*	Good Conduct Ribbon*	Awarded annually. Cadets must not have received a referral (this includes no ISS/OSS) for each academic term to be eligible to qualify for this award. Ribbon only.
48.*	Service Ribbon*	Awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. Local criteria: awarded after fifteen service points. Points will be earned by providing service for AFJROTC (a cadet can earn 2 service points for every hour of qualifying service). Service points are not to be confused with letter points towards the Plattsmouth AFJROTC Letter Award. Ribbon only.
49.*	Health and Wellness Ribbon*	All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.) Ribbon only.
50.*	Recruiting Ribbon*	Awarded for outstanding effort in support of unit recruiting activities. Recipient must have directly recruited two cadets. Ribbon only.
51.*	Activities Ribbon*	Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. Local examples include, but are not limited to Cyber Patriot, JROTC Leadership Academic Bowl (JLAB), Harvest Festival Parade marching flight, Escape & Evasion training at Camp Ashland, and raider/sports team events. An oak leaf cluster will be added to this ribbon for each year of team membership beginning with the second year. Ribbon only.
52.*	Attendance Ribbon*	Awarded annually to cadets who have no more than 3 excused absences during each academic term. For each additional ribbon earned a bronze oak leaf cluster will be awarded. Cadets may only receive one award annually. Ribbon only.
53.*	Dress and Appearance Ribbon*	Awarded each semester for wearing the AFJROTC uniform on all designated uniform days and earning a 90% uniform grade average. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. Ribbon only.

54.*	Longevity Ribbon*	Awarded annually after completion of each AS year. Ribbon only.
55.*	Bataan Death March Memorial Hike Ribbon*	Awarded annually for completing a 14 mile hike. Local criteria: Normally held annually. Cadets carry food items to donate to the food pantry. Prizes given for fastest team, heaviest team weight, heaviest individual weight carried, etc. Ribbon only.
56.*	Patriotic Flag Ribbon*	Awarded annually for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events. Local criteria: recipient must also participate in the annual flag retirement ceremony. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. Ribbon only.

Civil Air Patrol (CAP) Awards

57.	General Carl A. Spaatz Ribbon.
58.	General Ira C. Eaker Award.
59.	Amelia Earhart Award Ribbon.
60.	Brigadier General Billy Mitchell Award Ribbon.
61.	Brigadier General John F. Curry Ribbon

Note: Awards from other branches of JROTC are no longer authorized for wear in Air Force JROTC. AFJROTC cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. Sister-service JROTC ribbons/medals may not be worn by AFJROTC cadets. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

AFJROTC Badges:

1.	Ground School Badge	Awarded for successful completion of the AFJROTC Aviation Honors Ground School curriculum or successful completion of an aviation ground school program prescribed by the FAA.
2.	Flight Solo Badge	Awarded to any cadet who has a solo flight endorsement by a certified flight instructor for either powered or nonpowered aircraft.
3.	Flight Certificate Badge	Awarded to any cadet who possesses a private pilot's certificate for either powered or nonpowered aircraft. This badge replaces the flight solo badge once earned.
4.	Awareness Presentation Team Badge	Awarded to members of the Awareness Presentation Team (Local criteria: team members assist the school's resource officer in making presentations about drug use/abuse at middle and elementary schools).
5.	Kitty Hawk Air Society	Awarded to those cadets who are members of the local chapter of Kitty Hawk Air Society.
6.	Academy of Model Aeronautics Silver Wings	Awarded to cadets who are members of a local AMA chartered model airplane club.

7.*	Distinguished AFJROTC Cadet Award*	This award consists of a certificate and a Distinguished AFJROTC Cadet Badge. The award recognizes an outstanding AS-III cadet annually. Cadet must have high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The recipient will hold the following awards prior to selection: a. Leadership Ribbon b. Achievement Ribbon c. Superior Performance Ribbon d. Academic Ribbon e. Leadership Development Requirement (LDR) Leadership Ribbon f. Service Ribbon
8.*	Aerospace Education Foundation (AEF) Academic Cadet Award*	Awarded to “rising” Junior and Senior cadets (current sophomores and juniors) for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below a 2.0 (“C”) on their transcript.
9.	Model Rocketry Badge	Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS.
10.*	Cyberpatriot Badge*	Issued to cadets by the host organization. Local criteria: awarded for training and then attending at least one of the three yearly competition rounds. Not authorized for wear unless recipient is a National Finalist.
11.	Marksmanship Awards	Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males wear the badges under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Females wear the badges above the ribbons on both uniforms. Marksmanship badges will not be worn with medals.

CADET OF THE FALL SEMESTER AND YEAR

1. **Cadet of the Fall Semester.** All cadets are eligible and are considered for this distinction based upon their participation AFJROTC, leadership, followership, and willingness to set an appropriate example for their fellow cadets.

2. **Cadet of the Year.** At the end of the school year the SASI/ASI will select one cadet from the NE-951 Cadet Corps to be recognized as the Cadet of the Year. This award recognizes one outstanding cadet annually. Criteria is based on leadership, contribution to the JROTC program, academic excellence, high moral character, positive personal attributes, and outstanding military potential. The recipient’s name will be placed on a perpetual plaque designated for this award at Plattsmouth High School. The cadet will also receive a Cadet of the Year award unique to the Plattsmouth AFJROTC Program.

FLIGHT OF THE SEMESTER

Outstanding Flight of the Semester. The SASI/ASI will use selection criteria based on demerits, service points, participation, uniform wear, and academics to select an Outstanding Flight of the Semester. Each member of the winning flight will be awarded the Outstanding Flight Ribbon.

PLATTSMOUTH AFJROTC LETTER ("P") CRITERIA

The Plattsmouth High School AFJROTC Letter is earned through outstanding leadership, performance of AFJROTC duties, participation in AFJROTC activities, and academic performance. **A cadet must earn 100 letter points within the current school year to earn a letter. Letter points are not to be confused with service points.** Cadets will only receive one physical letter for the first one they earn, plus a certificate. Subsequent awards will consist of an R.O.T.C. pin and certificate. Point values for awards and activities are shown below.

<u>AWARD/DECORATION/ACTIVITY:</u>	<u>POINTS:</u>
1. AFJROTC Valor Award	25
2. Cadet Humanitarian Award	25
3. Distinguished AFJROTC Cadet Award	20
4. Cadet of the Year Award	20
5. Top Performer Award	20
6. Order of Daedalians Award	15
7. Daughters of the American Revolution Award	15
8. American Legion Scholastic or Military Excellence Awards	15
9. Reserve Officers' Association Award	15
10. Military Officers Association of America Award	15
11. Veterans of Foreign Wars Award	15
12. National Society of United States Daughters of 1812	15
13. National Sojourners Award	15
14. Scottish Rite Southern Jurisdiction Award	15
15. Military Order of the Purple Heart Award	15
16. Sons of the American Revolution Award	15
17. Military Order of World Wars Award	15
18. American Veterans Award	15
19. Air Force Sergeants Association Achievement Award	15
20. Tuskegee Airmen, Inc. Award	15
21. The Retired Enlisted Association Award	15
22. Celebrate Freedoms Foundation Award	15
23. Air Commando Association Ribbon	15
24. Air Force Association Award	15
25. Sons of Union Veterans of the Civil War	15
26. Outstanding Cadet Ribbon (AS-I, II, III, & IV)	15
27. Cadet of the Semester Award	15
28. Awareness Presentation Team Member	10
29. Outstanding Flight of the Semester Award	10
30. Leadership Ribbon	10
31. Achievement Ribbon	10
32. Superior Performance Ribbon	10
33. Model Airplane Club	10
34. Model Rocket Club	10
35. Cyberpatriot Team	10
36. Squadron Staff Member	10
37. Special Teams Placement Ribbon	10
38. Marksmanship Ribbon	10
39. Academic Ribbon	10
40. Cadet Leadership Course (CLC) Ribbon	10
41. Color Guard Ribbon	10
42. Bataan Memorial Death March Ribbon	10

43. Distinguished Unit Award	5
44. Outstanding Organization Award	5
45. Patriotic Flag Ribbon	5
46. Orienteering Competition Ribbon	5
47. Leadership Development Requirement (LDR) Leadership Ribbon	5
48. Service Ribbon	5
49. Recruiting Ribbon	5
50. Activities Ribbon	5
51. Attendance Ribbon	5
52. Good Conduct Ribbon	5
53. Dress and Appearance Ribbon	5
54. Longevity Ribbon	0
55. Health and Wellness Ribbon*	0

* Cadets scoring high enough nationally to earn a bronze (75th percentile), silver (85th percentile), or gold star (95th percentile), earn 5, 10, or 15 letter points respectively.

Section 2: Information on applicable program opportunities.

Leadership Development Requirements (LDR)

1. Cadets are highly encouraged to go beyond classroom and mandatory events to experience all that AFJROTC has to offer by participating in co-curricular events to promote Leadership Development. NE-951 sponsors a number of cadet LDR teams, including:
 - A. **Color Guard/Drill Team:** The Color Guard has the honor of presenting the national, state, and school flags at school and community events. The Drill Team represents Plattsmouth High School and performs at community and recruiting events. All cadets are encouraged to compete for positions with this elite group of cadets.
 - B. **CyberPatriot Team:** CyberPatriot is a cyber defense competition that tests the ability of students to defend a simulated corporate network from external hostile attacks. CyberPatriot will help educate and motivate the next generation of students to become the cyber defenders our nation needs.
 - C. **JROTC Leadership & Academic Bowl (JLAB) team:** The JLAB team is limited to four primary members and two alternates, grades 9-11 only, and one team per unit. Selection criteria is based on high GPA and enthusiasm.
 - D. **Flag Honor Team:** Posts and retires the school colors morning and afternoon. Flag Honor Team members are also expected to participate in flag retirement (disposal) ceremonies held once or twice per year.
 - E. **Military Ball Planning Team:** Open to all cadets, but run by senior staff. This team plans the annual military ball by selecting venue, meals, themes, etc.
 - F. **Boot Camp Leaders Team:** Lead by CLC graduates, this team trains the incoming freshmen on the first Saturday after school begins.
 - G. **Cadet Flight Orientation Program.** The Cadet Orientation Flight Program is designed to introduce cadets to general aviation through hands-on familiarization flights in single-engine aircraft. The program is open to active AFJROTC cadets. The flying portion of the Flight Orientation Program is conducted by the Nebraska Civil Air Patrol (CAP) or in Offutt AFB Aero Club aircraft.
 - H. **Social Activities:** The cadet corps conducts various social events which may include a Military Ball, the post-Bataan Hike picnic, Flight Activity Night, etc. These events are planned by the cadets and are open to all members of the corps.
 - I. **Curriculum in Action (Field Trips):** Field trips to military installations/facilities, aviation museums, etc. are an important part of the Aerospace Science curriculum. Participation in these activities is a privilege and will be based on the following:
 - A. Cadets must meet required uniform and grooming standards, have no missed uniform days, and not be failing any classes.
 - B. Parent permission slips must be on file.
 - C. Cadets will conduct themselves in an appropriate manner on all field trips. Any conduct considered improper by the SASI/ASI will result in the loss of further field trip privileges and the possible loss of cadet position and/or rank/grade.

J. **Model Building Club:** Membership is open to all cadets. All models and materials are provided at no expense to the cadet. Cadets may also supply/bring their own models to work on.

K. **Model Rocket Club:** Membership is open to all cadets. Rocket kits/materials are provided at no expense to the cadet. All 9th graders build a rocket, other grades may participate again if desired.

L. **Other Corps Projects:** NE-951 cadets will also be involved in fund-raisers, service projects, and community service. For example, our annual **Bataan Death March Memorial Hike** involves carrying food for 14 miles to donate to the local food pantry.

M. **Raider Team:** This team competes in physical challenge events requiring strength and stamina.

N. **Kitty Hawk Air Society:** (Presently inactive.) The Kitty Hawk Air Society promotes self-confidence, initiative, and academic excellence. Membership is by invitation in accordance with membership criteria listed in the Plattsmouth High School AFJROTC Kitty Hawk Air Society by-laws (pending).

O. **Orienteering Team:** (Presently inactive) The orienteering team permits cadets to demonstrate their skills in map reading and land navigation in Orienteering Competitions with other local JROTC units.

P. **AFJROTC Choir:** This group rehearses and performs the National Anthem for school events and/or military ball.

Q. **Cadet Leadership Course:** Usually held annually at Camp Ashland after Memorial Day. See SASI or ASI for more information.

2. Participation in Leadership Development Requirements (LDR)/co-curricular activities is highly encouraged because they provide cadets with the opportunity to:

- A. Improve their planning, coordinating, and leadership skills.
- B. Enhance team spirit.
- C. Provide visibility for the AFJROTC program in the Plattsmouth Community.
- D. Learn more about the USAF, its organization, and its customs and courtesies.
- E. Earn various service, activity, and leadership awards and ribbons.

Section 3: Cadet expectations, conduct standards, classroom procedures, saluting, and grading.

CLASSROOM PROCEDURES, RULES, AND COURTESIES

1. The following rules and courtesies are to be adhered to while in the AFJROTC classroom or while participating in AFJROTC activities:
 - A. Show proper courtesy to instructors, guests, and fellow cadets.
 - B. Do not disrupt the class.
 - C. Do not use profanity or profane gestures.
 - D. Be attentive when someone else is speaking.
 - E. Raise your hand and wait to be called on if you wish to speak.
 - F. Bring all necessary materials and your charged laptop to class.
 - G. Turn in all homework and assignments on time.
 - H. Check with your instructor after an absence to determine if makeup work is required.
 - I. **Do not chew gum in class.**
 - J. **No food and only water in the classroom** (unless specifically authorized by the SASI/ASI).
 - K. Backpacks and book bags will not be placed on classroom tables (place them under the table in front of you).
 - L. Say **YES SIR** or **NO SIR** to the SASI/ASI and cadet officers.
 - M. Personal electronic devices are to be turned off and/or put away.
 - N. Do not litter in the classroom, use the trash receptacle.

2. The following procedures will apply to the start of AFJROTC classes:
 - A. The **Flight Commander** will call the room to "**ATTENTION**" and Command, "**PRESENT ARMS**" and lead the flight in the Pledge of Allegiance. After the completion of the pledge the **Flight Commander** will command "**ORDER ARMS**" and then "**TAKE YOUR SEATS**".
 - B. Should the SASI/ASI be delayed, the **Flight Commander** may, at his/her option proceed with the Pledge of Allegiance. When the SASI/ASI arrives the Flight Commander will call the room to "**ATTENTION**".
 - C. Cadets are expected to be seated or standing behind their assigned seat when the bell rings. Cadets who arrive at the classroom after the tardy bell has rung will delay entering the classroom until after the completion of the Pledge of Allegiance.

SALUTING/PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM RULES

1. All cadets will strictly adhere to these rules.
 - A. When **outdoors** in their AFJROTC **uniform** cadets will **always salute** the following (cadets in civilian attire may salute outdoors as if they were in uniform):
 - (1). **All officers** and **warrant officers** of the United States Military services and officers of Allied Nations.
 - (2). The **SASI/ASI**.
 - (3). **AFJROTC Cadet Officers**.
 - B. Cadets will **salute indoors** when **in uniform** and **officially reporting** to the SASI/ASI or a Cadet Officer. The proper sequence for reporting includes **Saluting and Stating, "SIR/MA'AM, CADET (GIVE YOUR LAST NAME) REPORTING AS ORDERED."** The cadet holds the salute until it is returned or otherwise acknowledged by the SASI/ASI or Cadet Officer. When the purpose of reporting is completed, the cadet again **Salutes** and, after the salute is returned, the cadet will do an **About Face** (or turn sharply toward the most direct exit) and leave.
 - C. **A salute is never given or returned while running.** The cadet will, instead, **come to a walk** and render the **salute** when approximately **three steps from the officer**.

D. If a cadet observes the **American flag being raised or lowered from any flagstaff** (assume that this will **always be outdoors**), he/she will face the flag and assume the position of attention, render the hand salute (**if in uniform**) and hold the hand salute until the flag has reached the summit or base of the flagstaff. If the cadet is **in civilian clothes** he/she should face the flag, assume the position of attention, and place the right hand over the heart. If a cadet in civilian attire is wearing a hat they will remove it and hold it over their left shoulder so the right hand is over the heart.

E. **The National Anthem:**

(1). If the National Anthem is played, and a cadet is **in uniform** and **outdoors**, the cadet should face the flag (or music if the flag is not visible), assume the position of attention, and render the hand salute.

(2). If the National Anthem is played, and a cadet is **in uniform** and **indoors**, the cadet should face the flag (or music if no flag is visible), assume the position of attention, but not salute unless under arms.

(3). If the National Anthem is played, and a cadet is **not in uniform (indoors or outdoors)**, the cadet should face the flag (or music if the flag is not visible), assume the position of attention, and place the right hand over the heart (male cadets will also remove hats and place over the left shoulder as previously described).

F. **The Pledge of Allegiance:**

(1). If the Pledge of Allegiance is recited, and a cadet is **in uniform** and **outdoors**, the cadet should face the flag, assume the position of attention, and render the hand salute (while remaining silent).

(2). If the Pledge of Allegiance is recited, and a cadet is **in uniform** and **indoors**, the cadet should face the flag and assume the position of attention (while remaining silent). If most of those present are in civilian clothes, the cadet may exercise the option of standing at attention, placing the right hand over the heart, and reciting the pledge.

(3). If the Pledge of Allegiance is recited, and a cadet is **not in uniform (indoors or outdoors)**, the cadet should face the flag, assume the position of attention, and recite the pledge. The right hand is placed over the heart during the recitation, and cadets wearing hats will remove them and place them over their left shoulder as previously described.

GRADING POLICY

1. Grading procedures used in AFJROTC courses are designed to provide students, parents and the instructors a framework for accurately reporting student achievement and compliance with directives. Students will be given reassessment opportunities when they are not proficient or fail an assessment. Students will be held accountable for completing their work. If a student chooses not to complete an assessment by a given deadline, near the end of the grading term, a zero will be earned. The term grade for AFJROTC courses is calculated using the results of academic achievement and compliance (uniform & leadership) which are summative assessments, and academic practice which are formative assessments. **Students who end the semester with an overall grade less than 80% may not be allowed back the following semester. Thus, while AFJROTC is open to everyone to try, not everyone will be able to stay, and every semester should be thought of as a tryout to return again.**

A. **Academic Practice (Formative Assessments)** – (Not more than 30% of the final grade). This grade is based on class work, homework, rough drafts, wellness participation, and quizzes. On **wellness days** students will wear the AF grey PT shirt and appropriate lower body clothing to facilitate exercise, and lace up athletic shoes that are tied to prevent ankle injuries. If students do not comply with the appropriate clothing rules, the max possible grade is **80** points. Lack of participation lowers the grade for the wellness day. Exemption from physical activity requires a note from medical personnel.

B. **Academic Achievement (Summative Assessments)** – (Not less than 70% of the final grade.) This grade reflects what a student knows and is able to do after adequate study (tests, exams, assignments, projects, and presentations) and the level of success a student achieves in meeting the requirements of being a cadet in the AFJROTC program (leadership, arriving to class on time and ready to learn, demonstrating appropriate classroom behavior, and **meeting grooming and uniform standards on uniform days.**

Cadets who are absent on uniform day must still make up the uniform day that week if they return to school before Friday. If Friday (normally wellness day) is the first day back, wear the uniform and change out to do wellness, to get credit for both. If the absence was excused, they are still eligible to earn 100 points. If the absence was unexcused, or if the student was present but chose not to wear the uniform, they are only eligible to earn a maximum of 80 points on a makeup day. If the student is absent on all the school days of a given week, the grade will be marked as exempt. If a student knows they will only be at school on a Monday and gone the remainder of the week, they should wear the uniform on that Monday, regardless of normal uniform day for their class. **If the student is not in AFJROTC class that day, they need to come show us they are wearing the uniform and get inspected.** We cannot accept “I was wearing it, ask my English teacher.” Once the week is over a uniform day can only be made up if allowed by the class instructor. Students who are issued uniform items but fail to take them home will still be charged with missing a uniform day. If a student is not proficient on an assessment they will be reassessed after doing self-assessment and re-teaching. **CADETS WILL NORMALLY WEAR THEIR UNIFORM THE ENTIRE SCHOOL DAY ON MONDAY OR TUESDAY AND AT OTHER TIMES AS DIRECTED BY THE SASI/ASI. If a cadet believes there are circumstances that preclude them from wearing the uniform for the entire school day (such as a shop class activity) they must first receive approval from their course instructor to change out of uniform. If they fail to gain approval from their course instructor they will receive demerits for failure to wear the uniform. ANY CADET WHO FAILS TO WEAR THE UNIFORM THREE WEEKS DURING A SEMESTER OR WHO MUST BE WARNED/CORRECTED REPEATEDLY ABOUT PERSONAL GROOMING WILL BE CONSIDERED FOR ELIMINATION FROM AFJROTC.**

CADET MERIT/DEMERIT SYSTEM

1. A cadet merit/demerit system will be used to recognize merit, promote observance of customs and courtesies, and to enforce discipline. The SASI/ASI, Cadet Squadron Commander, and a cadet’s Flight Commander and Flight Sergeant are authorized to give merits/demerits. Demerits issued by authorized cadets during uniform inspections or for misconduct must be concurred with by the SASI/ASI.

2. Any cadet accumulating **twenty (20)** or more **demerits** within one semester **may** be removed from his/her corps position and reduced one permanent rank/grade. Cadets accumulating **forty (40)** or more **demerits** within one semester may be counseled by the SASI/ASI and considered for dismissal from AFJROTC.

3. **Demerit List:** Uniform inspection demerits will be graded under **Summative Leadership & Uniform** each week, which will comprise **50%** of the overall course grade.

A. **Uniform/Appearance Demerits.** One demerit equals 10 points on a 100 point scale. Each subsequent offense within that semester earns an additional demerit assessed. For example, the 3rd offense earns 3 demerits. If any of the following are found to be unacceptable, demerits will be assessed:

- Belt
- Collar/grade insignia
- Flight cap
- Gigline
- Hair
- Hair ornament
- Jewelry
- Missing button (warning only for first violation)
- Nail polish
- Nametag
- Tie (males)/necktab (females)
- Pocket/flap unbuttoned
- Ribbons
- Shave (facial hair – males only)
- Shoeshine
- Socks (males)/hosiery (females) wrong color
- Soiled/wrinkled uniform
- Strings on uniform
- T-shirt missing/wrong color
- Unauthorized items or wrong uniform

B. **Major Uniform/Appearance Demerits:**

-Failure to wear uniform for the entire school day earns a **Leadership & Uniform** grade of 0% because 50% is due to no uniform and the other 50% is due to displaying no leadership!

C. **Misconduct Demerits:**

-The SASI or ASI may assess demerits as necessary for behavior during AFJROTC activities.

D. **Uniform Item Rental:** To avoid uniform demerits, NE-951 offers cadets the opportunity to rent missing/lost items. Rental items may be procured from the ASI at a charge of \$0.50 per day.

Section 4: Promotions

CADET RANK/GRADE AND PROMOTION

1. The Plattsmouth High School Cadet Corps is operated by the cadets under the guidance and supervision of the **Senior Aerospace Science Instructor (SASI)** and the **Aerospace Science Instructor (ASI)**. There are **two kinds of rank/grade** a cadet may hold, **permanent and temporary**.

A. **Permanent rank/grade** is awarded as follows:

<u>CLASS LEVEL</u>	<u>PERMANENT RANK/GRADE*</u>
Aerospace Science I (Freshmen)	Cadet Airman Basic to Cadet Senior Airman
Aerospace Science II (Sophomores)	Cadet Airman Basic to Cadet Staff Sergeant
Aerospace Science III (Juniors)	Cadet Airman Basic to Cadet Master Sergeant
Aerospace Science IV (Seniors)	Cadet Staff Sergeant to Cadet Chief Master Sergeant

Cadets will be assessed for promotion at the end of each semester and a promotion order will be published. The cadet will be rated by the SASI and ASI using the **Cadet Promotion, Rating, Duty Performance and Feedback Form**. An example of the form and the assessment areas is shown in the back of this guide. Promotion requires a grade of B (83%) or better in AFJROTC class and a score of 80% of available rating points earned on the **Cadet Promotion, Rating, Duty Performance and Feedback Form**, as shown here:

1st section (all cadets): 80% = 48/60 points

1st + 2nd sections (sophomore through senior cadets): 80% = 64/80 points

1st + 2nd + 3rd sections (cadet staff): 80% = 80/100 points

Cadets successfully completing Boot Camp as a freshman and/or the Cadet Leadership Course as a freshman, sophomore, or junior, will be promoted one rank/grade for each.

For example: Aerospace Science I cadets will start the school year as Cadets Airman Basic. Those cadets who successfully complete Boot Camp will be promoted to Cadet Airman at that time. Alternatively, cadets who have a final grade of "3" (B or 83%) or higher in Aerospace Studies I at the end of the first semester, and who earn at least an 80% on the **Cadet Promotion, Rating, Duty Performance and Feedback Form**, may be promoted to Cadet Airman. Those Aerospace Studies I cadets who fail to earn at least a final grade of "3" (B or 83%) at the end of the first semester will be promoted to Cadet Airman by earning a final grade of "3" (B or 83%) or higher for their Aerospace Science I second semester final grade, AND by earning at least an 80% on the **Cadet Promotion, Rating, Duty Performance and Feedback Form**.

Aerospace Science II and III class material is offered on an alternating year basis, taught to mixed classes of sophomores and juniors. The rank/grade range for those cadets is shown in the table above.

In the event there is a Dual-enrolled cadet (a cadet enrolled in more than one Aerospace Science course) the permanent rank/grade limitation will be based on the **highest** Aerospace Science class he or she is enrolled in.

Cadets who fail to maintain satisfactory standards, performance, or behavior may be reduced in rank/grade as determined by the SASI.

B. **Temporary rank/grade** is awarded based on the leadership/staff position to which the cadet is assigned and the performance of the cadet in that position. Since the rank/grade awarded to cadets filling leadership/staff positions is temporary, they will not necessarily be carried over from one semester or year to the next. When cadets occupying leadership/staff positions are relieved of those responsibilities, they will normally revert to their permanent rank/grade or may be assigned to another leadership/staff position authorizing the wear of temporary rank/grade. AS IV cadets will normally retain the highest temporary rank/grade earned during the year unless they are reduced in rank/grade for failure to maintain appropriate standards of behavior and/or performance.

SELECTION/ROTATION OF CADET LEADERSHIP POSTIONS

(NOTE: All staff positions may not be filled every school year.)

1. NE - 951 Leadership/Staff Positions:

Cadet Staff:

Position/Title:	Temporary Rank/Grade:
Squadron Commander (SQ/CC)	C/Lt Col
Squadron Vice Commander (SQ/CV)	C/Capt - C/Maj
Color Guard Coordinator (CG)	C/2Lt - C/Capt
Information Management (IM)	C/2Lt - C/Capt
Logistics (LG)	C/2Lt - C/Capt
Public Affairs (PA)	C/2Lt - C/Capt
Physical Training (PT)	C/2Lt - C/Capt
Color Guard Coordinator Assistant	C/2Lt – C/1Lt
Information Management Assistant	C/2Lt – C/1Lt
Logistics Assistant	C/2Lt – C/1Lt
Public Affairs Assistant	C/2Lt – C/1Lt
Physical Training Assistant	C/2Lt – C/1Lt

NOTE:

<u>AS Class</u>	<u>Flight Commander</u>	<u>Flight Sergeant</u>	
AS I	Cadet Senior Airman	Cadet Airman First Class	
AS II/III	Cadet Technical Sergeant	Cadet Staff Sergeant	

2. Cadets are selected to fill leadership positions based on the following criteria:

- A. Maturity, leadership potential, and willingness to accept responsibility.
- B. Level of participation in Cadet Corps activities.
- C. Academic performance.
- D. Aerospace Science class cadet is enrolled in.

3. Leadership/staff positions **may** be rotated among cadets at the end of the quarter, the semester, or otherwise on an “as required” basis.

4. See Section 7 of this guide for Prohibition on Verbal or Physical Discipline and Hazing .

5. In summary, **selection for leadership/staff positions** and the rank/grade that go with them **is a privilege**. Retention of a cadet in a leadership/staff position requires sustained satisfactory performance and behavior. Cadets who fail to maintain satisfactory standards of performance and/or behavior may be reduced in rank/grade and removed from leadership/staff positions as determined by the SASI/ASI.

Section 5: Cadet Corps operational and functional areas.

AFJROTC CADET SQUADRON DUTY DESCRIPTIONS

(NOTE: All staff positions may not be filled every school year. Seniors taking AS-400 Cadet Corps Management must fill a staff position in order to get credit and meet requirements.)

1. **Squadron Commander (C/CC) and Squadron Vice Commander (C/CV)**
 - Responsible for oversight of the cadet staff and all cadet squadron activities/functions.
 - Model appearance and behavior expected of AFJROTC cadets.
 - Monitor the appearance, discipline, and conduct of cadets.
 - In consultation with the cadet staff, develop NE-951 goals for the school year and monitor progress toward completion and implementation.
 - Direct the preparation of the Staff Briefing for NE-951's annual inspection.
 - Assist SASI and ASI in managing the cadet staff duty roster.
 - Assist the SASI/ASI as required.

2. **Color Guard Coordinator (C/CG) and assistant(s)**
 - Model appearance and behavior expected of AFJROTC cadets.
 - Manage the Color Guard team:
 - Conduct training for new members and refresher training for experienced members of the Color Guard.
 - Schedule practices and maintain a record of attendance.
 - Schedule teams for Color Guard performances.
 - Report participation by team members at Color Guard performances (to include date, location, venue, and position) to ASI.
 - Verify with ASI the names of team members qualifying for Color Guard Ribbons.
 - Ensure that Color Guard equipment is in good working order.
 - Assist the SASI, ASI, and Cadet Squadron Commander as required.

3. **Information Management Officer (C/IM) and assistant(s)**
 - Model appearance and behavior expected of AFJROTC cadets.
 - Maintain individual cadet file folders.
 - Maintains Cadet Special Orders binder.
 - Enter personnel and promotion data into Wings with SASI or ASI assistance to gain access.
 - Assist the SASI, ASI, and Cadet Squadron Commander as required.

4. **Logistics Officer (C/LG) and assistant(s)**
 - Model appearance and behavior expected of AFJROTC cadets.
 - Assist the ASI in periodic inventories of AFJROTC property and uniform items.
 - Perform inventory of AFJROTC textbooks and related instructional materials.
 - Develop a timely and responsive system to keep cadet ribbons current.
 - Maintain a neat and orderly supply room.
 - Maintain a ribbon rack replacement log.
 - Assist the SASI, ASI, and Cadet Squadron Commander as required.

5. **Public Affairs Officer (C/PA) and assistant(s)**
 - Model appearance and behavior expected of AFJROTC cadets.
 - Maintain the classroom information system.
 - Assist Yearbook Editor to make appropriate digital products available for incorporation into their products.
 - Prepare sign-up sheets for AFJROTC service projects.
 - Maintain the cadet bulletin boards.
 - Assists ASI in website development and maintenance.

-Assist the SASI, ASI, and Cadet Squadron Commander as required

6. **Wellness Officer (C/PT)**

-Model appearance and behavior expected of AFJROTC cadets.

-Manage the NE-951 Wellness/Physical Fitness program by:

--Assisting the SASI and ASI in conducting wellness activities and physical fitness testing.

--Posting appropriate wellness/physical fitness information and events on the cadet bulletin board.

--Maintaining accurate physical fitness testing records for all cadets participating in the AFJROTC Wellness Program.

--Overseeing a PT representative in each flight.

-Assist the SASI, ASI, and Cadet Squadron Commander as required.

7. **Flight Commanders (C/FC) and Flight Sergeants (C/FS)** are responsible for:

-Model appearance and behavior expected of AFJROTC cadets.

-Serve as a liaison between cadets and the cadet staff.

-Enforce classroom rules, policies, and directives.

-Lead classroom activities such as calling room to attention, leading the Pledge of Allegiance, etc.

-Perform the flight inspection on uniform days.

-Assist the SASI, ASI, and Cadet Squadron Commander as required.

Section 6: Disenrollment Rules and Process

Listed below are some examples of infractions that **could lead to removal from leadership/staff positions and or removal from the AFJROTC program:**

- A. Use of illegal drugs, alcohol or tobacco products.
 - B. Failure to perform the duties of the cadet position assigned.
 - C. Conduct or behavior that would reflect unfavorably on the AFJROTC Program, Plattsmouth High School, the community of Plattsmouth, and/or the United States Air Force.
 - D. Insubordination (unwilling to submit to authority, disobedient).
 - E. The accumulation of excessive demerits.
 - F. Any infraction requiring In School (ISS) or Out of School Suspension (OSS).
 - G. Unsatisfactory academic progress.
- B. If a student has been removed from AFJROTC after the start of the semester, whether by the student's choice or by a removal process, the student will receive a W/F ("Withdraw/Fail") grade and moved to another subject class for that period.
- C. As explained in Section 3 of this guide, **passing students who end the semester with an overall grade less than 80% may not be allowed back the following semester.** Thus, while AFJROTC is open to everyone to try, not everyone will be able to stay, and every semester should be thought of as a tryout to return again.
- D. **ANY CADET WHO FAILS TO WEAR THE UNIFORM THREE WEEKS DURING A SEMESTER OR WHO MUST BE WARNED/CORRECTED REPEATEDLY ABOUT PERSONAL GROOMING WILL BE CONSIDERED FOR ELIMINATION FROM AFJROTC.**

Section 7: Prohibition on Verbal or Physical Discipline and Hazing

Cadets occupying leadership/staff positions are authorized to take charge of and direct subordinate cadets in their performance of AFJROTC leadership and training. **No cadet, regardless of rank or position, will maltreat or haze any other cadet(s).** **Maltreatment** can be verbal or physical. **Verbal maltreatment** is identified as any language that degrades, belittles, demeans, or slanders any individual or group based on color, national origin, race, religion, age, ethnic group, gender, or physical stature. Any language that establishes a hostile environment, constitutes and promotes sexual harassment, or disrespect to men and/or women is considered to be verbal maltreatment. **Physical maltreatment** includes poking, hitting, thumping, pushing, grabbing, threats of violence, physical violence, physical intimidation, or any unnecessary physical contact. **Maltraining** is any training practice not designed to reach a training objective. Examples include unnecessarily embarrassing cadets in front of their peers, assigning remedial training that does not fit the discrepancy, making cadets perform degrading tasks, using exercise as punishment or assigning remedial training to a group for the actions of a few cadets. **Hazing** is any conduct whereby a cadet is exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. **Hazing** can be **physical, verbal or psychological** in nature. Cadets will not use AFJROTC rank/grade or position in order to obtain personal gain or favor. **Proven instances of maltreatment or hazing may result in removal of a cadet from leadership/staff positions, demotion, or removal from the AFJROTC Program.**

Section 8: Reserve Cadets

NE-951 does not normally carry any reserve cadets on the roster.

Cadet Promotion, Rating, Duty Performance and Feedback Form

Cadet Name: _____			Year Group: _____ Flt: _____		Current Rank: _____	
This form is being filled out for (choose one):			A) Cadet Promotion		B) Duty Performance or Feedback	
Rating Areas for All Cadets (maximum possible is 60 points):						
	0-2	3-4	5-6	7-8	9-10	Points Earned:
Class Participation & Performance:	Frequently disruptive	Disinterested, sleepy, uses phone or laptop illegally	Pays attention	Participates	Actively engaged contributor	
Extracurricular Participation:	Not active, never participates, or signs up and never appears	Somewhat active, participated once or twice	Moderately active, participates often	Very active, participates as often as schedule allows	Exceptionally active, participates in nearly everything	
Uniform Wear & Appearance:	Frequently unsatisfactory, doesn't wear it at all	Needs improvement, frequent repeat write-ups	Satisfactory, usually wears the uniform and has random write-ups	Very good, has almost no discrepancies	Outstanding, perfect or nearly perfect uniform each time	
Customs & Courtesies:	Frequently unsatisfactory, unwilling or unable to perform	Needs improvement, occasionally recognizes the need	Satisfactory, takes little initiative but follows others lead	Very good, initiates action	Outstanding, stays aware of self and group actions	
Behavior & Conduct at School:	Assigned O.S.S. or reflects poorly on cadet corps	Assigned I.S.S., or requires frequent corrective intervention	Minor infractions	Consistently good	Sets the example, represents the cadet corps well	
Leadership & Followership:	Works poorly with others, uncooperative, deliberately off task	Skill development needed, cooperative, but inadvertently strays off task	Can lead and can follow others' lead	Great people skills, gets things done	Top leader, follower, and team builder	
Rating Areas for Sophomore through Senior Cadets (maximum possible is 20 points):						
Written & Verbal Communication:	Great difficulty	Frequent errors	Few errors	Effective	Highly skilled	
Responsibility (includes drill):	Blames others or makes excuses	Avoids responsibility	Responsible for self but waits to be picked	Volunteers to be in charge	Leads others and takes responsibility	

Rating Areas for Cadet Staff (maximum possible is 20 points):						
Duty Performance:	Incomplete or late duties	Most duties complete on time	Suspenses are met	Has improved the area of responsibility since taking over	Has primary job covered and is helping others to improve	
Management & Organization Skills:	No sign of these skills	Developing skills but needs assistance	Effective use of basic skills and practices	Delegates, plans, and executes, solves problems	Proactive, anticipates and avoids problems	
Total points for all applicable rating areas:						

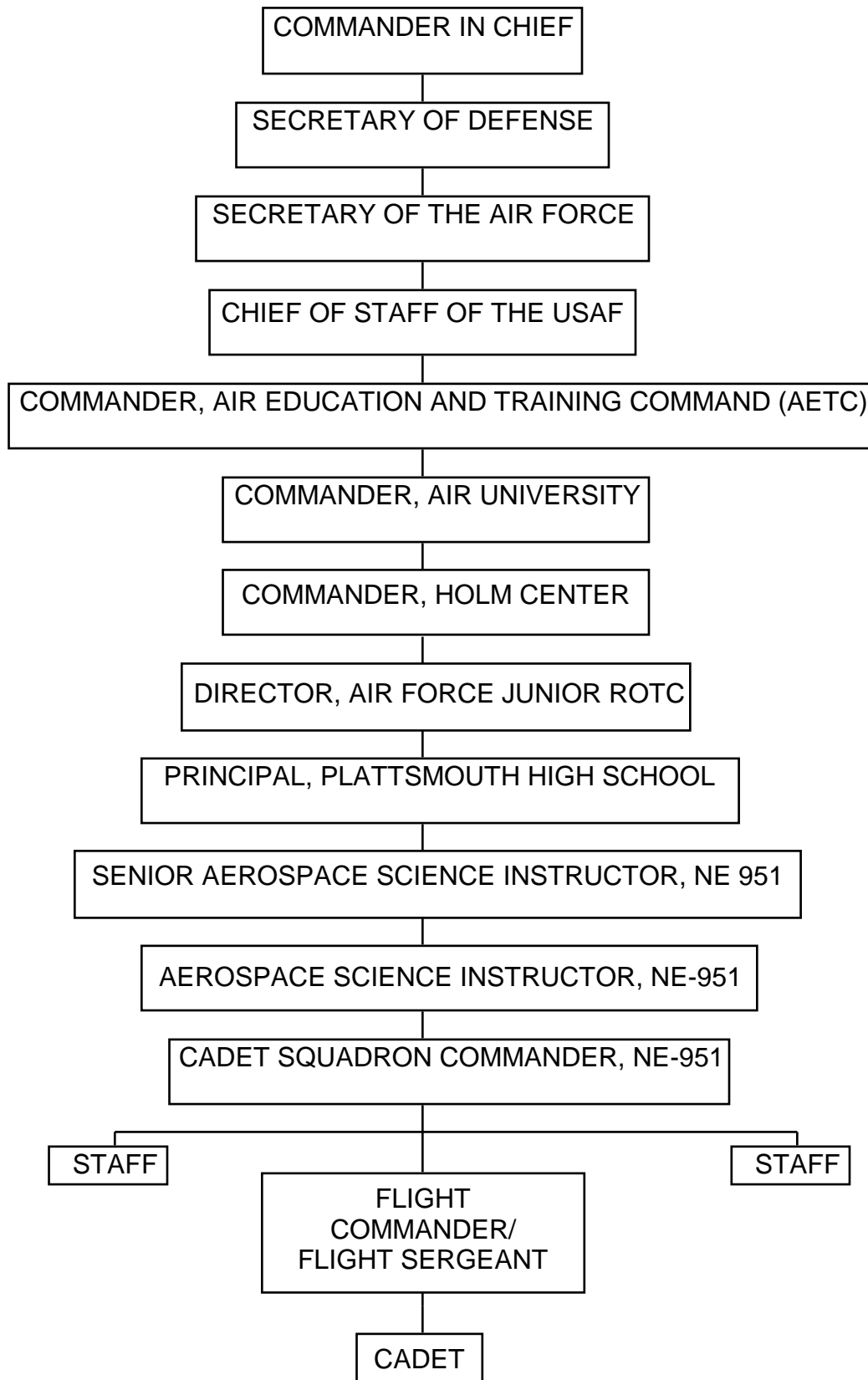
Promotion requires a grade of B (83%) or better in AFJROTC class and a score of 80% of available rating points, as shown here:

1st section (all cadets): 80% = 48/60 points

1st + 2nd sections (sophomore through senior cadets): 80% = 64/80 points

1st + 2nd + 3rd sections (cadet staff): 80% = 80/100 points

AFJROTC, NE - 951 -- CHAIN OF COMMAND



Place the appropriate name in each Chain of Command block. (pencil only)

Cadet 30 Command Drill Sequence

Flight Drill Sequence	
1	Fall in
2	Open ranks, march
3	Ready, front
4	Close ranks, march
5	Present, arms
6	Order, arms
7	Parade, rest
8	Attention
9	Left, face
10	About, face
11	Forward, march
12	Right flank, march
13	Left flank, march
14	Column right, march
15	Forward, march
16	To the rear, march
17	To the rear, march
18	Column right, march
19	Forward, march
20	Eyes, right
21	Ready, front
22	Column right, march
23	Forward, march
24	Change step, march
25	Column right, march
26	Forward, march
27	Flight, halt
28	Left, face
29	Right step, march
30	Flight, halt