

**TX-20021**



**CADET GUIDE**

Thurgood Marshall  
HS

AFJROTC



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## **FORWARD**

1. The Texas 20021 Air Force Junior ROTC Group was established at Thurgood Marshall High School in the fall of 2002 by agreement between the Fort Bend Independent School District and the United States Air Force.
2. The Air Force Junior ROTC curriculum includes aerospace related academic instruction and leadership training. The Aerospace Science Instructors are a retired Chief Master Sergeant and a retired Master Sergeant. All faculty members have extensive professional education and experience in Air Force training.
3. The Cadet Group is managed and operated by cadet officers and cadet non-commissioned officers. It is through this cadet organization that cadets learn to develop leadership skills and to direct activities.
4. This “Cadet Guide” contains policy guidance, requirements and rules of conduct for AFJROTC cadets attending Thurgood Marshall High School. Cadets should have this guide in their possession during all AFJROTC classes. Each cadet is required to study this guide and will be held responsible for its contents on examinations and assigned measurements. Cadets are responsible to complete and maintain updates to the worksheets found in the appendix section of this guide.
5. Our congratulations to each of you on your decision to enroll in the AFJROTC program. We wish you success and personal satisfaction as members of the Thurgood Marshall High School AFJROTC Group “The Buffalo Corps.”

Senior Aerospace Science Instructor

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Aerospace Science Instructor

## **Introduction**

If this is your first adventure into the Air Force JROTC Program, Welcome to the Buffalo Corps! You are among a special group of high school students headed for success!

This guide introduces you to the U. S. Air Force Junior Reserve Officers' Training Corps (AFJROTC) Program, and its mission. Completing this course will require discipline and hard work, but the reward is well worth your effort. Through Air Force JROTC, you are building a foundation that will last a lifetime.

Your participation as a cadet in this program shows your willingness to make the most of your high school education. Whatever your reason for taking this course, every member of Air Force JROTC is special and brings a different cultural dimension to the program. We are proud that you elected to be a part of a unique team of winners!

This guide supports the leadership and personal development objectives of the AFJROTC program. It contains policy guidance, requirements, rules of conduct and other useful information that will assist you in becoming an effective member of the AFJROTC Cadet Wing. All cadets should read this handbook, know its contents, maintain a copy of it, and comply with its standards.

### **Additional information can be found in:**

- TX-20021 Operating Instructions
- AFJROTC Instruction 36-2001, Air Force Junior ROTC Operations
- AF Instruction 36-2903, Dress and Personal Appearance of Air Force Personnel
- AF Pamphlet 34-1203, Drill and Ceremonies

# SECTION 1

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

### **1.1. Basic Philosophy**

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

1.1.2. The **goals** of the program are to instill values of citizenship, give service to the United States, develop a personal responsibility, and instill a sense of accomplishment in high school students.

1.1.3. The **objectives** of AFJROTC are to educate and train high school cadets in citizenship; promote community service; instill responsibility, character, and selfdiscipline; and provide instruction in air and space fundamentals.

### **1.2. With these objectives the cadets will develop:**

- An appreciation of the basic elements and requirements for national security.
- Respect for and an understanding of the need for constituted authority in a democratic society.
- Patriotism and an understanding of their personal obligation to contribute to national security.
- Habits of orderliness and precision.
- A high degree of personal honor, self-reliance, leadership, teamwork.
- A broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
- Basic military skills.
- A knowledge of and appreciation for the traditions of the Air Force.
- An interest in completing high school and pursuing higher educational goals or skills.
- An understanding of the Air Force and military as a possible career path.
- As stated previously, AFJROTC promotes a wellness approach to life.

## SECTION 2

### **Admission, Transfer and Disenrollment of Students**

#### **2.1. To be in the AFJROTC program a student must be:**

2.1.1. Enrolled at Thurgood Marshall High School. Students enrolled at Progressive High School may be admitted under special circumstances.

2.1.2. Of good moral character, as determined by the Senior Aerospace Science Instructor (SASI) and school principal.

2.1.3. Physically fit for participation in AFJROTC training. Cadets are considered physically fit if they qualify for normal school Physical Education programs offered by FBISD.

#### **THERE IS NO MILITARY SERVICE OBLIGATION FOR AIR FORCE JROTC ENROLLMENT.**

2.1.4. Students who transfer from another unit will receive credit for previous completion. There are no guarantees that the cadet's rank will transfer. The Senior Aerospace Science Instructor (SASI) will make the final decision based on:

2.1.4.1. TX-20021 cadet job availability

2.1.4.2. Receipt of previous records

#### **2.2. Disenrollment.**

2.2.1. Normally, cadets will be disenrolled as appropriate, as determined by the SASI and the principal.

2.2.2. Cadets will be removed from the program **IMMEDIATELY** for the following reasons:

2.2.2.1. Withdrawn from school

2.2.2.2. Assignment to Alternative Learning programs)

2.2.3. Cadets may be removed from the program at any thime of the school year for the following reasons:

2.2.3.1. Failure to maintain acceptable standards (including uniform wear and grooming)

2.2.3.2. Inaptitude or indifference to training

2.2.3.3. Disciplinary reasons (including habitually failing to

follow FBISD and AFJROTC rules or behavior problems in or out of AFJROTC)

2.2.3.4. Any other reason deemed appropriate by the principal and the AFJROTC instructors.

#### **2.2.4. Removal Procedures**

2.2.4.1. Cadets who knowingly violate the AFJROTC standards of conduct and performance can be removed from the AFJROTC program.

2.2.4.2. Removal process is initiated after attempts are made to re-direct conduct and performance.

- Verbal warnings
- Written disciplines documented in cadet file
- Parent conference and discussion regarding possible removal of cadet from AFJROTC
- Recommendation to the principal for immediate removal from AFJROTC

#### **2.2.5. Cadet Reserve Status**

2.2.5.1 Cadets may be enrolled as a “Reserve Cadet” if approved by the SASI after completing at least one full year of traditional AFJROTC. This option will only be used when a cadet is highly deserving of being a part of the program, but cannot fit a regular AFJROTC class into their schedule. Cadets who are part of the Reserve Cadet Program must still wear the uniform weekly as required by other cadets. Reserve Cadets are also eligible to participate in all other LDR & community service activities. However, time spent as a Reserve Cadet does not count toward credit for the Certificate of Training or Completion.

# SECTION 3

## Expected Conduct

### 3.1. GENERAL:

Cadets are expected to follow Thurgood Marshall High School and AFJROTC rules at all times. Your behavior reflects upon you, the cadet corps, and the United States Air Force

### 3.2. CLASSROOM PROCEDURES:

3.2.1. Before class, **students will stand at parade rest behind their desk**. The Flight sergeant will take a position centered in front and facing the class. The flight commander will take a position to the rear and the left side of the class. Element leaders will take a position on the left side of the class with the first element leader in the front of the classroom followed by the second, third, and fourth element leaders in each successive row. Flight commanders/sergeants will develop seating charts for their flight.

3.2.2. With the flight in the proper classroom position, the flight sergeant will command "**Flight Attention.**" Roll is taken by either the flight commander or sergeant. The flight commander then salutes and reports to the classroom instructor (or designee) with correct information and states "**Sir, (Ma'am) \_\_\_ Flight all present and accounted for with the exception of .....**" The flight commander is responsible to ensure the correct absentee information is filled out on the Corps' absentee reports. Corps absentee reports are given to the instructors, with the list of tardies. The flight's admin clerk will ensure data is inputted into corps' database. After receiving the flight commander's report, the instructor will command "Take your seats." Promptness is an objective of the program and cadets are expected to be at their chairs before the tardy bell.

3.2.3. When the end-of-class bell sounds, all cadets will remain seated until called to attention (**all backpacks must remain on the desk/floor**). The class leader/flight sergeant will call the room to attention and ask an instructor or the senior cadet for permission to dismiss. When permission is granted, the class leader/flight sergeant will dismiss the class.

### 3.3. EXPECTED CONDUCT.

#### 3.3.1. DO:

- Treat other cadets with dignity and respect.

- **BE ON TIME!**
- Remove all headgear before coming indoors, including military hats.
- Comply with all legitimate directions given by flight commanders, flight sergeants, cadet officers, class leaders, or any cadet(s) placed in charge.
- Bring all required materials to class including a pen, a pencil and notebook paper.
- Request permission before leaving your seat during class.
- Turn in all assignments on the due date.
- Place all trash in a trash can prior to leaving the classroom.
- Notify any instructor or the senior ranking cadet if you become ill.

### 3.3.2. **DO NOT:**

- Disrupt the class (talk, make noise, etc.)
- Interrupt others while they are speaking.
- Chew gum in formation.
- Eat, drink, or bring food/drinks into the classroom without the instructor's approval.
- Sleep in class.
- Work on assignments from other classes without permission from the instructor.
- Use cameras, cell phones, music players, headphones or other electronic devices during class unless the usage is part of the instructions or teaching strategies.
- Use vulgar, obscene or profane language.
- Make improper gestures.
- Make racial slurs or sexist comments.
- Engage in horseplay.
- Place feet on tables, or chairs.
- Sit on tables, desktops, or backs of chairs.

- Tilt chairs backwards or on rear legs. Keep two legs on the floor.
- Write on the classroom boards or post notices without approval from an Instructor.
- On scheduled drill or physical training days, all cadets must participate. A doctor's/parent's note can excuse a cadet.

### **3.4. DIGNITY AND RESPECT.**

The corps can accomplish its mission only if each person treats others with dignity and respect. We build leaders, and ensure that no cadet is mistreated.

3.4.1. We do not use exercise as a form of punishment, unnecessarily embarrass cadets in front of their peers, or assign degrading tasks. We do not use disciplinary exercises such as push-ups, deep-knee bends, sit-ups, low crawls, or any other activity that has the potential to place a cadet in a strenuous or exhausting position. We do not initiate unnecessary physical contact including poking, hitting, thumping, pushing or grabbing. We do not threaten physical violence.

3.4.2. We do not use language that degrades, belittles, demeans, or slanders an individual or group based on color, national origin, race, religion, ethnic group, gender, age, or physical stature. We do not use profanity or crude language, and we avoid language that establishes a hostile environment or promotes sexual harassment.

### **3.5. HAZING.**

Hazing is any conduct by someone in authority that fails to treat others with dignity and respect. This includes any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Encouraging or coercing another cadet to perpetrate any such activity is also considered hazing. Hazing does not always involve physical contact among or between cadets; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not make it right. AFJROTC encourages respect and caring for others, therefore **HAZING BY AFJROTC CADETS IS STRICTLY PROHIBITED!** Report suspected incidents of hazing to an instructor immediately.

### **3.6. PUBLIC DISPLAY OF AFFECTION (PDA).**

At no time, **while in uniform**, will cadets kiss, hold hands, embrace, walk arm-in-arm, or engage in any other public display of affection which may reflect unfavorably on the AFJROTC program.

# SECTION 4

## Customs and Courtesies

### 4.1. MILITARY COURTESIES.

When addressing AFJROTC instructors, higher ranking cadets, other teachers or school officials, begin with “Ma’am” or “Sir”. The correct response to a “yes” or “no” question is “Yes Ma’am/Sir” or “No Ma’am/Sir”. The proper way to address the AFJROTC instructors is:

4.1.1. Chief Master Sergeant Battle “Chief Battle”

4.1.2. Master Sergeant Chatman “Sergeant Chatman”

### 4.2. SALUTING.

The Salute is a respectful greeting exchanged between military personnel. Saluting expresses mutual trust and respect. Your instructors will teach you the proper manner of saluting and the rules. Listed below are some of the more important saluting rules.

4.2.1. When you are in uniform outdoors:

4.2.1.1. Cadets salute all cadet officers. Cadet officers salute higher ranking cadet officers.

4.2.1.2. Salute all military officers in uniform.

4.2.1.3. Begin the salute in time to allow the higher-ranking cadet/military officer to return it.

4.2.1.4. If you are carrying articles in both hands you do not need to salute, although you will be saluted if you are the higher-ranking cadet. The person being saluted should verbally acknowledge the salute.

4.2.2. In or out of uniform, salute whenever you report in to an instructor or higher ranking cadet.

4.2.3. Salute the inspecting officer when reporting for uniform inspection.

### 4.3. REPORTING PROCEDURES.

4.3.1. **Entrance.** Before you enter a cadet officer’s or instructor’s office, ensure your uniform and hair are correct and neat. If carrying items, place them in your left hand so you can salute properly. Knock once. If no one answers within a reasonable amount of time, knock again. If the

door is open, knock on the door frame. When you are told to enter:

4.3.1.1 If you open a door, close it behind you.

4.3.1.2. Using the most direct route, march to a position approximately two paces in front of and centered on the cadet officer/instructor. Halt at the position of attention facing the officer/instructor, render a salute and state "Sir/Ma'am, Cadet (your last name) reports as ordered".

4.3.1.2. Hold your salute until the officer/instructor returns it. Remain at the position of attention until told otherwise.

#### 4.4. **Departure.**

When you are dismissed:

4.4.1. Resume the position of attention (if necessary) and salute. Hold your salute until the officer/instructor returns it.

4.4.2. Execute the appropriate facing movement and leave the office by the most direct route.

#### 4.5. **NATIONAL ANTHEM.**

When the National Anthem is being played, face the flag (if visible) or the music, and:

4.5.1. When you are in uniform, outdoors, stand at attention and render the hand salute. Hold the salute until the music stops playing. If the flag is being raised or lowered hold the salute until the flag has stopped moving.

4.5.2. When you are in uniform, indoors, stand at attention. Do not render the hand salute.

4.5.3. When you are in civilian clothes, indoors or outdoors, stand at attention with your right hand over your heart.

#### 4.6. **PLEDGE OF ALLEGIANCE.**

While reciting the pledge, face the flag and:

4.6.1. When you are in uniform, outdoors, stand at attention and render the hand salute.

4.6.2. When you are in uniform, indoors, stand at attention. Do not render the hand salute.

4.6.3. When you are in civilian clothes, indoors or outdoors, stand at attention facing the flag with your right hand over your heart.

# SECTION 5

## Syllabus

5.1. The AFJROTC curriculum includes Aerospace Science, Leadership Education and Wellness/Physical Fitness.

5.1.1. **Aerospace Science (AS)** acquaints students with the elements of aerospace and the aerospace environment. It introduces them to the principles of aircraft flight and navigation, the history of aviation, development of air power, contemporary aviation, human requirements of flight, cultural and global awareness, the space environment, space programs, space technology, rocketry, propulsion, the aerospace industry, astronomy, survival, and policy and organization.

5.1.2. **Leadership Education (LE)** develops leadership skills and acquaints students with the practical application of life skills. The leadership education curriculum emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet corps activities, study habits, time management, communication skills, and drill and ceremonies.

5.1.3. The objective of the **Wellness/Physical Fitness** program is to motivate cadets to lead healthy, active lifestyles beyond program requirements and into their adult lives.

5.1.4. A typical weekly schedule is as follows:

1. **Monday** Drill
2. **Tuesday** Leadership Education: uniform inspection, drill and ceremonies
3. **Wednesday** Leadership Education/Aerospace Science
4. **Thursday** Leadership Education/Aerospace Science
5. **Friday** Wellness/Physical Fitness training

## 5.2 Courses of Instruction

### Aerospace Science

5.2.1. **1st and 2nd Year Cadets: 1st and 2nd Year Cadets:** AS 100 A Journey into Aviation History: A Journey into Aviation History focuses on the development of flight throughout the centuries. It starts with ancient civilizations, then progresses through time to modern day. The emphasis is on civilian and military contributions to aviation; the

development, modernization, and transformation of the Air Force; and a brief astronomical and space exploration history. It is interspersed with concise overviews of the principles of flight to include basic aeronautics, aircraft motion and control, flight power, and rockets. The course is designed to complement materials taught in math, physics, and other science related courses and is aligned with the National Science Education Standards, the Math Standards and Expectations, and ISTE National Educational Technology Standards for Students.

5.2.1.1. In this course, every lesson includes a “Quick Write” and a short story related to the lesson; a “Learn About” that tells students what they’ll learn from the lesson; a list of vocabulary words in the lesson; “Wing Tips” that highlight specific and interesting facts; many biographies and profiles. Each lesson closes with “Checkpoints” that will allow students to review what they have learned. An “Applying Your Learning” section at the end of each lesson presents discussion questions that will give them a chance to use what they have learned and provides another way to reinforce their understanding of the lesson’s content. The text has four chapters, each of which contains a number of lessons

**5.2.1.2. The course objectives are:**

1. Know the historical facts and impacts of the early attempts to fly.
2. Know the major historical contributors to the development of flight.
3. Know the contributions of the U.S. Air Force to modern aviation history
4. Know the key events of space exploration history.

**5.2.2. 3rd and 4th Year Cadets: AS AS 220 Cultural Studies: An Intro to Global Awareness**

This is a customized course about the world’s cultures. The course is specifically created for the US Army, Marine Corps, Navy, and Air Force Junior ROTC programs. It introduces students to the world’s cultures through the study of world affairs, regional studies, and cultural awareness. The course delves into history, geography, religions, languages, culture, political systems, economics, social issues, environmental concerns, and human rights. It looks at major events and significant figures that have shaped each region. Throughout the course, there are readings, video segments, hands-on activities, other optional activities, technology enrichment, and assessments to guide in the reinforcement of the materials.

All throughout the course are scenarios, video segments, “hands-on” activities and a technology enrichment activity is included in each lesson. As mentioned earlier, the content of this course is correlated using the National Science Education Standards (NSES) and the technology enrichment activities are correlated to the National Educational Technology Standards for Students (NETS.S) standards.

5.2.2.1. The course objectives are:

1. Know how historical, geographic, religious, and ethnic factors have shaped the six major regions of the world.
2. Know how economic, political, and social factors impact cultures.
3. Know how environmental resources influence global economic development.
4. Know how population density, famine, war, and immigration influence the world.
5. Know how the economic systems of communism and capitalism have shaped the six major regions of the world.
6. Comprehend how cultural perspectives of time, space, context, authority, interpersonal relationships, and orientation to community affect interactions among people.

### **5.3. Leadership Education**

5.3.1. **1st and 2nd Year Cadets:** LE 100 Traditions, Wellness, and Foundations of Citizenship, is intended for students who are entering the AFJROTC program and beginning their high school studies. It will introduce cadets to history, organization, mission, traditions, goals, and objectives of JROTC for all services. It introduces key military customs and courtesies, how to project a positive attitude, and examines the principles of ethical and moral behavior. It provides strategies for effective note taking and study skills and how to recognize types of bullying and how to advocate for prevention of this type of behavior. It will cover healthy living, physical fitness, and how to make safe, drug-free, and responsible decisions. Cadets will be introduced to civics and our national government, including a historical understanding of the American flag and other important national symbols.

5.3.1.1. After successfully completing the Leadership Education 100: Traditions, Wellness, and Foundations of Citizenship course the student will:

1. Analyze the heritage, organization, and tradition of service programs.
2. Analyze the benefits of positive personal behavior.
3. Evaluate healthy living through physical activity and good nutrition.
4. Apply safe, drug-free decisions.
5. Analyze the importance of citizenship in the United States.

### 5.3.2. **3rd and 4th Year Cadets:** LE 400 Principles of Management.

This course provides exposure to the fundamentals of management. The text contains many leadership topics that will benefit students as well as provide them with some of the necessary skills needed to put into practice what they have learned during their time in AFJROTC. We are confident this course, coupled with what the cadets have already learned during their time in AFJROTC, will equip them with the qualities needed to serve in leadership positions in the corps. Throughout the text are many ethical dilemmas, case studies, and role play activities built into the lessons. These activities are based on real life experiences and will students the opportunity to practice what they learn by getting involved in discussions and expressing their opinions.

#### 5.3.2.1 The course objectives are:

1. Know the history and the importance of management.
2. Know the techniques and skills involved in planning and decision making.
3. Know the importance of managing change, stress, and innovation.
4. Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader.

5.4. During the **Drill and Ceremonies** portion of Leadership Education, cadets will learn the elements of military drill including individual and group precision movements, procedures for saluting, ceremonies, reviews. and parades.

5.5. **Wellness Program/Physical Fitness.** The Wellness program seeks to motivate cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. It consists of various fitness, exercise and sports activities that will assist cadets to meet national fitness

standards for their age and gender. Cadets receive PE credit for successfully completing the Wellness Program.

5.5.1. The goals of the Wellness program are to:

- Create an individualized training program based on national standards by age and gender.
- Identify areas of improvements for each cadet and provide guidance for improvement.
- Incorporate a physical training program to reach fitness goals.

## 5.6. Assignments and Grading Policy

5.6.1. Per FBISD policy, each assignment is classified as one of the following:

1. “Major” weighted 50
2. “Daily” weighted 50

5.6.2. Unless otherwise noted, all assignments have a maximum score of 100 points.

5.6.3. Grades are based on:

- Class Participation
- Worksheets
- Quizzes (including online quizzes)
- Exams (including online exams)
- Uniform Wear Inspections and PT wear
- Assigned Projects
- Evaluations

5.6.4. **Academics.** (for more information, see Section 16, Policy on Make-up Work & Co-Curricular Activities)

5.6.4.1. All required class work/homework **must** be turned in on the assigned date. If you are absent, the work is required the first day you return to school. Each school day after the due date will result in a 10 percent reduction in the grade for that assignment. After five days you will receive a **zero**.

5.6.4.2. Cadets who are absent (excused) for a quiz or test have **three school days to make-up the missed work**. If a cadet is

absent (excused) when a worksheet is completed, they may check out the text and a copy of the worksheet to complete at home. The worksheet will be due the next day the applicable course (AS or LE) meets.

5.6.5. **Uniform Wear.** A cadet's uniform wear grade is based on uniform inspection results.

5.6.5.1. Uniform wear is not negotiable, and no exceptions are granted. AFJROTC regulations state cadets must wear the uniform at least once per week. Failure to wear the uniform on the designated day (usually Wednesday) results in a grade of **zero**.

5.6.5.2. If a cadet is absent on a uniform wear day, they must wear their uniform on Thursdays. If the absent is planned for the schedule designated uniform day, with the instructors' approval, cadets can wear the uniform on Monday or Tuesday prior to the scheduled wear day.

5.6.5.3. Cadets must wear their uniform for the entire school day. If a cadet changes out of their uniform without instructor permission, their grade will be changed to zero.

5.6.5.4. If a cadet misses a mandatory event requiring uniform wear, they will receive a **zero** grade for that event.

5.6.6. **Drill Exam.** At the end of the second semester, all cadets will be tested on their ability to command a flight through the 30-Step Drill Sequence.

5.6.7. **Physical Fitness Training.** Cadets must wear their issued PT uniform on designated days (usually Friday). Cadets who dress out and participate in all activities will receive a grade of 100 for the day. Partial participation will be graded at the instructor's discretion. Cadets who do not dress out will receive a grade of zero, regardless of participation. Cadets who are absent (excused) on a PT day will receive no grade ("NG") for that day.

## 5.7. Letter Grades. AFJROTC follows the FBISD grading system:

Percentage Letter Grade

90-100	A	
80-89	B	
75-79	C	<b>BELOW 70 F</b>
70-74	D	

# SECTION 6

## Clothing Issue and Care

6.1. After returning all required forms, cadets will receive:

6.1.1. One complete AFJROTC uniform (must be returned at end of year)

6.1.2. A physical training (PT) uniform

6.2. When you receive your uniform, an instructor (or a designated cadet) will complete

**A uniform receipt form.** You will acknowledge each item issued by initialing the form. If any items are lost, you must pay for them IMMEDIATELY! Costs are determined by AFJROTC headquarters. Once you have paid for the lost item you can receive a replacement. This replacement is still property of AFJROTC, you have not bought it.

6.3. The AFJROTC uniform you are issued is not yours to keep; you must return it at the end of the school year or when you leave the AFJROTC program. Therefore, make every effort to protect all items, including regular dry cleaning.

6.4. All uniform items which are dark blue in color (trousers, coat, windbreaker and flight-cap) **MUST** be dry-cleaned. The light blue shirt may be laundered.

6.5. To prevent unnecessary expenses or delays in the receipt of diplomas or grades, and to provide for a more effective turn in, cadets must do the following:

6.5.1. **DO NOT** leave uniforms unattended or in unlocked lockers.

6.5.2. **DO NOT** lend uniform items to other cadets or persons not in AFJROTC.

6.5.3. **DO NOT** allow another cadet to turn in your uniform.

6.5.4. **DO NOT** lend or share insignia.

6.5.5. **DO NOT** carry flight caps with books or pulled through the epaulets of your jacket.

6.6. The uniform is a symbol of the United States Air Force. Wear it proudly and properly. Take good care for it.

# SECTION 7

## Appearance of Cadets

7.1. As an Air Force Junior ROTC cadet, you must constantly strive to present a clean, neat, and well-groomed image. The following rules are derived from AFI 36-2903, ***Dress and Appearance of Air Force Personnel***.

7.2. **ALL CADETS.** When in uniform:

7.2.1. Your hair must be neat, clean and present a conservative well groomed appearance. Faddish hairstyles and unnatural colors are prohibited. Hair will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. In no case will the bulk or length of hair interfere with the proper wear of any Air Force headgear.

7.2.2. With the exception of earrings for female cadets, cadets will not attach, affix or display objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform).

7.2.3. **SHOE SHINE**

7.2.3.1. Every cadet is required to shine their low quarters (shoes)—no exception. Failure to maintain a shine on your shoes will result in points being deducted from your uniform inspection evaluations.

7.2.3.2. There are two ways a cadet can shine their low quarters. Both ways will be taught in your AFJROTC classes. A training video on both techniques will be posted on the course site in Schoology (see Resources)

7.3. **MALE CADETS.** When in uniform:

7.3.1. Beards are not allowed. Mustaches 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. (see figure 7.1)

7.3.2. Hair will have a tapered appearance on both sides and the back of the head.

7.3.2.1. Hair will not exceed 2 1/2 inch in bulk, regardless of length and 1/4 inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar.

7.3.2.2. Hair will not touch the ears or protrude under the front band of properly worn headgear. (see figure 7.1)

7.3.2.3. Braids, twist, Mohawks, mullets, cornrows, dreadlocks, ducktails and lines shaven in the hair are not authorized. Cleanly shaven heads, military high-and tight or flat-top cuts are authorized.

7.3.2.4. Violations of the hair cut policy may result in elimination for habitual offenders.

7.3.3. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean shaved horizontal line. (see figure 7.1)

7.3.4. Keep fingernails neat, clean and trimmed.

7.3.5. Fingernail polish is prohibited.

#### 7.4 **FEMALE CADETS:** When in uniform:

7.4.1. No minimum length of hair up to a maximum bulk of four inches from scalp. Hair must be styled to permit proper wear of the AFJROTC headgear.

7.4.1.1. Hair will end above the bottom edge of collar. Hair lengths that would be below the bottom edge of the collar will be pinned-up with no loose ends. (see figure 7.2)

7.4.1.2. When hair is in a bun, all loose ends must be tucked in and secured. When hair is in a pony tail, it must be pulled all the way through the elastic band and hang naturally downward, not extending below the bottom of the collar. (see figure 7.2)

7.4.1.3. Braids, micro-braids, and cornrows are authorized if they meet the requirements of AFI 36-2903. Dreadlocks, shaved head, flat-tops and military high-and-tight cuts are not authorized hairstyles for female cadets.

7.4.1.4. Bangs will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. Hair will not cover any portion of the face.

7.4.2. If worn, hairpins, combs, headbands, elastic bands, and barrettes must be similar in color to the individual's hair. Hair must still comply with bulk and appearance standards.

7.4.3. Hair ornaments such as ribbons, bows, beads, jeweled pins or hairnets will not be worn. Scrunches are **not** authorized.

7.4.4. Small (not exceeding 6mm in diameter) spherical, conservative round white diamond, gold, white pearl, or silver earrings may be worn. Only one earring is permitted per ear. Earrings may only be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe. You may wear transparent piercing spacers.

7.4.5. Keep fingernails neat, clean, and trimmed. If worn, nail polish will be a single color that does not distinctly contrast with the cadet's complexion, detract from the uniform, or be extreme colors. Do not apply designs to nails or apply two-tone or multi-tone colors. However, white-tip French manicures are authorized.

7.4.6. If worn, cosmetics will be conservative and in good taste. Female cadets will **not** wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors.

7.4.7. Hose: Commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that compliment the uniform and individual skin tone. Patterned hose will **not** be worn. Hose will be won with the skirt.

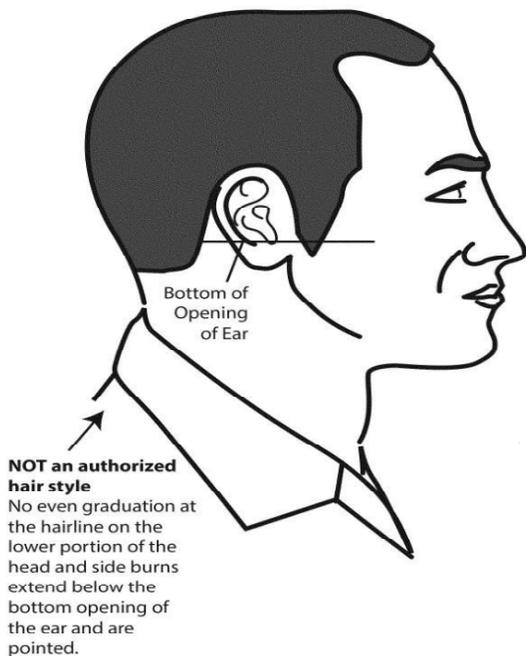
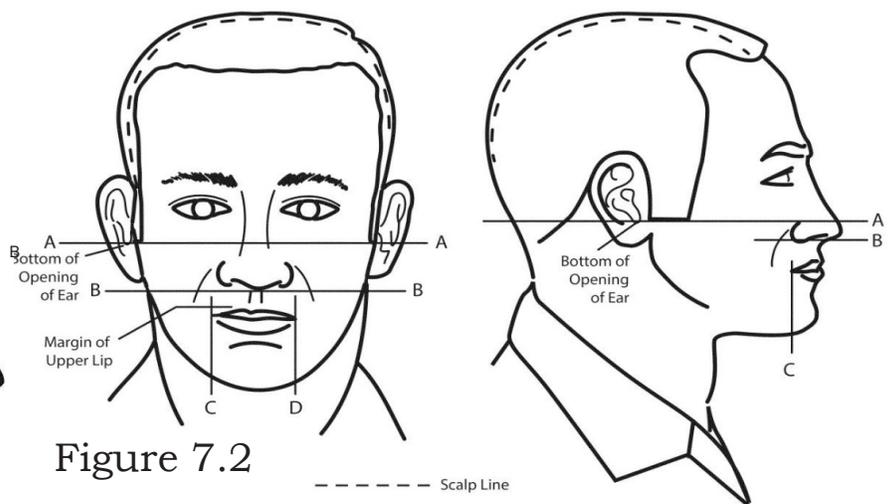


Figure 7.1



**NOT an authorized hair style**  
**"Landing Strip or Mohawk"**  
Head is shaved all the way around the strip of hair.

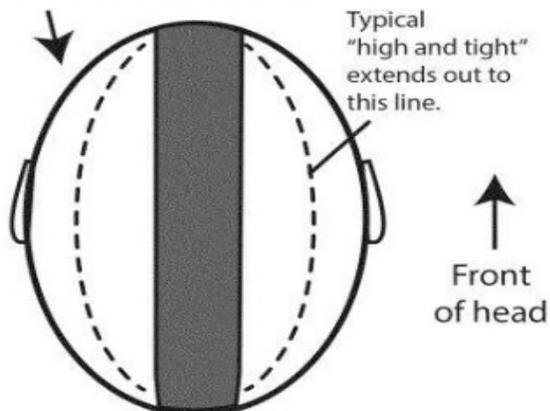


Figure 7.2

FIGURE 3.2. Female Hair Standards Examples.



Figure 7.4

FIGURE 3.4. Female Hair Styles Examples.



Figure 7.5

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Figure 3.5. (Added) Authorized Female Ponytails and Long braid(s) Hair Styles Examples.



Figure 7.6

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Figure 3.6. (Added) Unauthorized Female Ponytail Examples.



Figure 7.7

# SECTION 8

## Uniform Wear

8.1. While you are a cadet in the AFJROTC program and in uniform you represent the United States Air Force (USAF) and your unit (TX-20021). Any objectionable behavior at school or in public creates an unfavorable impression of the program and the USAF. Proper behavior, actions, attitudes, conduct create, sustain a favorable public impression, and enhancing the image of the cadet corps.

8.2. General rules for uniform wear:

8.2.1. Uniform rules are derived from AFI 36-2903, ***Dress and Appearance of Air Force Personnel***; AFJROTCI 36-2001, ***Air Force Junior ROTC Operations***; and the ***Air Force Junior ROTC Guide***.

8.2.2. To remain enrolled in AFJROTC, you must wear the uniform on designated uniform wear days.

8.2.3. Only authorized uniform items are allowed. Do **not** mix AFJROTC or PT uniform items with civilian clothing.

8.2.4. Trim loose strings and frayed seams.

8.2.5. Promptly replace missing buttons with authorized buttons.

8.2.6. Avoid carrying bulky items in uniform pockets. Articles carried in the pockets should not be visible or cause bulges.

8.2.7. You are authorized to put your hands in your pockets.

8.2.8. Wrist watches, I.D. bracelets, and rings may be worn. Necklaces, pendants, ankle bracelets and other conspicuous adornments are prohibited.

8.2.9. Eyeglasses and sunglasses will **not** be worn around the neck or on top/back of head or exposed hanging on the uniform. Sunglass frames may be black, brown material, or gold or silver wire. Faddish styles and mirrored lenses are prohibited. Do not wear sunglasses while in formation. Sunglass cases will **not** be clipped to the belt.

8.2.10. All insignia will be fastened with metal clutches (frogs).

8.2.11. Do **not** wear the uniform while participating in political activities or any public demonstration where it might be implied that the Air Force supports a particular cause. Engaging in an activity that might imply Air Force endorsement of a commercial interest or engaging in private employment

while in uniform is also banned.

8.2.12. Do **not** wear the uniform when hitchhiking.

8.2.13. Do **not** wear the uniform during activities that can result in damage to the uniform, including sports or hard labor. You should wear aprons or coveralls for auto shop, welding, art classes, etc. With instructor permission you may change out of the uniform **FOR THAT CLASS**.

8.2.14. Never smoke or use smokeless tobacco while in uniform.

8.2.15. Shirts/blouses should be laundered after each wear. Iron with medium starch.

8.2.16. Ensure that badges, insignia, belt buckles, and other metallic devices are clean, free of scratches and corrosion. Keep ribbons clean and replace them when they become worn, frayed, or faded.

8.2.17. **Remember:** When you failed to wear your uniform, you have to record the date in the Uniform Non-Compliance Log (Appendix: H).

### 8.3. Uniform wear instructions

8.3.1. A complete uniform consists of:

- Flight cap with appropriate insignia (issued for ceremonies)
- Standard issue blue shirt
- Belt
- Standard issue blue trousers.
- Black socks
- Standard black lace up shoes

8.3.2. Button all uniform pockets that have buttons.

8.3.3. On the short sleeved blue shirt, creases are allowed only on the sleeves. No military creases.

8.3.4. Trousers.

8.3.4.1. The front of the trouser legs will rest on the front of the shoe or boot with a slight break in the crease. The back of the trouser legs will be 7/8 inch longer than the front. You may alter the length of the trouser legs, as well as the size of the waist. No cuffs are worn.

8.3.4.2. The rear pocket must remain buttoned at all times.

8.3.4.3. Press down the zipper tab to permit the fly to remain closed.

8.3.4.4. Keep the gig line straight. This is the line formed by the edge of the shirt, the edge of the belt buckle, and the edge of the fly.

8.3.5. Blue service coat.

8.3.5.1. A tie/tab will be worn with the service coat.

8.3.5.2. Use the inside pockets for small flat items only.

8.3.5.3. The coat may be removed in the classroom. It should be draped over the back of chairs or desks. The coat must be put on again before leaving.

8.3.6. Headgear

8.3.6.1. Always wear headgear when outdoors, unless directed otherwise. When indoors, headgear is always removed unless you are being inspected, performing a color guard activity or carrying a weapon. (headgear will be issued for ceremonies only).

8.3.6.2. The flight cap will be worn slightly to the wearer's right with vertical creases of the cap in line with the center of the forehead and in a straight line with the nose. The cap extends approximately 1 inch from the eyebrows in the front and the opening of cap is to the rear. If **not** worn, tuck under the belt on wearer's left side, between the first and second belt loops (cap will not fold over belt or be visible below service coat).

8.3.6.3. Service caps (wheel hats) are optional for second, third, and fourth year cadets. They must be purchased by the cadet.

8.3.7. Shoes should always be worn completely laced and shined to as high a gloss as possible. The ends of the shoestrings should be tucked into the shoe and not visible. Corfram shoes are authorized, but they must be purchased by the cadet.

8.3.8. Socks **must** be BLACK. No other colors are authorized.

8.3.9. Flight caps or gloves are never tucked under the epaulets of the shirt or coat. Gloves will **not** be tucked in the belt.

8.4. Uniform rules for MALE cadets:

8.4.1. Blue shirt.

8.4.1.1. The short sleeved shirt is worn with the collar opened, unless a necktie is worn. A necktie is mandatory with the long

sleeved shirt and/or the service coat.

8.4.1.2. The shirt tail is tucked tightly into the pants. Garters may be worn to keep the shirt tucked in properly. V-neck undershirt will be worn with open collar.

8.4.1.3. **No** items are carried in shirt pockets, which must remain buttoned at all times.

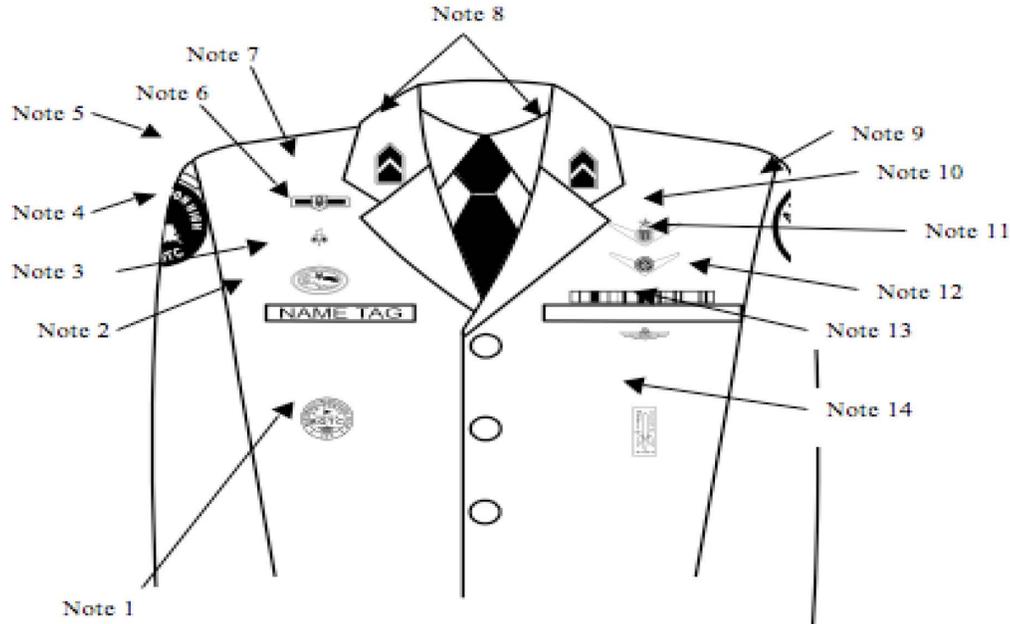
8.4.2. The outside pockets of the service coat are for decorative purposes only; do not carry any items in them. All outside pocket snaps or buttons must remain secure.

8.4.3. The belt is threaded through the loops, starting from left going right (counterclockwise). The silver tip of the belt will extend beyond the buckle facing the wearer's left; however, no blue fabric will be visible between the silver tip and silver buckle. For proper fit, use the adjustable belt clamp to change the length.

8.4.4 If worn, service caps should have a plain bill. The hat straps are for decorative purposes only, however during drill competitions hat straps may be worn under the chin.

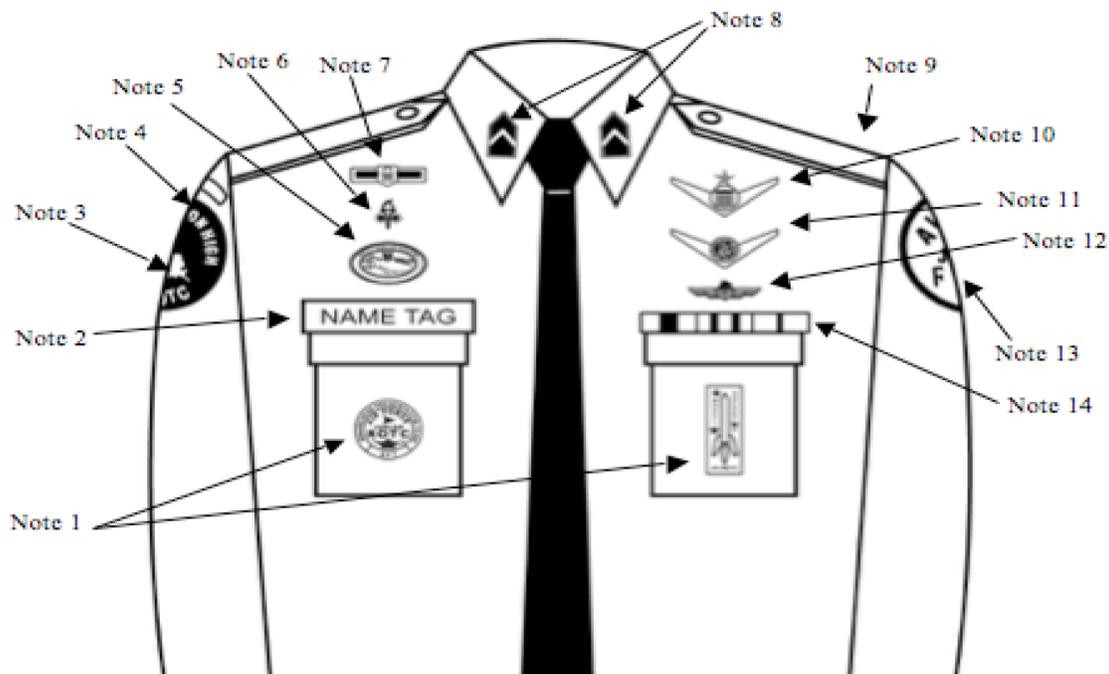
# CADET MALE 1620 SERVICE DRESS

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



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

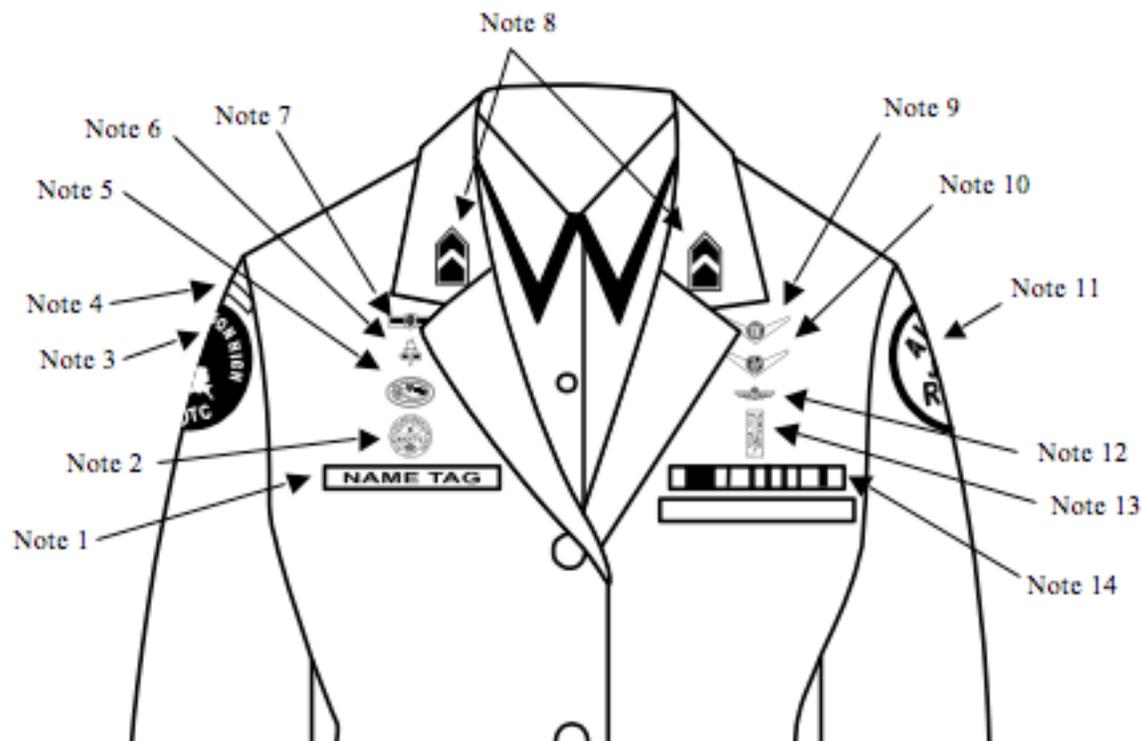
# CADET MALE BLUE SHIRT



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

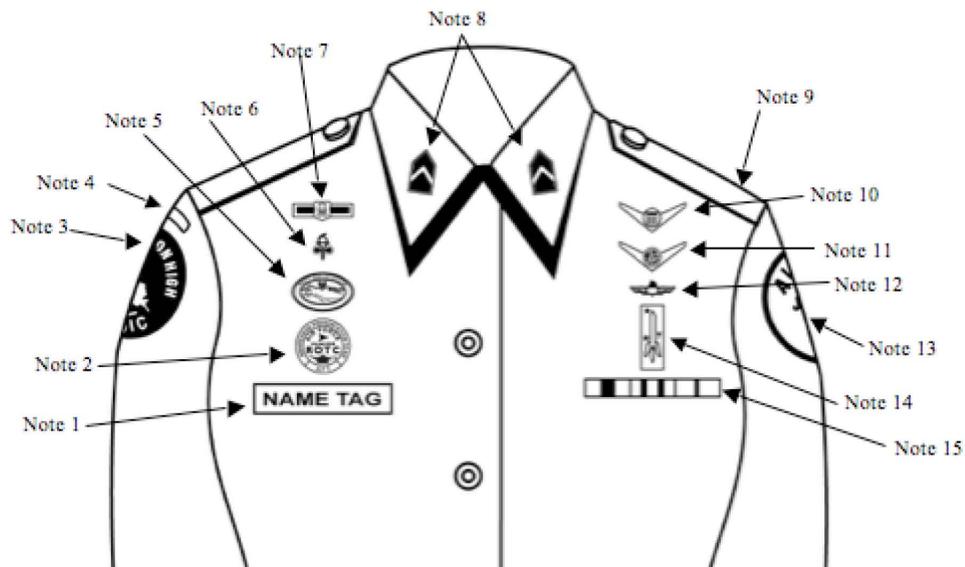
## CADET FEMALE 1620 SERVICE DRESS

**Note:** Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



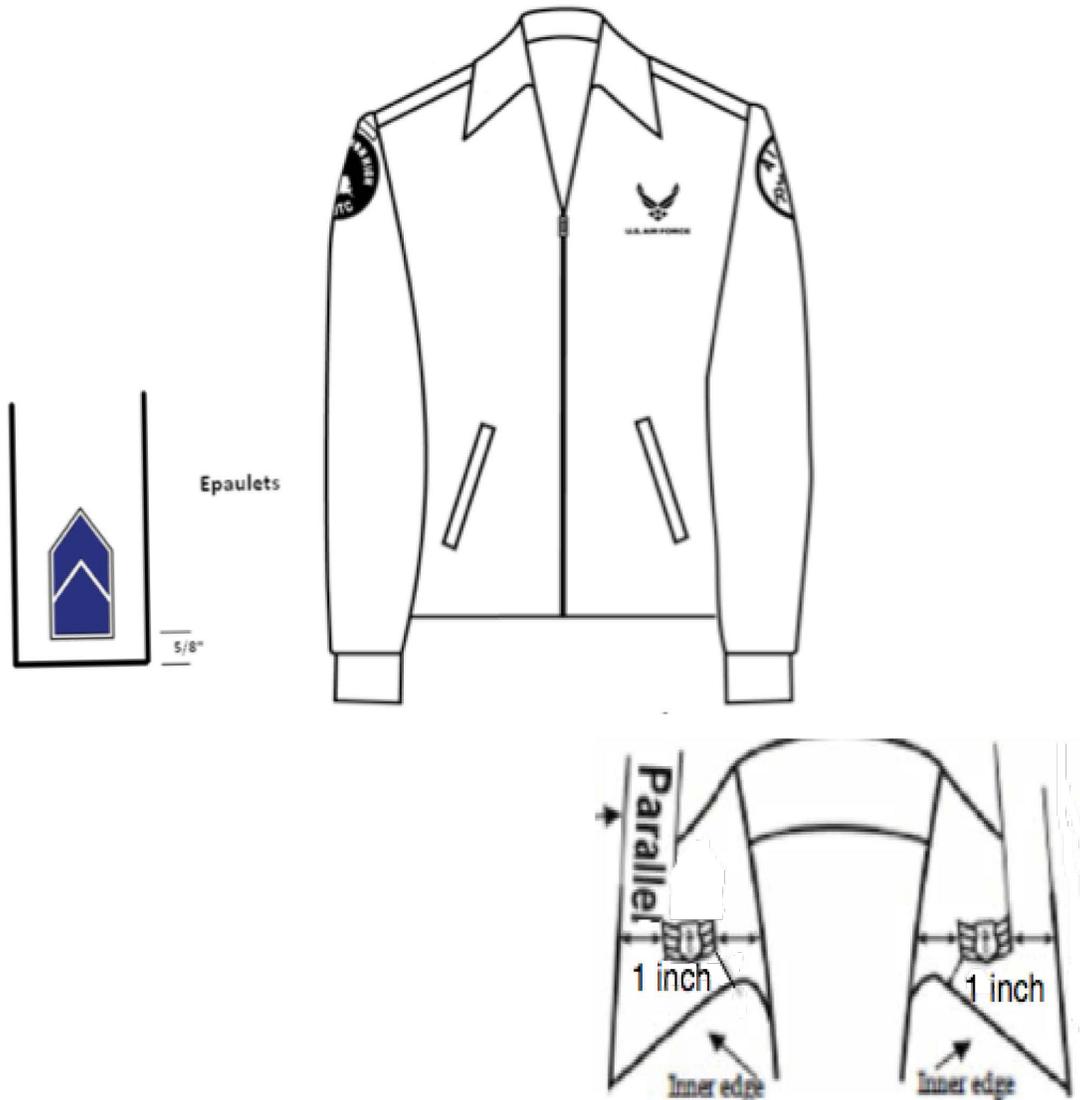
1. Name tag authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder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

# CADET FEMALE BLUE SHIRT



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

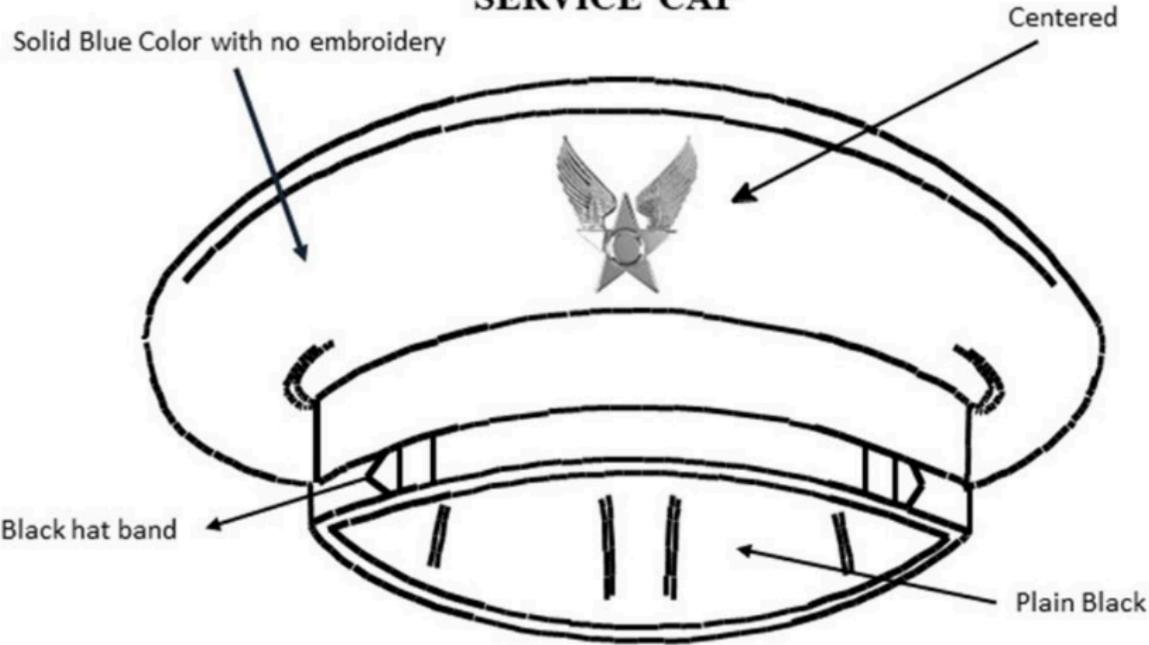
# CADET LIGHTWEIGHT BLUE JACKET



1. Grade insignia (enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
2. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
3. (Officers only) When placing rank on epaulet, use standard size metal rank, center on epaulet 5/8 inches from shoulder seam.
4. Unit patch on right sleeve ½ inch below shoulder seam and centered.
5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
6. AFJROTC patch on left sleeve ½ inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.

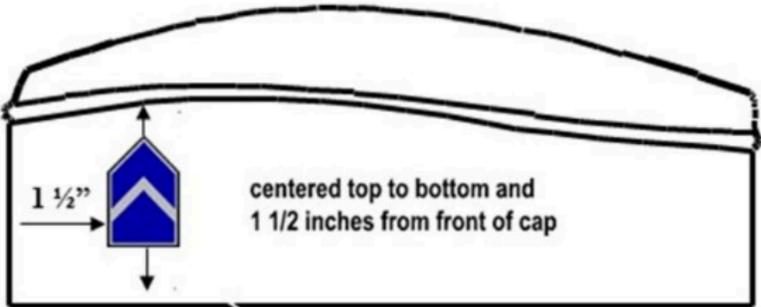
# CADET MALE HEADGEAR

## SERVICE CAP



Service Cap – Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

## FLIGHT CAP\*



- Enlisted cadets will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

# CADET FEMALE HEADGEAR

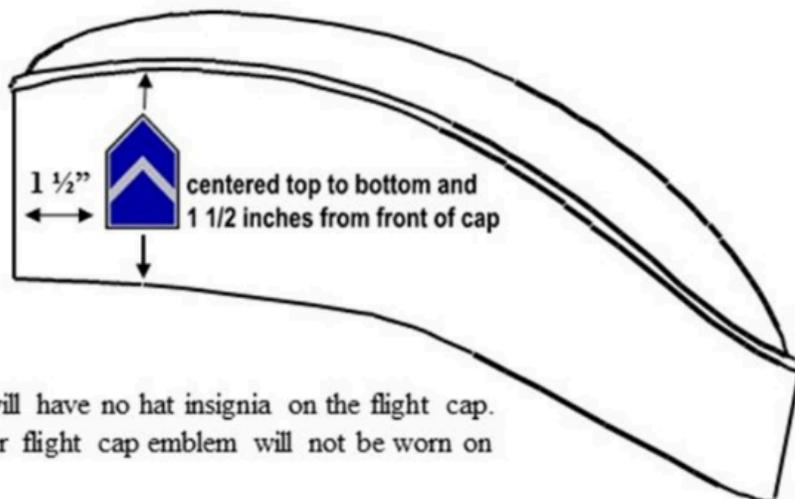
## SERVICE CAP

Solid Blue Color with no embroidery



Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

## FLIGHT CAP\*



- Enlisted cadets will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

# AIR FORCE JUNIOR ROTC INSIGNIA

## CADET OFFICER RANK



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL

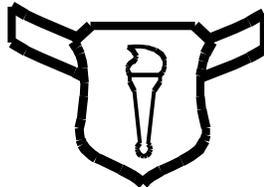


COLONEL

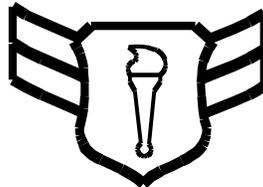
## CADET AIRMAN RANK

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



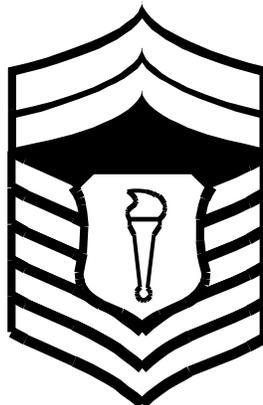
STAFF  
SERGEANT



TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

Insignia of grade for  
cadet officers and  
enlisted personnel.

# GRADE & INSIGNIA



General (O-10)



Lieutenant General (O-9)



Major General (O-8)



Brigadier General (O-7)



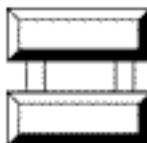
Colonel (O-6)



Lieutenant Colonel (O-5)



Major (O-4)



Captain (O-3)



First Lieutenant (O-2)



Second Lieutenant (O-1)



E-2 Airman (Amn)



E-3 Airman First Class (A1C)



E-4 Senior Airman (SrAmn)



E-5 Staff Sergeant (SSgt)



E-6 Technical Sergeant (TSgt)



E-7 Master Sergeant (MSgt)



E-7 First Sergeant



E-8 Senior Master Sergeant (SMSgt)



E-8 First Sergeant



E-9 Chief Master Sergeant (CMSgt)



E-9 First Sergeant



E-9 Command Chief Master Sergeant

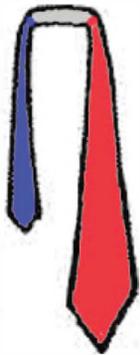


E-9 Chief Master Sergeant of the Air Force

# HOW TO TIE A TIE

## The Half-Windsor Knot

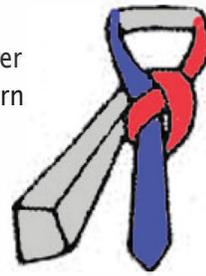
For Standard Shirt Collars



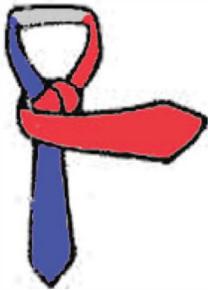
Start with **wide end** a foot below **narrow end**.



Cross **wide end** over **narrow end** and turn back underneath.



Bring **wide end** up and turn down through the loop.



Pass **wide end** around front.



Then, up through the loop.



Move **wide end** through knot in front. Tighten carefully while drawing up to collar.

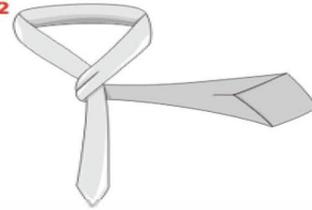
A different type of knot



Step 1



Step 2



Step 3



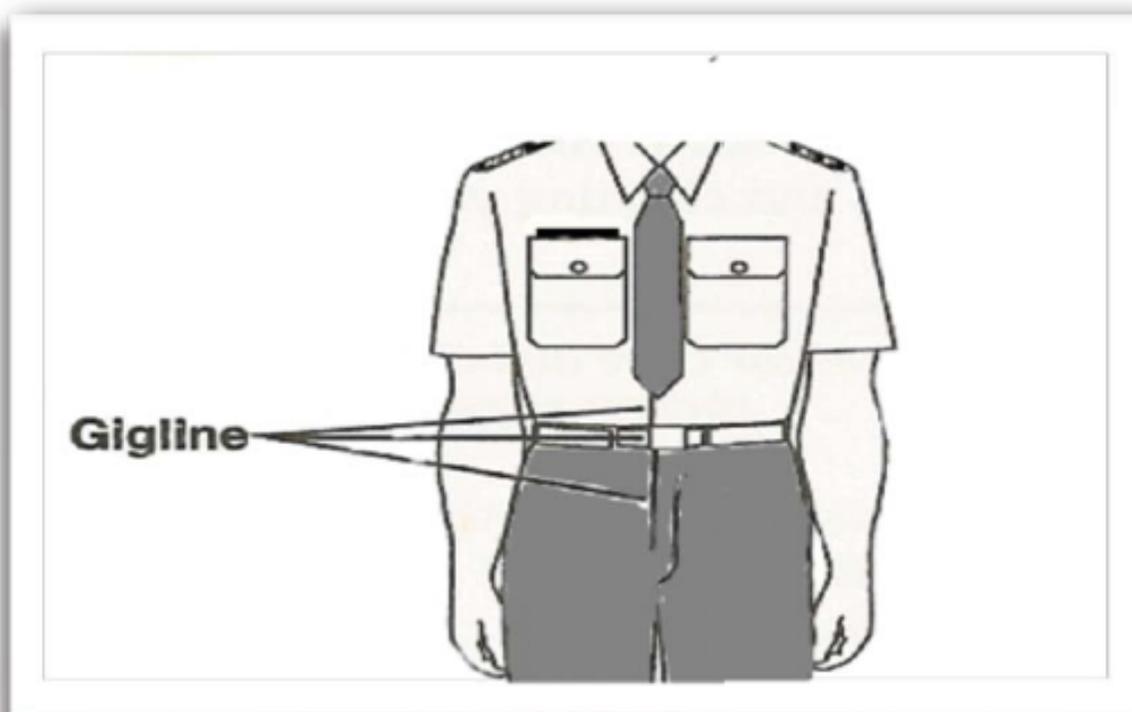
Step 4



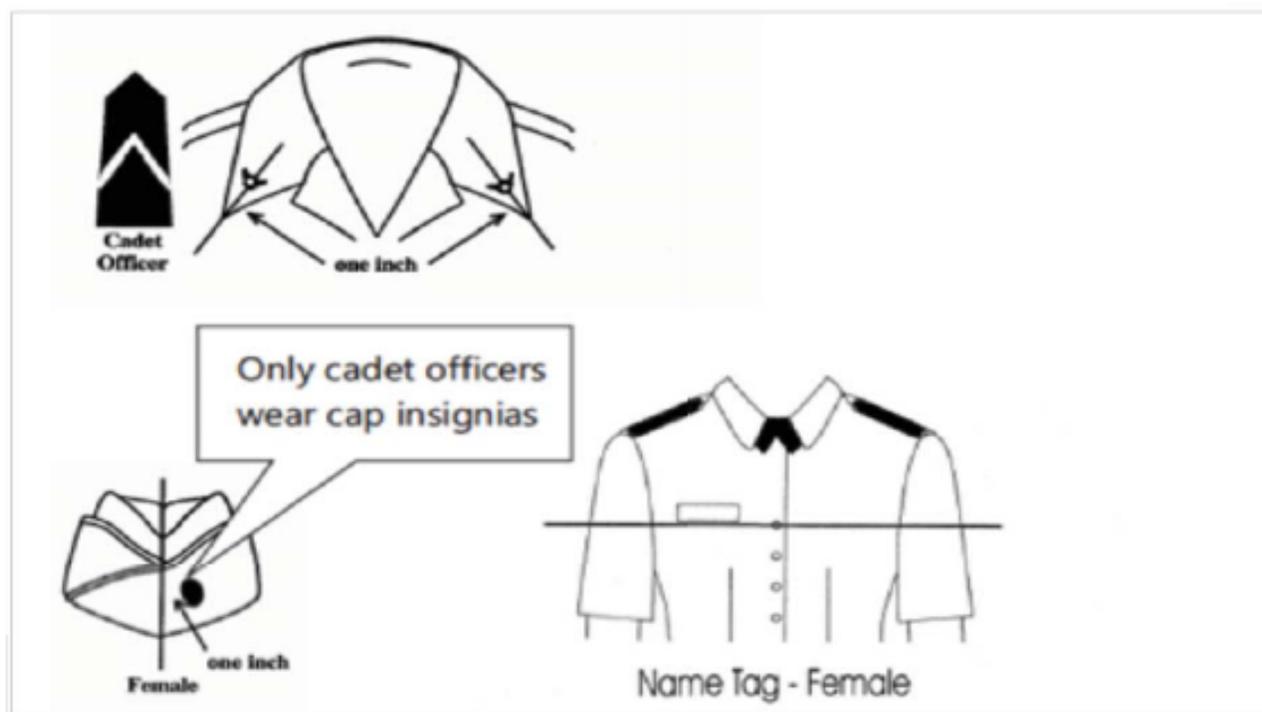
Step 5



## PLACEMENT NOTES



Note: Female Gigline is opposite the male Gigline



# SECTION 9

## **Group Organization**

9.1. TX-20021 is organized as a Cadet Group for SY 17-18 with an appropriate number of SQUADRONS. Each SQUADRON will have at least two FLIGHTS. FLIGHT will have at least two ELEMENTS.

9.2. Selection for positions in the Cadet Group is determined by the following factors:

- Leadership school attendance
- Performance in previous positions
- Years in cadet corps
- Grades
- Participation
- Potential
- Recommendations

9.3. The following organizational charts reflect a “chain of command”, connecting Cadet Wing functions or positions. Decisions, guidance and information flow down the chain in the form of oral and written instructions. Information and recommendations used by cadet leaders in decision making also flow up the chain of command. Cadets should follow the chain of command when attempting to resolve a grievance. Give your immediate supervisor a chance to solve the problem first, then see your supervisor’s supervisor, and so on up the chain. If you use the chain of command and are still not satisfied, you may speak with the Cadet Inspector General or your instructor.

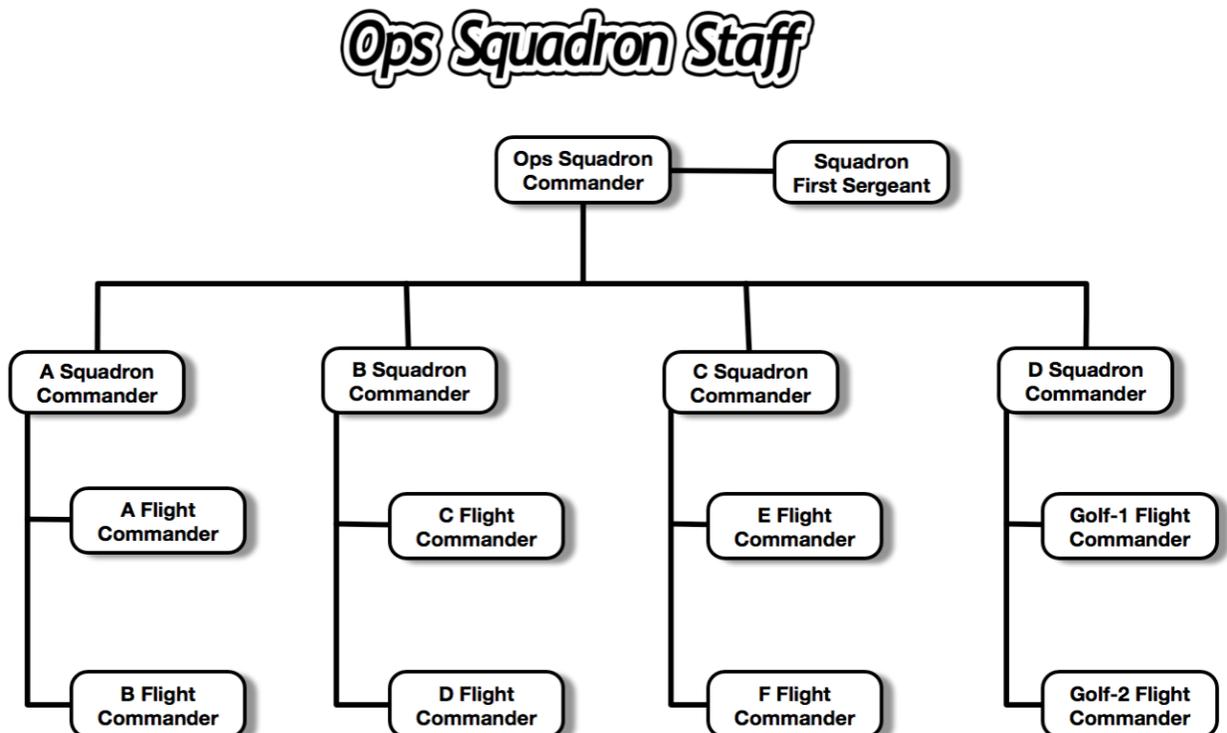
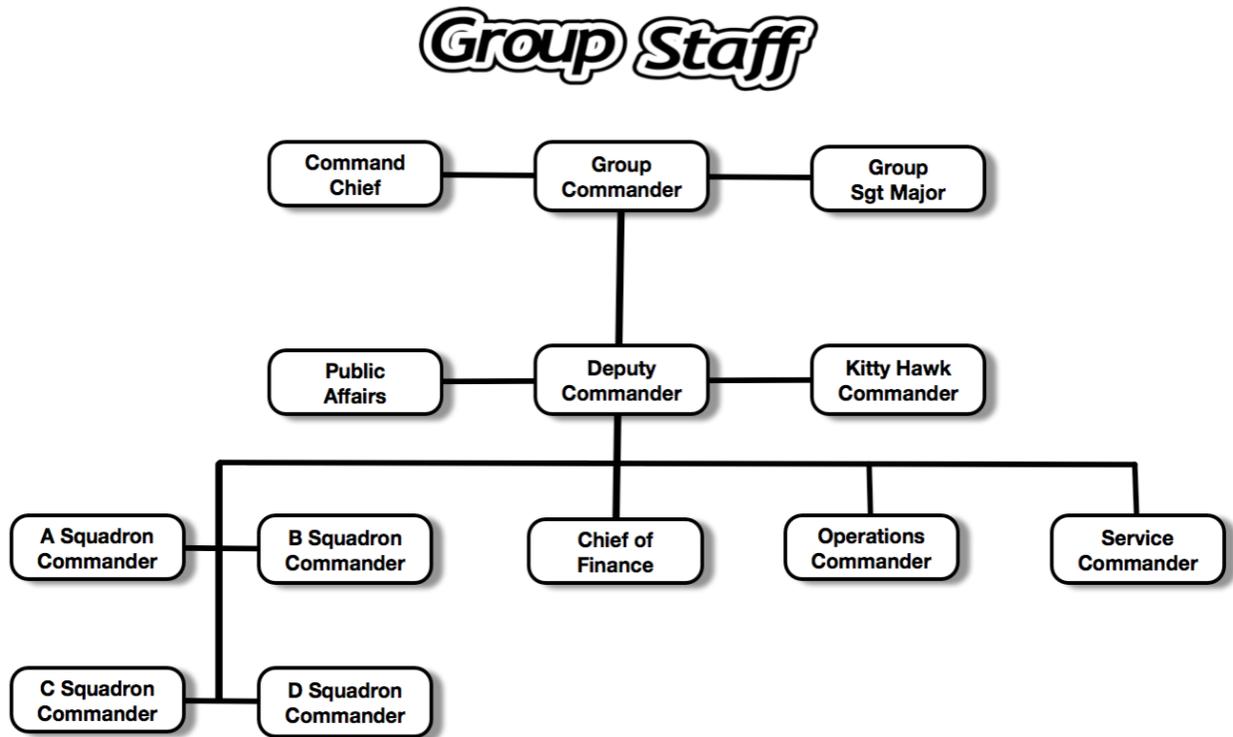
9.4. The Cadet Wing Commander or his/her designated representative will hold periodic meetings throughout the school year. Examples of these meetings are:

9.4.1. Commander’s Call. This is a meeting for all cadets. It allows the Cadet Wing Commander to share goals, expectations and information with the entire cadet corps. It also allows the Cadet Group Commander to receive feedback from other cadets.

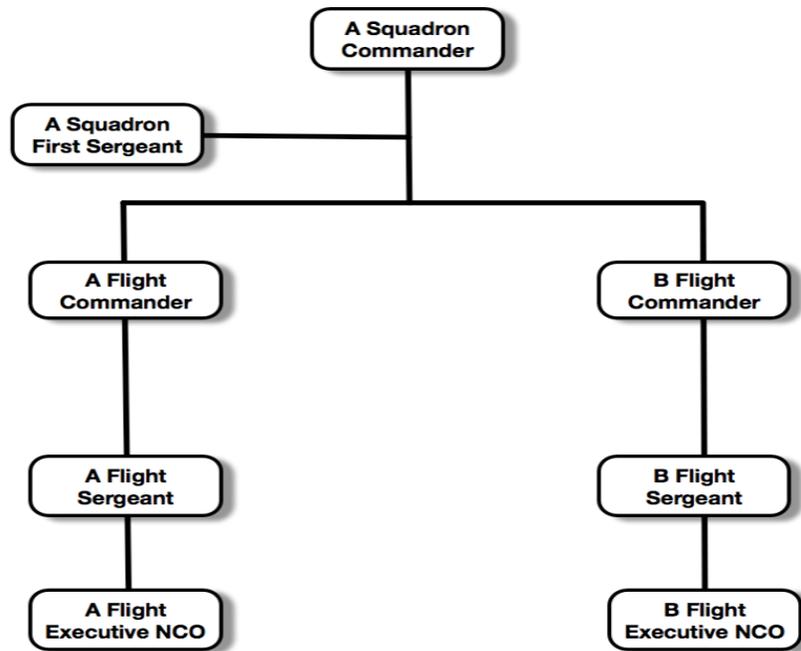
9.4.2. Enlisted Call/NCO Meeting. These meetings are similar to the Commander’s Call, but are attended only by the enlisted members of the cadet corps, or all cadet

NCOs. These meetings are normally conducted by the Command Chief Master Sergeant or the Ops Group Sergeant Major.

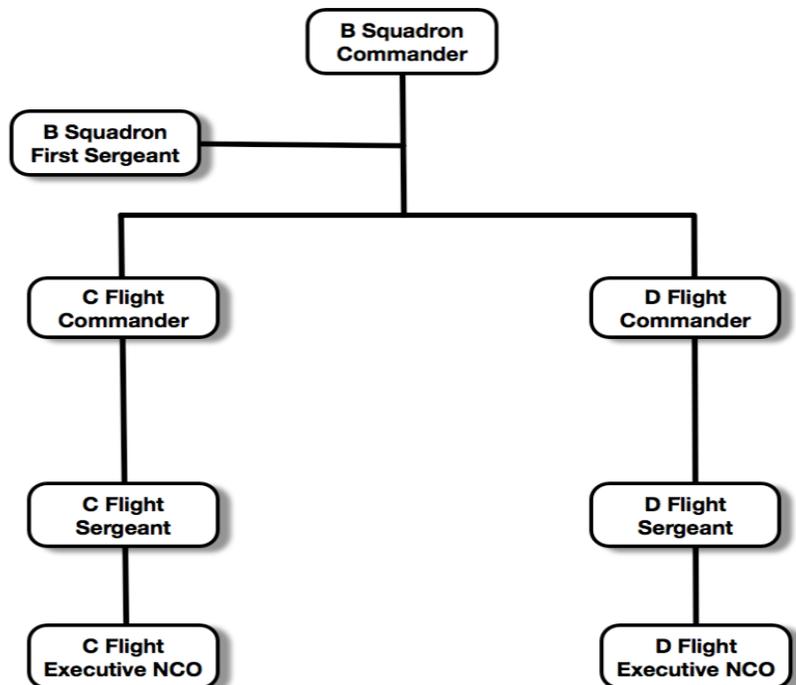
9.4.3. Staff Meeting. This meeting will include a minimum of the group commanders, squadron commanders, Deputy Commander, Executive Officer and Command Chief Master Sergeant. At his/her discretion, the Cadet Wing Commander may include other staff members. Staff meetings serve as a vehicle for planning and problem solving.



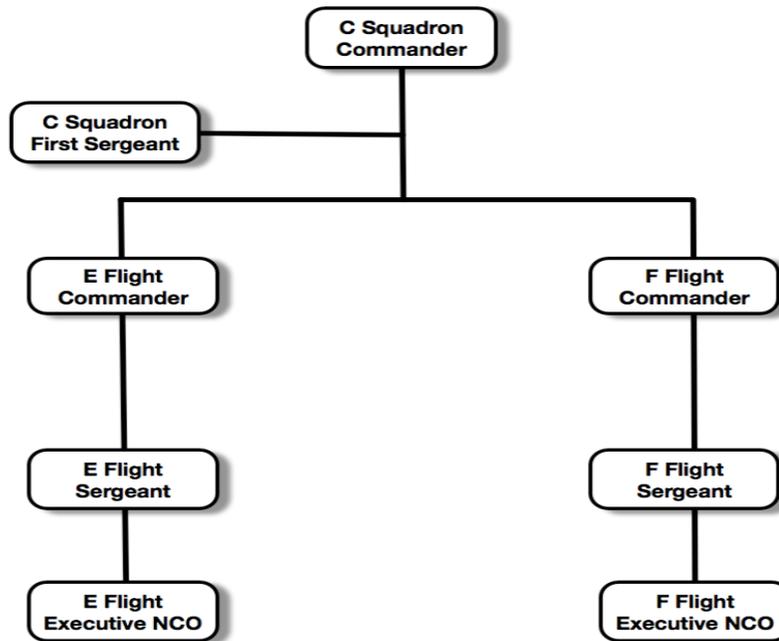
## ***A Squadron Staff***



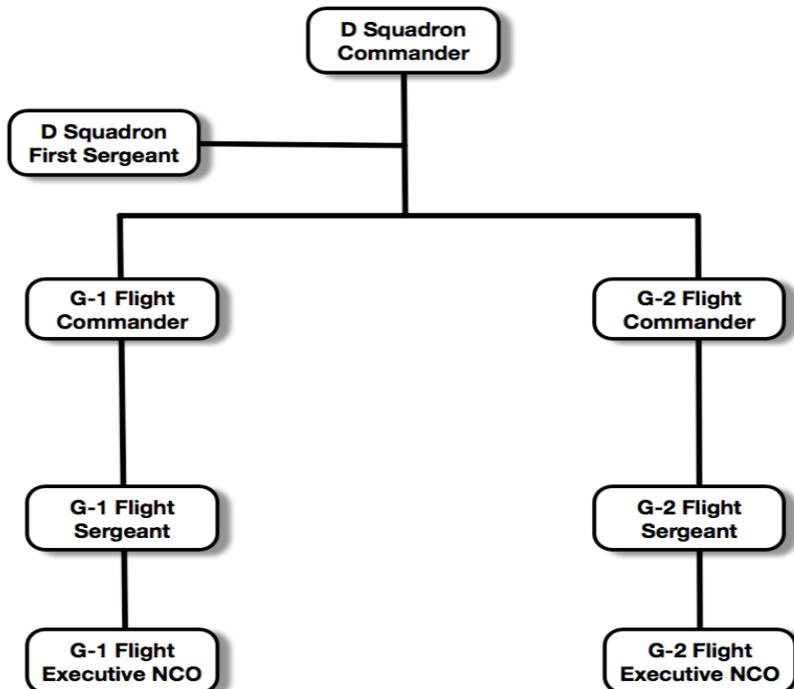
## ***B Squadron Staff***



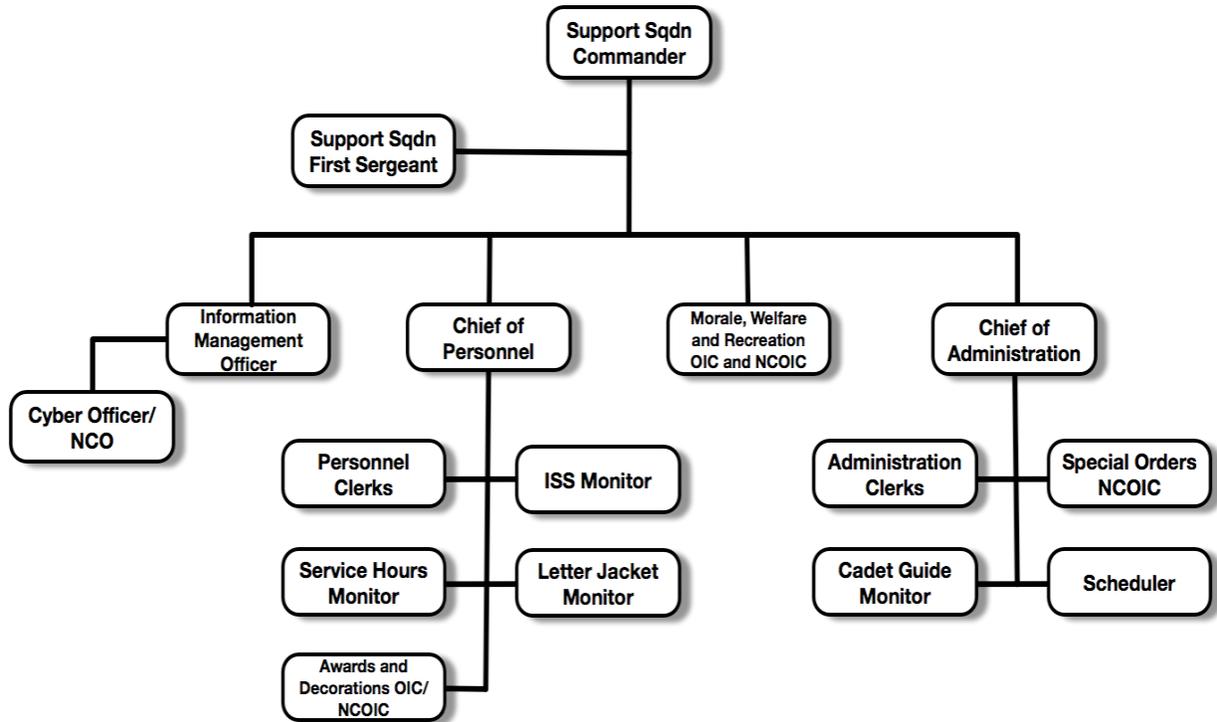
# *C Squadron Staff*



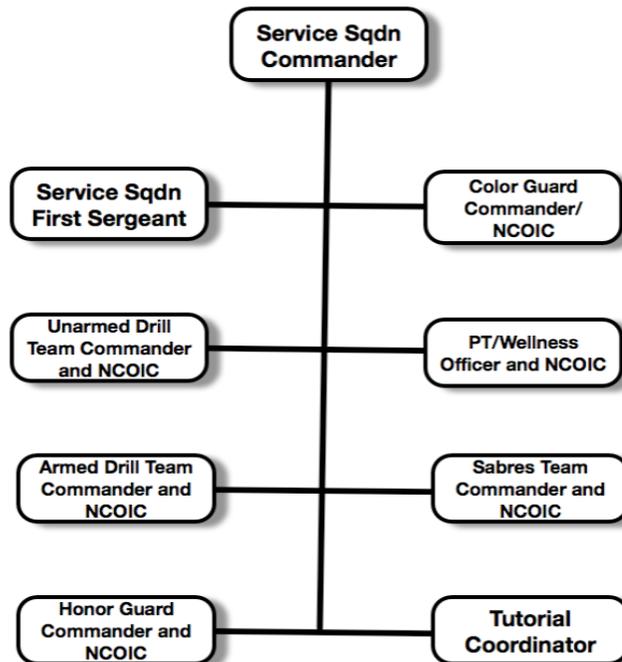
# *D Squadron Staff*



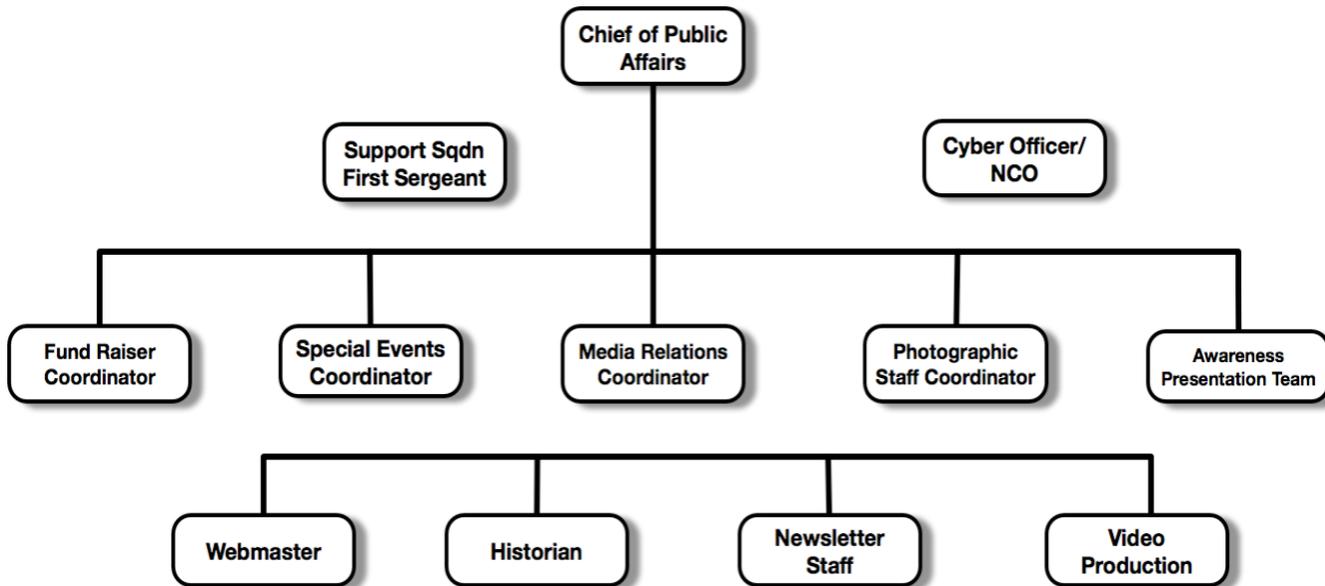
# Support Sqdn Staff



# Service Sqdn Staff



# Public Affairs Staff



## Drill Sequence

10.1. By the end of the second semester, first-year cadets should be able to command a flight through the TX-20021 30-Step Drill Sequence described below.

10.2. Forming and sizing the Flight. Before conducting any drill, form and size the flight using the following commands:

10.2.1. **FALL IN** (In-Line Formation)

10.2.2. **Right, FACE**

10.2.2.1. With the exception of the Element Leader and the Guide, if you are taller than the cadet in front of you, tap them on the shoulder and move forward.

10.2.3. **Right, FACE**

10.2.3.1. With no exceptions, if you are taller than the cadet in front of you, tap them on the shoulder and move forward.

10.2.4. **Left, FACE**

10.2.2.1. Once again, with the exception of the Element Leader and the Guide, if you are taller than the cadet in front of you, tap them on the shoulder and move forward.

10.2.5. **Count, OFF**

10.2.6. **Count, OFF**

10.2.7. **COVER**

10.2.8. **Left, FACE**

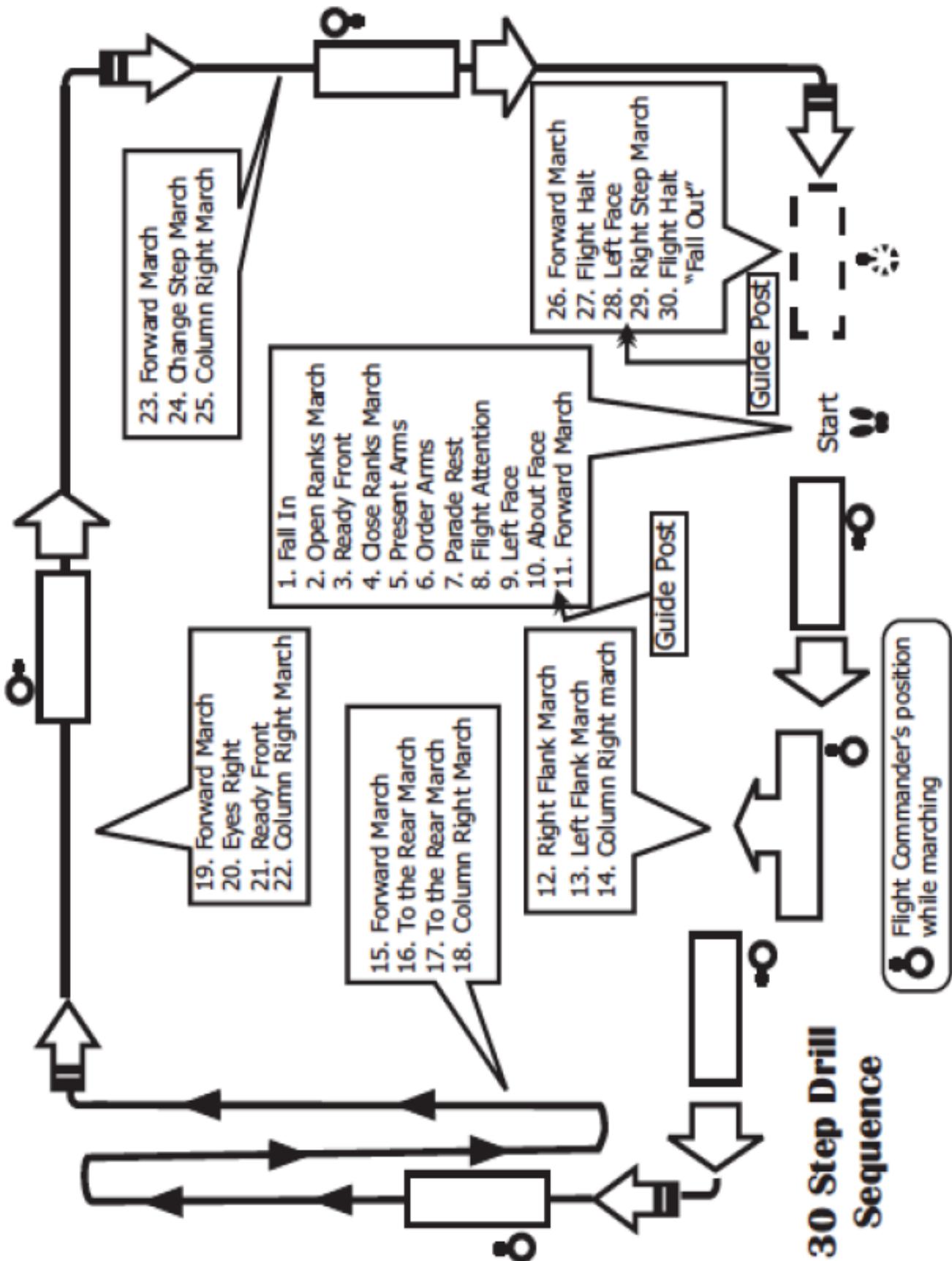
10.3. Reporting In/Out. At the beginning and end of the drill sequence, you must report to the examiner/reviewing officer.

10.3.1. Reporting In. Salute the examiner/reviewing officer and say:

10.3.1.1. Sir/Ma'am, (A, B, etc) Flight reporting in for the 30/50-step drill sequence. We will be performing in accordance with Air Force Manual 36-2203. Request permission to use your drill pad, sir/ma'am.

10.3.2. Reporting Out. Salute the examiner/reviewing officer and say:

10.3.2.1. Sir/Ma'am, (A, B, etc) Flight reporting out of the 30-step drill sequence. We were performing in accordance with **Air Force Manual 36-2203**.



11.1. There are several Leadership Development Requirement (LDR) activities that supplement and reinforce aerospace and leadership education objectives. Additionally, these activities bring cadets together with common interests, build esprit de corps and create lasting friendships. Involvement teaches responsibility, teamwork, and cooperation. It also is a positive, visible way to demonstrate AFJROTC values. The list of activities below is not inclusive and will change depending on what activities cadets want to have and support. Many extra-curricular activities earn points toward the letter jacket and/or other awards and decorations. See the TX-20021 Awards and Decorations Guide and applicable operating instructions for more details. If you are interested in participating in any extra-curricular activities, talk to your flight sergeant or an instructor.

11.2. Special Teams. Except for the Honor Guard, a cadet must have the permission of an instructor to be on more than one special team at a time.

11.2.1. **Armed/Unarmed Regulation Drill Team** – This is a basic marching team of 10 cadets, organized as a flight, including the commander. The armed team uses rifles; the unarmed team does not. This team is trained in all marching movements and commands. The team performs at a variety of events such as parades and drill competitions.

11.2.2. **Armed/Unarmed Exhibition Drill Team** – This is an exhibition team that performs with (armed) or without (unarmed) rifles. The team does not have formal commands, but creates its own performance routines. In other words, the commander and the team make up their own routine. The team performs at a variety of events such as parades, recruiting visits and drill competitions. The team commander determines how many cadets are on the team. The drill teams' commanders/co-commanders are the only cadets allowed to retrieve and return all equipment to its designated areas. All team members are responsible for keeping track of and properly handling their equipment once it is in their possessions. **DO NOT** leave equipment unattended. **DO NOT** horseplay with equipment; horse playing will result in demerits being pulled.

11.2.3. **Color Guard** – The Color Guard is made up of four cadets, two flag bearers and two flag guards that carry rifles. The Color Guard has unique commands and marching movements in which each member may have different movements. The Color Guard carries the colors (flags) at

events such as football games, pass-in-review, parades and military banquets. The Color Guard may also compete in drill competitions. If there is enough interest, more than one Color Guard detail may be established.

11.2.4. **Saber Team** – The saber team participates in drill competitions, parades, graduation and other ceremonies. It also welcomes distinguished guests and performs other duties as determined by the SASI. The saber team's commander/co-commander are the only cadets allowed to retrieve and return all equipment to its designated areas. All team members are responsible for keeping track of and properly handling their equipment once its in their possessions. **DO NOT** leave equipment unattended. **DO NOT** horseplay with equipment; horse playing will result in demerits being pulled.

11.2.5. **Physical Training Team** – This team competes in physical fitness activities such as running, push ups, sit ups an obstacle course and other events. Team size and specific events vary from competition to competition.

11.2.6. **Robotics Team** – Robotics involves the design, construction, operations, and use of robots in a sports-like competition. During this process cadets will learn key STEM principles and robotics concepts. At the culmination of this course, they will compete head-to-head against their peers in the classroom, or on the world stage in the VEX Robotics Competition, the largest and fastest growing international robotics competition for high school students.

11.2.7. **Honor Guard** – The Honor Guard performs ceremonies that honor the American flag. This includes raising the flag at football games and conducting flag folding ceremonies.

11.3. Other Teams and Clubs.

11.3.1. **Kitty Hawk Air Society (KHAS)** – Kitty Hawk is like the National Honor Society, but only for Air Force JROTC cadets. Kitty Hawk promotes high academic standards and community service. To join KHAS a cadet must have a minimum average grade of 90 in AFJROTC, and a minimum overall average of 85 for all of other classes. See the applicable operating instruction for more details.

11.3.2. **Awareness Presentation Team (APT)** – Members of the APT make presentations to elementary and middle school students on topics of current interest (high school dropouts, drug use, peer pressure, etc). Cadets who meet the AFJROTC qualifications are also eligible for an APT Badge that is worn on the uniform.

11.3.3. **Cadet Newsletter Staff** – Cadets with an interest or talent in writing or photography may serve on the newsletter staff. The newsletter informs cadets, parents, faculty, staff and students about corps activities and events of interest.

11.3.4. **Model Rocketry Team** - The model rocketry team is for cadets interested in constructing and flying model rockets. The team represents the TX-20021 in model rocketry competitions around the state.

11.3.5. **Leadership & Academic Bowl (JLAB)** - This 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.

11.3.6. **Multimedia Team** – Cadets who has an interest creating quality video clips by shooting and editing footage down to final productions. Using video editing software, the team is able to produce training, informative and educational videos.

11.3.7. **Music Ensemble** – Cadets who like to sing or play a musical instrument can perform the National Anthem and other patriotic songs at various ROTC, school and community events.

11.3.8. **Drone Team** - Cadets learn how to operate high grade drone equipment while learning the importance of drones in the real world. Ranging from farming utility to navigational equipment, cadets will learn how drones impact the world around us.

## SECTION 12

### Awards and Decorations

12.1. A number of distinctive awards are authorized for AFJROTC cadets in recognition of outstanding performance in academics, leadership, or for specific displays of valor. AFJROTC awards and national awards are authorized by **AFJROTC Uniform and Awards Guide** and are presented to cadets selected by the SASI/ASI.

12.2. **A CERTIFICATE OF COMPLETION** is presented to a student in good standing who has completed at least three years of the AFJROTC program. A cadet must have this certificate in his/her possession when enrolling in a college level ROTC program, or when enlisting in the armed forces, in order to gain the benefits of successfully completing the AFJROTC program.

12.2.1. If the AFJROTC cadet elects to enlist in the Armed Forces, the Certificate of Completion will allow enlistment in pay grade E3 in the Army, Navy or Air Force. Enlistment in the Marine Corps will be in pay grade E2. This provides for immediate monetary benefit. It also places the cadet ahead of other personnel enlisting at the same time and, theoretically, makes the cadet eligible for promotion ahead of other enlistees who enter at the same time.

12.2.2. In order to receive the benefits outlined in “b” above, the Certificate of Completion must be endorsed by and/or accompanied by a letter from the SASI/ASI recommending enlistment at higher grade. It is possible to receive the Certificate and NOT receive the endorsement and/or letter from the SASI/ASI.

12.3. **A CERTIFICATE OF TRAINING** is presented to a senior cadet in good standing who completes two years of the AFJROTC program.

12.3.1. Certificate of Training is not awarded automatically, based solely upon academic grades. Consideration is given to total performance and achievement as a member of the unit. It is possible to complete the course and NOT be considered to have met the total requirement for award of the certificate.

12.3.2. Final determination for the award rests with the SASI/ASI and the Marshall High School principal.

12.4. **Letter Jackets/Letters:** Awarding of Letters/Letters Jackets: Cadets meeting all requirements outlined in SOP 900-7 will be awarded letters/letter jackets. To be eligible for a letter jacket, cadets must be a graduate of Prairie View A&M Cadet Leadership Course.

# SECTION 13

## Demerits/Merits

### 13.1. Purpose

To foster discipline, a healthy attitude and to develop respect for constituted authority. This is a component of our corps' Classroom Management Plan

### 13.2. Application

13.2.1. Cadets must carry four (4) demerits on their person at all times. Top portion of the demerit must be filled completely.

13.2.2. When requested, Cadets must surrender pre-filled demerit slips. Cadets will not argue or object.

13.2.3. All infractions will be reviewed for validity, reasoning and explanation.

13.2.4. Appropriate action will be taken after the SASI/ASI review process.

### 13.3. Who Can Pull A Demerit

- School Staff
- ROTC Instructors
- Teachers
- Paraprofessionals
- School Security
- Cadet Senior Staff
- Officers, in the grade of Cadet Major or above
- Cadets assigned to commanders' positions
- Command Chief Master Sergeants/Sergeant Major
- Cadet Non-commissioned Officers assigned to flight sergeant positions

### 13.4. Procedures

#### 13.4.1. School Staff

13.4.1.1. When a member of the staff observes a cadet's behavior that is deemed inappropriate, a demerit should be requested.

13.4.1.2. The cadet is required to surrender the demerit without any objection or verbal retort. The expected cadet response should be “Yes, Ma’am” or “Yes, Sir.”

13.4.1.3. The staff members should fill out the infraction area by clearly defining the infraction or infractions. Sign the demerit, annotate the faculty block and at the next available opportunity, place the form in one of the instructors’ box.

### 13.5. **Command Staff**

13.5.1. Any cadet, by virtue of his or her rank, position or assignment, can pull a demerit from cadets under their charge.

13.5.1.2. Responsible cadets are cautioned on the abuse of their leadership authority. (Good judgment and proper conduct are always expected to be demonstrated.

13.5.1.3. Cadets that abuse this authority will be removed from authority positions, by the SASI or ASIs.

### 13.6. **Review Process**

13.6.1. The SASI/ASI review process will address all grievances that cadets have concerning pulled demerits.

13.6.2. When the SASI\ASIs identify an unhealthy trend in a cadet behavior, appropriate action will be taken.

13.6.3. Demerits are not the sole indicators of behavioral problems but are sign posts.

### 13.7. **Common Types Of Infractions**

- Tardy to class and formation
- Sleeping in class
- Failure to adhere to required dress code
- Failure to report to required formation
- Racial/ethnic/derogatory statements
- Hazing
- Disruptive behavior
- Lying
- Cheating

- Failure to bring required materials to class
- Chewing gum/eating/drinking in class (without permission)
- Inappropriate behavior
- Profanity or obscene gestures
- Leaving campus without permission
- Insubordination
- Assault/Fighting/Vandalism
- Tobacco use/possession

AFJROTC DEMERIT SLIP			
Name			SASi#
Grade	Class	Period/Flight	SASI/ASI Initials
Infraction (s)			
Pulling Official Signature		<input type="checkbox"/> Faculty <input type="checkbox"/> Cadet	Date
Marshall AFJROTC Form 341			

AFJROTC DEMERIT SLIP			
Name Jackie Whitaker			SASi# C/Major
Grade 12	Class AS4	Period/Flight 5	SASI/ASI Initials P
Infraction (s) filed out by the cadet pulling the demerit signs			
Pulling Official Signature		<input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Cadet	Date 8/29/18
Marshall AFJROTC Form 341			

Example of a completed filled demerit

# SECTION 14

## Promotion of Cadets

14.1. Promotion provides constant challenge and motivation to members of the active Air Force and to members of AFJROTC. This attention and interest is proper since the insignia of promotion reflects visible evidence of the progression and standing among fellow cadets. It should be noted also that the insignia is evidence of growing maturity, the ability and willingness to accept additional responsibility and a demonstrated growth o leadership potential.

14.2. Promotions in the Thurgood Marshall High School AFJROTC program are based on academic and leadership grades and on demonstrated qualities. Each cadet should understand how selections for various command and staff positions are made to permit an equal opportunity for qualification, for testing for, and selection for promotion to these positions of leadership and responsibility. The positions, and the grades authorized for Thurgood Marshall High School AFJROTC Wing are covered in a later chapter. You are expected to accomplish requirements for promotion to the next highest grade every nine weeks, from Cadet Airman through Cadet Technical Sergeant. Promotion quotas are established each nine-week cycle depending upon grades vacancies.

14.3. The promotion system will be patterned after that of the Air Force and conforms to guidance provided by Headquarters, AFJROTC. The following provisions apply:

14.3.1. There are two grades a cadet may hold, and in some cases, both will be held at the same time.

14.3.1.1. **PERMANENT GRADE:** This grade is awarded on years of satisfactory service in AFJROTC. The permanent grade authorized for AS-I cadets is CADET AIRMAN; AS-II are authorized CADET AIRMAN FIRST CLASS; AS-III cadets are authorized CADET SERGEANT; and AS-IV cadets are authorized CADET STAFF SERGEANT. These grades will be assigned after the first semester, and if a higher temporary grade has not been assigned, the insignia of the permanent grade will be worn. For example, all AS-III cadets will be awarded the grade of CADET SERGEANT unless a higher temporary grade has been awarded.

14.3.1.2. **TEMPORARY GRADE:** This is based on the position to which a cadet has been assigned and the performance of a cadet.

Since the grade is temporary, it will not be carried over from one year to the next. Temporary grades are assigned only when they are higher than the permanent grade. Therefore a cadet who has both a temporary and a permanent grade will wear the insignia of the temporary grade since it will be the higher grade.

14.3.2. Cadet officer positions will normally be filled by those cadets who meet qualification of the Selection Board. The NCO positions will be filled in the same manner as the officers.

14.3.3. Promotion Boards are composed of the Cadet Group Deputy Commander, the ASI, and additional cadet officers. Cadet Personnel Boards may assist in promotion actions.

14.4. Promotions are based on the “Whole Person Concept” with consideration given to the following:

14.4.1. **ACADEMIC LEADERSHIP:** How well does the cadet perform on quizzes and examinations, class projects and presentations? Are assignments completed on time? All grades are considered.

14.4.2. **ORGANIZATIONAL LEADERSHIP:** How well does the cadet function in a position of leadership? Does the cadet command respect? Does the cadet give proper consideration to subordinates? How does the cadet appear in uniform?

14.4.3. **CO-CURRICULAR ACTIVITIES:** To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does the cadet participate and demonstrate excellence in all cadet activities?

14.4.4. **RESPONSIBILITY:** How does the cadet accept job assignments and responsibility? Does the cadet volunteer for additional duties? Does the cadet accept responsibility for the proper care of his uniform? Is the cadet always on time? Is the cadet always prepared for class?

14.4.5. **SERVICE:** To what degree does the cadet serve the community, school and the Cadet Group?

14.4.6. **ORGANIZATIONAL SUPPORT:** Does the cadet perform above and beyond normal duties? To what degree does the cadet participate in Flag Detail, Color Guard, parades, fund drives, etc.?

14.4.7. **QUALITY CONTROL:** All cadets must pass the quality control test prior to being promoted to the next highest grade with a 70 average. Testing cycles will be posted.

## **14.5. PROMOTIONS CADET AIRMAN THROUGH CADET TECHNICAL SERGEANT**

### **14.5.1. PROMOTION TO CADET AIRMAN:**

- Six weeks as Cadet Airman Basic.
- A 80% in Aerospace Science and Leadership and at least 70% in all other subjects.
- Identify all AFJROTC rank insignia and their proper placement on the uniform.
- Perform all facing movements properly.
- Demonstrate how to report properly.
- Pledge and understand the cadet pledge and honor code.

***Measurements of cadet's knowledge is by test and evaluation.***

### **14.5.2. PROMOTION TO CADET AIRMAN FIRST CLASS:**

- Six weeks as a Cadet Airman.
- A 75% in Aerospace Science and Leadership.
- Identify all Air Force rank insignia.
- Demonstrate knowledge of proper respect to the U.S. flag.
- Perform all facing, flanking and column movements properly.
- Assessed the minimum of demerits and at least 70% in all other subjects.

***Measurements of cadet's knowledge are by test and evaluation.***

### **14.5.3. PROMOTION TO CADET SENIOR AIRMAN:**

- Six weeks as cadet airman first class.
- An 80% in Aerospace Science and Leadership.
- Explain all cadet functions.
- Give proper facing commands to another cadet.
- Give proper marching commands to another cadet.
- Present an SASI/ASIs approved leadership talk of at least five minutes.
- Assessed the minimum of demerits and at least 70% in all other

subjects.

***Measurements of cadet's knowledge are by test and evaluation.***

**14.5.4. PROMOTION TO CADET STAFF SERGEANT:**

- Six weeks as a cadet senior airman.
- An 83% in Aerospace Science and Leadership.
- Drill a flight properly.
- Perform open ranks inspection of a flight.
- Present an ASI approved leadership talk of at least five minutes.
- Assessed the minimum of demerits and at least 70% in all other subjects.
- Received no ISS assignments during the last six weeks.

***Measurements of cadet's knowledge are by test and evaluation.***

**14.5.5. PROMOTION TO CADET TECHNICAL SERGEANT:**

- Six weeks as a cadet staff sergeant.
- An 85% in Aerospace Science and Leadership.
- Give a five minute briefing on the benefits of AFJROTC in character education.
- Drill a flight properly.
- Perform open ranks inspection of a flight.
- Assessed the minimum of demerits and at least 70% in all other subjects.
- Received no ISS assignments or discipline slips during the last six weeks.

***Measurements of cadet's knowledge are by test and evaluation.***

**14.6. PROMOTION TO THE CADET TOP RANKS:**

- Promotion to cadet “top three” (Chief Master Sergeant, Senior Maser Sergeant, Master Sergeant) will be made on the basis of merit. Those cadets eligible for promotion into the top three enlisted grades must meet the following standards:
- Recommendation by either cadet group commander, or group deputy commander.

- Reviewed by the Cadet Evaluation/Promotion Board.
- Maintain an 88% average in AFJROTC.
- Assessed no demerits and at least 75% in all other subjects.
- Received no ISS/Alternative assignments or discipline slips during the last six weeks
- Pledge, understand and accept the responsibilities of the cadet officer/senior NCO pledge.

***Measurements of cadet's knowledge are by test and evaluation.***

#### **14.6.2 PROMOTION TO CADET OFFICER:**

14.6.2.1. Promotion to cadet officer grades will be made on the basis of merit. All cadet officer grades, unless otherwise stated, are temporary and retention of these positions is contingent upon satisfactory performance and behavior. Those cadets eligible for promotion into the officer ranks must meet the following standards.

- Recommendation by either cadet group commander or deputy group commander'
- Reviewed by the Cadet Evaluation/Promotion Board.
- Maintain a 90% average in AFJROTC and at least 75% in all other subjects.
- Completion of military knowledge exam and assessed no demerits.
- Received no ISS/Alternative assignments or discipline slips during the last six weeks
- Pledge, understand and accept the responsibilities of the cadet officer/senior NCO pledge.

***Measurements of cadet's knowledge are by test and evaluation.***

#### **14.7. SPOT PROMOTIONS:**

14.7.1. A cadet who serves with distinction on the cadet staff and whose rank is below that authorized for the position (see Unit Manning Document), may be promoted temporarily (spot) to any rank up to and including the authorized grade. Such performances must continue for at least six weeks.

14.7.2. "Spot" promoted cadets wear the insignia of the temporary rank and are due all of the courtesies and respects due cadets with equal rank.

14.7.3. In order to retain spot rank, cadets must complete all requirements for that grade, including those bypassed. A cadet who fails to do so will revert to their previous rank. A cadet failing to complete promotion requirements for the next higher rank may not be able to advance during the next promotion cycle.

#### 14.8. **TRANSFER CADETS:**

14.8.1. Cadets transferring to the TX-20021st will hold the same permanent rank held when departing the previous JROTC unit, regardless of branch of service. Cadets transferring from other than Air Force JROTC units will convert their rank to the equivalent AFJROTC cadet rank.

14.8.2. Rank must be verified in writing by the previous JROTC unit.

14.8.3. All cadets transferring from other JROTC units must complete all TX-20021st promotion requirements for the rank held before becoming eligible for promotion. This policy applies to cadet officers as well as enlisted cadets.

14.8.4. Awards and decoration from other service JROTC units will be worn below AFJROTC awards and decorations. Authorized Civil Air Patrol (CAP) ribbons will be worn below other service JROTC ribbons.

## SECTION 15

### **Cadet Personnel Boards**

15.1. The Outstanding Cadet Board will be formed to make recommendations concerning cadet promotions, awards, Outstanding Cadet for the current selecting period, discipline problems and other personnel actions of the wing.

15.2. The Cadet Personnel Board will consist of two different boards. Each will have a president, recorder, and other members.

- The Board to select the Outstanding Cadet may consist of:
- President- Group Deputy Commander
- Recorder- Personnel Officer

#### Other Members

- A Squadron First Sergeant
- B Squadron First Sergeant
- Senior Enlisted Advisor/Group Sergeant Major

15.3. The Board to select Honor Flight may consist of:

- President- Group Deputy Commander
- Recorder- Personnel Officer
- Senior Enlisted Advisor/Wing Sergeant Major

#### Other Members -A Squadron Commander

- B Squadron Commander
- OPS & Training Officer

15.4. The Board will be convened by publication of a special order establishing the time and place of the meeting and will announce board membership, purpose, and cadet to appear before the Board. Cadets appearing before the Board will report to the president in a military manner at the time/place announced in the special order. The Group Personnel Officer will assemble cadets' folders for board actions.

15.5. Findings and recommendations will be submitted in writing to the Cadet Group Commander. After reviewing the report, the Group Commander will add his/her comments and will personally deliver the report to the SASI/ASIs.

15.6. Findings and recommendations of the Board, after review and approval of the SASI/ASI, will be published by special orders and become part of the group personnel records.

15.7. The Outstanding Cadet Board will be formed to make recommendations concerning cadet promotions, awards, Outstanding Cadet for the current selecting period, discipline problems and other personnel actions of the wing.

15.8. It is the responsibility of the wing commander to notify personnel who won the awards and to be present at the next Staff Meeting.

15.9. Other Personnel Boards

15.9.1. Discipline Board (see published guidance)

## SECTION 16

### **Policy On Make-up Work & Co-Curricular Activities**

#### **16.1. Co-Curricular Activities**

16.1.1. Co-curricular activities are prescheduled and are graded as performance evaluations. Co-curricular activities that require the wear of uniforms will be assessed two grades, one for participation and the one for uniform wear. A cadet that miss this type of activities will be permitted to make up only the participation grade by writing an assigned essay with the criteria to be determined. The uniform wear grade will not be made up.

16.1.2. Co-curricular activities that do not require the wear of uniforms will be assessed a participation grade. A cadet that misses this type of activities will be permitted to make up the grade by writing an assigned essay with the criteria to be determined.

#### **16.2. Make-Up Work**

16.2.1. Cadets are expected to make up work expeditiously and to discuss arrangements with instructors outside of class upon their return. Conditions and time limits for make-up work are established per the following:

16.2.1.1. Cadets who are absent one day will take previously announced quizzes, performance evaluations and examinations and hand in previously assigned work the day they return to class.

16.2.1.2. Cadets who are absent for more than one class are responsible for conferring with the instructors to arrange a make-up schedule. However, for two or more classes of consecutive absence, cadets will receive additional time to complete make-up work. For each class of absence, one class will be added to the “baseline make-up period.” Again, work previously assigned is due the day of the cadet’s return. (If long-term assignments carry a deadline, as opposed to a due date, cadets are expected to send the assignment to school, if they are absent.) Failure to do so will constitute late work and will have points deducted at the discretion of the instructors.

16.2.1.3. In the case of pre-arranged absences, cadets will deliver to instructors all previously assigned work due during their absence the day they return to class. Failure to do so will constitute late

work and will have points deducted at the discretion of the instructors.

16.2.1.4. Cadets that miss a co-curricular activity will be permitted to makeup only the participation grade by writing an assigned essay with the criteria to be determined (Refer to Co-curricular Activities, located on the previous page). All assignments must be turned in by the assigned due date. Failure to do so will result in a zero being awarded.

### 16.3. **Schoology**

16.3.1. What it is.

16.3.1.1. A learning management system

16.3.1.2. Schoology offers a platform for collaboration, communication, organization, discussion boards and a place to submit assignments.

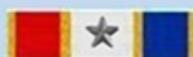
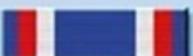
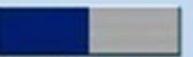
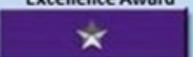
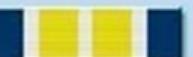
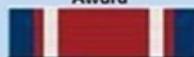
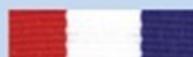
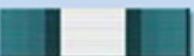
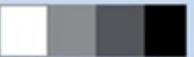
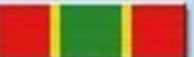
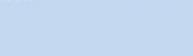
16.3.1.3. All of our course content will be on Schoology.

16.3.2. You can keep up with your course:

- Lesson Schedules
- Syllabuses
- Activities
- Assignments
- Calendars
- Resources
- Updates
- Groups

16.3.3. Check your Schoology course for any missed or assignments requiring make-up.

## Air Force and Space Force JROTC Ribbon Chart

 1. Gold Valor Award	 2. Silver Valor Award	 3. Cadet Humanitarian Award	 4. Silver Star Community Service w/Excellence Award	 5. Community Service with Excellence Award	 6. Air Force Association Award
 7. Daedalian Award	 8. Daughters of the American Revolution Award	 9. American Legion Scholastic Award	 10. American Legion General Military Excellence Award	 11. Reserve Organization of America (ROA) Award	 12. Military Officers Association Award
 13. Veterans of Foreign Wars (VFW) Award	 14. National Society United States Daughters of 1812	 15. National Sojourners Award	 16. Scottish Rite, Southern Jurisdiction Award	 17. Military Order of the Purple Heart	 18. Sons of the American Revolution Award
 19. Military Order of World Wars Medal	 20. American Veterans Award	 21. Air Force Sergeants Association	 22. Tuskegee Airman Inc. Award	 23. The Retired Enlisted Association Award	 24. Celebrate Freedom Foundation Award
 25. Air Commando Association Award	 26. Distinguished Unit Award w/Merit	 27. Distinguished Unit Award	 28. Outstanding Organization Award	 29. Outstanding Flight Ribbon	 30. Top Performer Award
 31. Outstanding Cadet Ribbon	 32. Leadership Ribbon	 33. Superior Performance Ribbon	 34. Achievement Ribbon	 35. Academic Ribbon	 36. Cadet Leadership Course Ribbon
 37. Special Teams Placement Ribbon	 38. All-Service National Competition Ribbon	 39. Air Force Nationals Competition Ribbon	 40. Orienteering Ribbon	 41. Leadership Development Requirement (LDR) Leadership Ribbon	 42. Drill Team Ribbon
 43. Color Guard Ribbon	 44. Sabre Team Ribbon	 45. Marksmanship Ribbon	 46. JLAB Ribbon	 47. Cyber Patriot Ribbon	 48. StellarXplorers Ribbon
 49. Raiders Team Ribbon	 50. Military Model Building Ribbon	 51. Unmanned Aircraft Systems (UAS) Ribbon	 52. Robotics Ribbon	 53. Good Conduct Ribbon	 54. Service Ribbon
 55. Health and Wellness Ribbon	 56. Recruiting Ribbon	 57. Activities Ribbon	 58. Attendance Ribbon	 59. Dress and Appearance Ribbon	 60. Longevity Ribbon
 61. Bataan Death March Memorial Hike Ribbon		 62. Patriotic Flag Ribbon	 63. Resiliency Ribbon	 64-68. CAP Ribbons	

Version: 1 July 2023

## Chapter 3

### GROOMING AND APPEARANCE STANDARDS

**3.1. Personal Grooming Standards.** This chapter outlines personal grooming standards while wearing any Air Force uniform or civilian clothing in an official capacity. Commander's discretion will be used to determine if individual's personal grooming is within standards of this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although Airmen have the right, within established limits, to express their individuality through their appearance, the Air Force defines what is and what is not an acceptable, professional military image for Airmen. Except for minor variations based on gender differences, all Air Force personnel must comply with the same personal grooming standards. Supervisors have the responsibility to determine compliance with this DAFI and to correct the obvious violations regardless of whether the situation identified is clearly written in this DAFI.

3.1.1. Hair (**General**). Will be conservative, clean, well-groomed, present a professional appearance. Regardless of hairstyle, hair must not exceed length and bulk standard, and ensure proper wear of headgear, helmet, or chemical mask to conform to safety requirements. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (**Exception:** female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings must result in natural hair colors, present a natural appearance and be complementary to facial hair e.g., eyebrows, lashes, beards (if authorized for medical or religious reasons), etc. Examples of natural hair colors are brown, blonde, brunette, natural red, gray, or black. All Airmen are authorized to wear natural color hair regardless of their natural born hair color, but when highlighted or frosted, the colors must blend as to naturally. **Example:** Hair colors may be displayed as a "salt-and-pepper" look as this presents a naturally blended hair color and is, therefore, authorized.

3.1.1.1. Wigs/Hairpieces/Extensions. Are authorized and will meet the same standards required for natural hair, be of good quality, fit properly, and comply with safety, functionality, and professional military standards. If synthetic hair or extensions are added to hair, they will be natural hair colors, and must blend with Airmen's hair, as to not create an unnatural appearance (**Note:** Extensions are prohibited for males). Wigs/Hairpieces/Extensions will *not* be used to cover unauthorized hair styles. Synthetic hair or other materials are *not* authorized when prohibited by safety and mission requirements. Commanders may authorize Airmen to wear plain (single color, without additional ornamentation, frills/ruffles, excess fabric that extends down the back) caps (black, navy, or tan) while indoors due to a medical condition (e.g., Alopecia, radiation and/or chemotherapy). Airmen are still required to wear appropriate headgear while outdoors. **Note:** Head scarves are not authorized.

3.1.1.2. Hairnets. Worn as required for health or safety reasons. Made of natural or a synthetic material; must be conservative (plain and moderate, being within reasonable limits; not excessive or extreme), solid color similar to the member's hair color, also strong enough to support and control hair and contain no metal fasteners. Hairnets are only authorized when performing related duties as determined by applicable commander.

3.1.1.3. Unauthorized Hair Colors. Hair will not be burgundy, purple, orange, fluorescent, or neon (not all inclusive). Ombre (a gradual lightening or darkening along the lengths of the hair) or black hair with blonde highlights and blonde hair with black are unnatural in appearance and not authorized for wear. Other unauthorized examples include instances where hair and facial hair drastically contrast.

3.1.1.4. Unauthorized Styles: Mohawk, mullet, or etched design. Other cultural or societal trends that reasonably appear unnatural or that display vastly different shades of natural colors, regardless of the universally applied name. Males only: dreadlocks, coils, braids, twists, designs, and/or hair extensions are not authorized; see [Figure 3.1](#) for examples. Females only: Partially shaved sides and/or back of the head with long hair on the top (requiring the wear of a ponytail, bun, or braid) is prohibited. See [Figure 3.2](#) for examples of unauthorized hairstyles.

**Figure 3.1. Male – Unauthorized Hair Examples.**

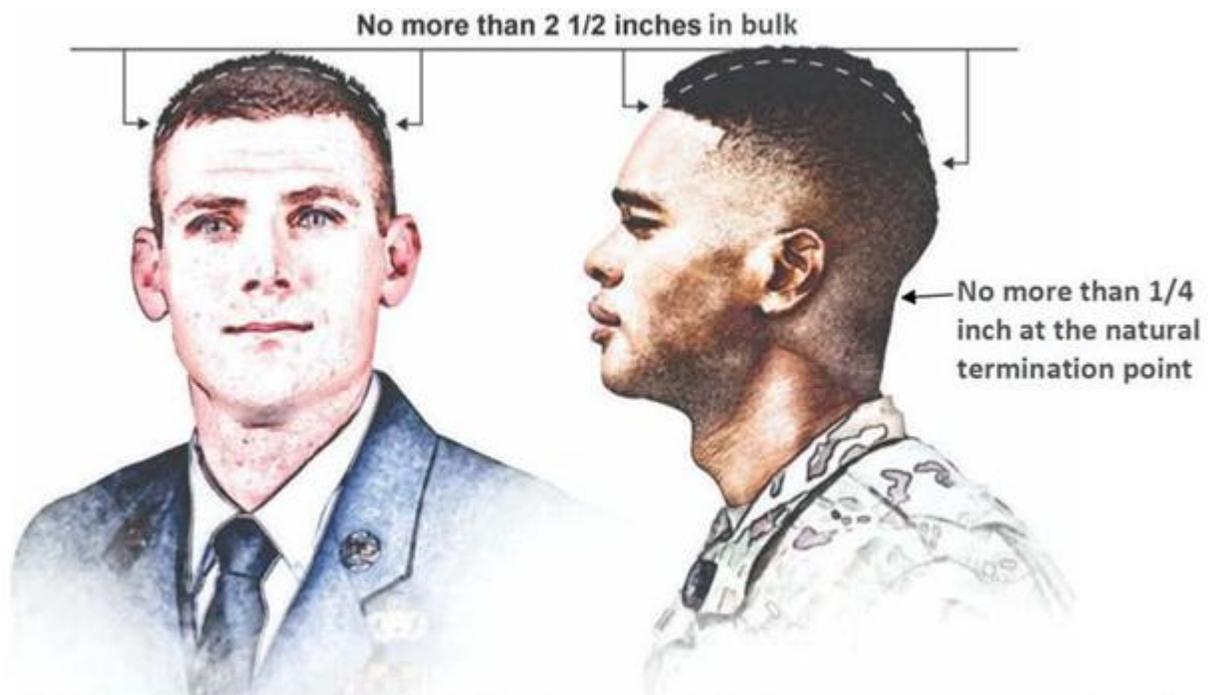


**Figure 3.2. Female – Unauthorized Hair Examples.**



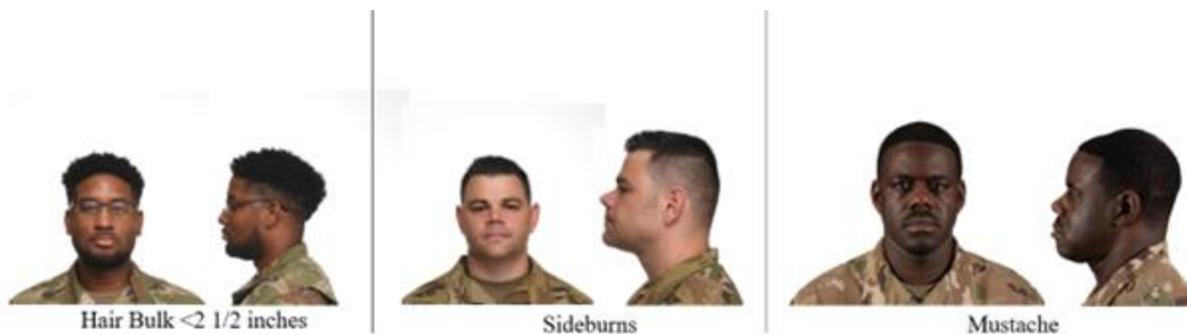
3.1.2. Hair (**Male**). Tapered appearance on both sides and the back of the head, both with and without headgear so that when viewed from any angle the member's hair conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists, or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and 1/4-inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar (see [Figure 3.3](#)). Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. Airmen may have one (cut, clipped, or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4-inches length or 1/4-inch width (See [Figure 3.5](#)). See [Figure 3.4](#) for examples of appropriate sideburns, mustache, and male hair standards.

**Figure 3.3. How to Measure Hair Bulk.**



Bulk is the distance that the mass of hair protrudes from the scalp. It is measured starting at the scalp and outward at a 90 degree angle.

**Figure 3.4. Male Hair Standards Examples.**

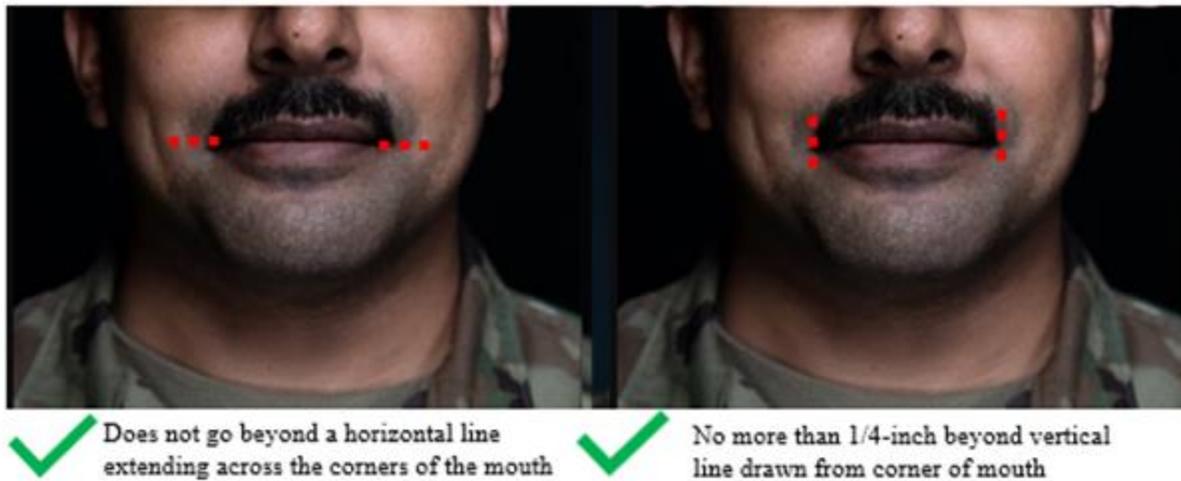


**Figure 3.5. Cut, Clipped, or Shaved Part.**

Part will not exceed 4 inches in length or 1/4 inch in width.

3.1.2.1. Sideburns. If worn, sideburns will be straight and even width (not flared) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See [Figure 3.4](#).

3.1.2.2. Mustaches. Male members may have mustaches; No portion of the mustache will extend below the lip line of the upper lip. The mustache will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4-inch beyond a vertical line drawn from the corner of the mouth ([Figure 3.4](#) and [3.6](#)). Mustaches must present a natural appearance to the Airman's hair color of the head. Mustache handlebars, twist, curls, and goatee are prohibited.

**Figure 3.6. Mustache.**

3.1.2.3. Beards. Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. When authorized for medical reasons, members will keep all facial hair trimmed to the same length and it may not to exceed 1/4-inch in length. Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional military image ([Figure 3.7](#)). Members may not overly shave, shape, or taper beard to achieve

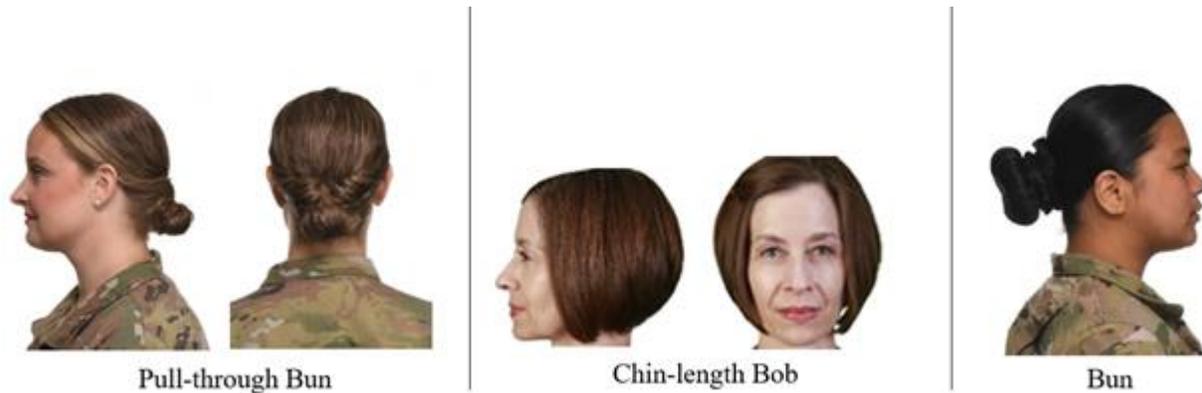
different styles of beard (e.g., goatees, faded beards, etc. are not authorized). Beards must present a natural appearance to the Airman's hair color of the head. Beards are not authorized to be bleached or dyed. Beard wear authorized for religious reasons are governed by **Chapter 11** of this instruction.

**Figure 3.7. Shaving Waiver Example.**



**Facial Hair neatly trimmed to present neat, clean, professional image.**

3.1.3. Hair (**Female and Male with approved unshorn hair religious accommodations**). No minimum hair length, to a maximum bulk of 4-inches from scalp and allows proper wear of headgear. Minimum hair standards must present a symmetric (around the axis of the head) or tapered appearance when viewed from all angles. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). When hair is pulled back and secured behind the head (will not be gathered at the crown or worn on the top of the head), radius will not exceed 6-inches to the left or right from the point where the hair is gathered for a total of 12-inches in width, 6-inches in bulk and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s), ponytail or equivalent shall extend down the member's back and cannot be worn over the shoulder or pulled in front of the body. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess the correct length of hair with the Airman standing in the position of attention. See **Figure 3.8.**, **Figure 3.10**, and **Figure 3.11** for examples of female hair standards. **Exception:** While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

**Figure 3.8. Female Hair Examples.**

3.1.3.1. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head and may not start at the crown of the head or be worn on the top of the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. Hair must allow for proper wear of headgear.

3.1.3.2. Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must be black or match hair color. Invisible hairnets and hairnets that match hair color are authorized. Headbands or fabric scrunches will not exceed 2-inches in width. Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins). See [Figure 3.9](#).

**Figure 3.9. Female Hair Accessories.**

3.1.3.3. Locs, braids, twists, micro-braids, french braids, dutch braids, and cornrows are authorized. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, matching the individual's hair color. Multiple locs, braids, twists or cornrows may come together down the back in one or two braids, or a single ponytail as described in [paragraph 3.1.3](#). All locs, braids and twists, when worn will be of uniform dimension, no wider than one-inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional, and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, no larger than a 1/4 in diameter, show no more than 1/4-inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat appearance.

3.1.3.4. A braid/twist must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards

in [paragraph 3.1.3](#) above. *Exception:* Micro-braids or twists are not required to continue to the end of the hair. See [Figure 3.10](#) for examples of braids, twists, micro-braids.

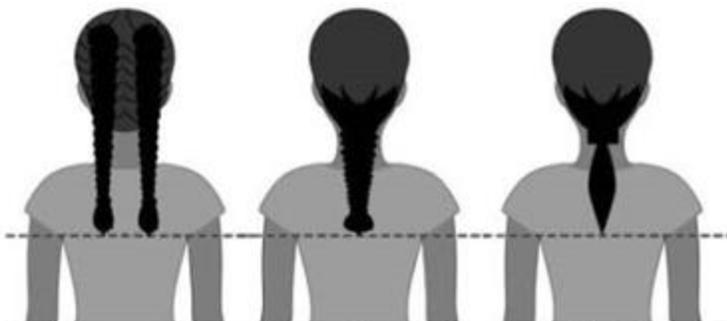
**Figure 3.10. Authorized Female Hair Styles Examples of Locs, Braids, and Cornrows.**



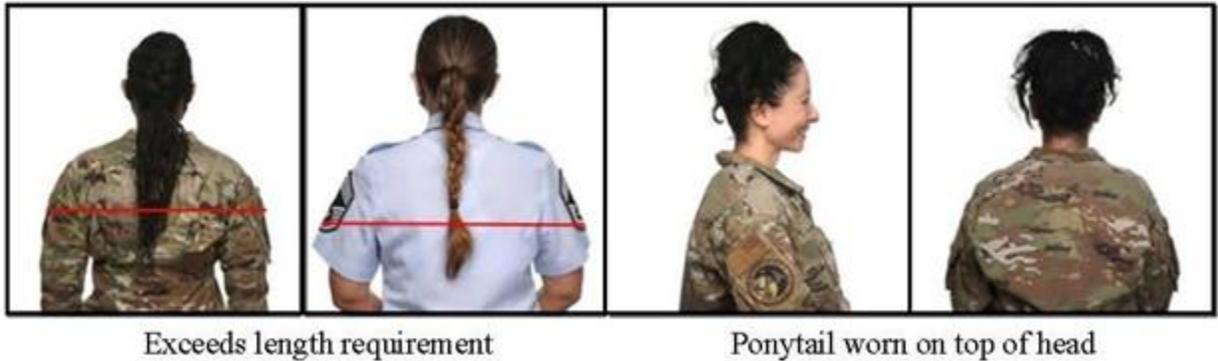
**Figure 3.11. Authorized Ponytails/Equivalent and Long braid(s) Hair Styles Examples.**



**Figure 3.12. Ponytail/Braid Length.**

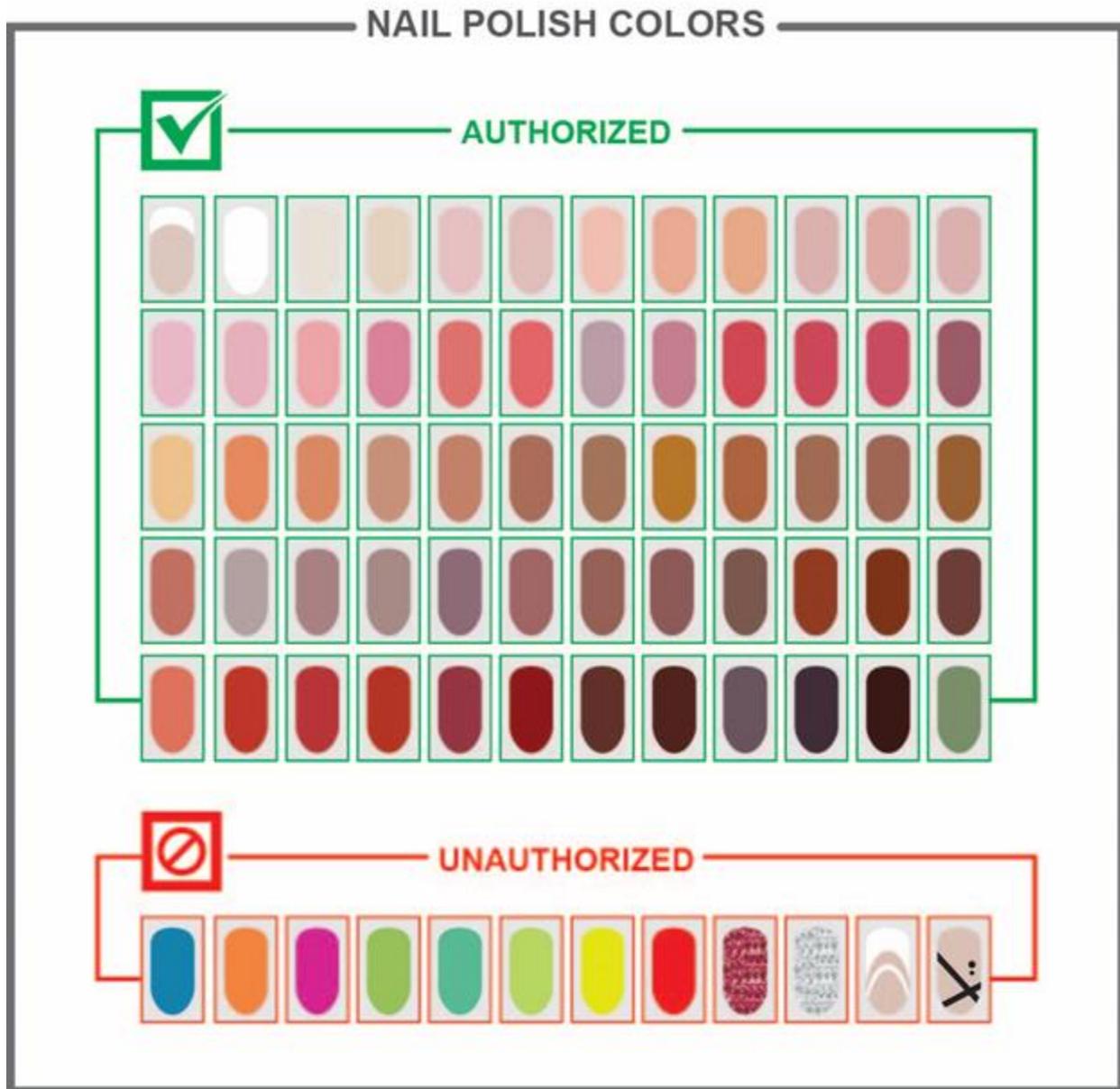


Hair may not extend below line below a running between the top of each sleeve inseam at the under arm through the shoulder blades.

**Figure 3.13. Unauthorized Ponytails.**

3.1.4. Fingernails. Fingernails must not exceed 1/4-inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties or hinder proper fit of prescribed safety equipment or uniform items. Male Airmen are not authorized to wear nail polish. If worn by females, nail polish will be a single conservative color that does not detract from the uniform. Do not apply designs to nails or apply two-tone or multi-tone colors; **Exception:** white-tip French manicures are authorized. See [Figure 3.14](#) for examples of authorized and unauthorized nail colors.

Figure 3.14. Authorized and Unauthorized Nail Polish Colors (Not All-Inclusive).



3.1.5. Cosmetics. Male Airmen are not authorized to wear cosmetics. Female Airmen may wear conservatively styled cosmetics. Eyelash extensions, if worn, will be female Airman's natural eyelash color, will not exceed 14 millimeters in total length or touch the member's eyebrow, and must present a natural appearance. Eyelash extensions will not hinder wear of protective eye wear or any type of headgear. Lipstick, if worn by female Airmen, will be a conservative shade that does not detract from the uniform. Eyeliner, if worn by female Airmen, cannot extend past the corners of eye opening (i.e., winged liner not authorized). Cosmetics will not be worn during field conditions.

**Figure 3.15. Authorized and Unauthorized Eyelash Extension Examples.**

**3.2. Tattoos/Brands/Body Markings.** For purposes of this instruction, a tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectible or visible under certain conditions (such as ultraviolet or invisible ink tattoos). A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body. Body markings are pictures, designs, or other markings as a result of using means other than burning to permanently scar or mark the skin. Failure to obey the mandatory provisions in paragraphs [3.2.1](#), [3.2.1.1](#), and [3.2.2](#) constitutes a violation of Article 92(1), UCMJ—failure to obey lawful general order or regulation. Article 92(1) of the UCMJ does not apply to members while in Title 32 status (that is, activated for state duty under state command), but ANG members may be subject to an equivalent article under a state military justice code. Violations may also result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

**3.2.1. Unauthorized content/locations.** Tattoos/brands/body markings will not be on the head, face, tongue, lips, eyes, and scalp. Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Indecent tattoos/brands/body markings are grossly offensive to modesty, decency, or propriety, or shocks the moral sense, because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought. It is indecent if it tends reasonably to corrupt morals or incite libidinous thoughts. It must not violate community standards. Commanders should contact their servicing Air Force Office of Special Investigations (AFOSI) unit for additional information on potential identification of gang/hate group, tattoos/brands/body markings.

Extremist tattoos/brands/body markings are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Sexually discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on gender. Racially discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin. Religiously discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on religion. Tattoos/brands/body markings with unauthorized content that are prejudicial to good order and discipline, or the content is of a nature that tends to bring discredit upon the DAF are prohibited both in and out of uniform. Airmen and Guardians may not cover up tattoos, brands, and/or body markings with bandages or make-up in order to comply with unauthorized content tattoo policy.

3.2.1.1. Members who have or receive unauthorized content tattoos/brands/body markings are required to initiate tattoo/brand/body marking removal/alteration. At the commander's discretion, members may be seen, on a space and resource available basis, in a Department of Defense (DoD) medical treatment facility for voluntary tattoo/brand/body marking removal. When DoD resources are not available, members may have the tattoo/brand removed/alterated at their own expense outside of DoD medical treatment facilities. Permissive Temporary Duty is not authorized for this purpose.

3.2.2. Authorized content/locations. Tattoos are authorized on the chest and back (below the open collar uniform), arms, legs, feet, hands, and neck. One tattoo on the neck is authorized and will not exceed 1-inch in measurement in any direction. The neck tattoo will only be placed behind a vertical line at the opening of the ear orifice around the back to a vertical line at the opening of the other ear orifice and includes behind the ear (See [Figure 3.16](#)). Ring tattoos are limited to a single band on one finger of each hand, no more than 3/8-inch in width below the knuckle and above the finger joint (portion closest to the palm). In addition to the ring tattoo, a single tattoo is authorized on each hand; the tattoo will not exceed the size of 1-inch measured in any direction. Hand, arm, leg, neck, and ring tattoos can be exposed and visible while wearing any uniform combination(s). Chest and back tattoos will not be visible through any uniform combination(s) or visible while wearing an open collar uniform. Members may request an exception to policy (ETP) for location or size of tattoos in accordance with [paragraph 15.5](#) prior to receiving applicable tattoo. Approved tattoo ETPs will be documented on the DAF Form 4428, *Tattoo/Brand/Body Marking Screening/Verification*. An ETP request for tattoos with unauthorized content will not be considered.

# THURGOOD MARSHALL HIGH SCHOOL

## AFJROTC

### Classroom Management Plan

#### *AFJROTC Guidelines for Success*

#### **STRIVE**

Stretch your arms around learning  
 Try to your utmost ability  
 Respect people and property  
 Invite the possibility of success  
 Value your talents  
 Enjoy acquiring knowledge

<b>AFJROTC Classroom Rules</b>	<b>AFJROTC Consequences</b>
<ul style="list-style-type: none"> <li>● Come to class everyday that you are not seriously ill</li> <li>● Arrive on time with all materials (pencil, pen, notebook, textbook, workbook, paper)</li> <li>● Keep your hands, feet, and objects to yourself</li> <li>● Follow directions the first time they are given</li> <li>● Stay on task during all work times.</li> <li>● Cadets are expected to observe correct military conduct at all times.</li> </ul>	<ul style="list-style-type: none"> <li>● Verbal reminder</li> <li>● Demerits</li> <li>● Counseling</li> <li>● Call to Parents/Guardians</li> <li>● Close Watch Program"</li> <li>● Corps Discipline Board</li> <li>● Demotion in cadet rank</li> <li>● Refer to an administrator</li> <li>● Recommend removal from AFJROTC</li> </ul>

#### **Military Courtesy**

The practice of saying YES, SIR/MA'AM to instructors and to cadets whom outrank you is always observed in the cadet program. This is a long established military courtesy that you may find difficult at first but will soon become habit. Cadet officers should be respected as such. If given a command by a higher ranking cadet officer, the command should be executed ASAP with no insubordination shown.

## Weekly Activities

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> <li>• Drill</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Uniform Wear</li> <li>• Uniform</li> <li>• Inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Aerospace Science</li> <li>• Leadership Education</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Education</li> <li>• Aerospace Science</li> </ul>	<ul style="list-style-type: none"> <li>• Wellness</li> <li>• Physical Fitness</li> </ul>

### My Attention Signal

Throughout the class period, I may need to provide the cadets with important instructions. Some instructions may require the use of direct verbal communication, while others may simply require non-verbal visual communication. Below are a few strategies that I intend to use to manage cadets' attention and actions.

- When in need to gain the entire class' attention, we will use a command of notification of attention.
- When in need to have groups rotate to next tasking, we will use a command for rotation.
- When in need to have the class cease what they are engaged in, we will use a command to cease activities.

When I need the class immediate attention, I will use the strategy listed below.

- When in need of gaining the entire class' attention, the command, Flight/Class **Attention** will be given.


### My Encouragement Procedures

<b>Non-contingent Attention</b>	I will greet each cadet at the door each period. I will make sure to note at the end of each period the cadets that I need to pay attention to due to their disposition, attitude or my perception of them going through difficult times.
<b>Positive Feedback</b>	I will remember to find three cadets to give positive feedback or encouragement to during the course of the class period.
<b>Celebrations</b>	I will celebrate cadets' achievements and recognitions, in and out of AFJROTC. Celebrations will be designed to include the class in the recognition activities.

### My Classwide Motivation System

#### Goals:

- Create an environment of respect and rapport
- Managing classroom procedures
- Establishing a culture for learning
- Managing student behavior

I will use the corps merit system to motivate cadets to be successful in all their behavior, actions or learning strides. Cadets are also motivated by being assigned daily leadership positions based upon demonstrated behaviors.

### My Correction Procedures

My correction procedures are tied closely to my consequences. I plan to use the following procedures:

- Pre-correction
- Gentle verbal reminders
- Verbal reprimands
- Proximity control

### Grades

AFJROTC academics and leadership education will be weighted each grading period to determine a cadet's overall grade. Uniform inspections, PT dress, drill evaluations, and instructor evaluations will be used in determining leadership grades. The following grade scale is used:

- 90% - 100% = A
- 80% - 89% = B
- 75% - 79% = C
- 70% - 74% = D
- 69% and below = F

**Major Grades** will count as 50% of the student's 9 weeks average. **Daily grades** will count as 50% of the student's 9 weeks average. There will be a minimum of three major grades per 9 weeks and a minimum of 6 daily grades per 9 weeks. We follow the Fort Bend ISD/TMHS policies on grades reassessments.

### Start of Class

Cadets will enter the classroom and stow belongings under their chairs. Classroom routine will begin with cadets standing behind their chairs, at the position of "Parade Rest." Attendance is taken by either the flight commander or sergeant. The flight commander then salutes and reports to me with attendance information and states "Sir, \_\_\_ Flight all present and accounted for with the **exception of .....**" (The flight commander is responsible to ensure the correct absentee information is given to me, with the list of tardies). After receiving the flight commander's report, I will give the command "Take your seats." Class instructions will begin.

### Tardy Cadets

Cadets are expected to be at their chairs before the tardy bell (once the tardy bell rings, a tardy is assessed to any cadet entering the classroom and they must get a tardy pass for admittance. Tardy consequences are IAW TMHS Tardy Policy.

### Daily Assignments

Daily assignments and class objectives are posted on the classroom's whiteboard. Cadets can get class notes, power point presentations and other training aids from Schoology.

### Uniform Wear

**Reference Daily Assignments:** AFJROTC will be using **Schoology** as our Learning Management System. All daily assignments will be posted on Schoology. See Section 16, paragraph 16.3. **Schoology** for more information. All notes, presentations, mind maps, training aids and resources will be found on Schoology, and listed under your course of study.

The designated uniform days are Wednesdays and Thursdays (depending on A/B block schedule), or, unless otherwise instructed. Uniform schedule can be found at the back of your Cadet Guide in Appendix A-1. Cadets who do not wear the uniform on the specified uniform day, or make up the uniform wear, will receive a failing grade for the uniform assessment for that week. Cadets who fail to wear the uniform for three or more consecutive uniform days during the semester may have their uniform recalled and be removed from the program.

### **Cadets' Responsibilities After An Absence/Missed Assignment**

Cadets are expected to make up work expeditiously and to discuss arrangements with me upon their return. Conditions and time limits for make-up work are established per the following:

- Cadets who are absent one day will take previously announced quizzes, performance evaluations and examinations and hand in previously assigned work the day they return to class. For students impacted by block scheduling: assignments made and/or quizzes/performance evaluations and examinations given in their absence should be made up within two (2) class days after returning to school. This period of time is referred to as the “baseline makeup period.”
- Cadets who are absent for more than one class are responsible for conferring with me to arrange a make-up schedule. However, for two or more classes of consecutive absence, cadets will receive additional time to complete make-up work. For each class of absence, one class will be added to the “baseline make-up period.” Again, work previously assigned is due the day of the cadet's return. (If long-term assignments carry a deadline, as opposed to a due date, cadets are expected to send the assignment to school, if they are absent.) Failure to do so will constitute **late work** and will have points deducted at the my discretion.
- In the case of pre-arranged absences, cadets will deliver to me all previously assigned work due during their absence the day they return to class. Failure to do so will constitute **late work** and will have points deducted at the discretion of the instructors.
- When an absent causes a missed uniform wear grade, cadets must make up the grade by wearing their uniform during that week’s uniform grading period. Make-ups for missed uniform grades can not overlap into the next uniform grading week.

### **Keeping Records and Providing Feedback to Cadets**

I will enter all grades into the Skyward grading application. I will provide cadets with weekly notifications of missing assignments. Parents (guardian) can go on-line to the FBISD Parent Portal to view their children's grades. Cadets will be provided a weekly update on their progress and ways to improve their grades.

### Co-Curricular Activities

Co-curricular activities are prescheduled and are graded as performance evaluations. Co-curricular activities that require the wear of uniforms will be assessed two grades, one for participation and the one for uniform wear. A cadet that miss this type of activities will be permitted to make up only the participation grade by writing an assigned essay with criteria to be determined by me. The uniform wear grade will not be made up.

Co-curricular activities that do not require the wear of uniforms will be assessed a participation grade. A cadet that misses this type of activities will be permitted to make up the grade by writing an assigned essay with criteria to be determined by me.

### Communication With Parents and Families

Parents/guardians can contact me at (281)634-6804. I can also be reached by email.

jesse.battle@fortbendisd.com or melvin.chatman@fortbendisd.com

### Dismissal Procedures

Prior to the ending of the class period, cadets will be informed to standby for dismissal. They will clear their desks and assemble their belongings. When the dismissal bell rings, cadets will be called to attention. On the command of **Flight**, they will stand, place their chairs behind their desks and assume the position of parade rest. When the command of **Attention** is given, they will come to attention. When the command **Dismissed** is given, they can depart the classroom.

### Consequences for Code of Conduct Violations

As an employee of FBISD and Thurgood Marshall High School, I must follow through with disciplinary referrals for violations of district/school-wide rules, including dress code, unexcused absences, electronic devices, threats or any other violations spelled out in the student handbook.

## TX-2021 Command Staff

Group Commander \_\_\_\_\_  
Deputy Group Commander \_\_\_\_\_  
Command Chief Master Sergeant \_\_\_\_\_  
Group Sergeant Major \_\_\_\_\_  
Operation Squadron Commander \_\_\_\_\_  
Support Squadron Commander \_\_\_\_\_  
Service Squadron Commander \_\_\_\_\_  
Public Affairs Squadron Commander \_\_\_\_\_

A Squadron Commander \_\_\_\_\_  
B Squadron Commander \_\_\_\_\_  
C Squadron Commander \_\_\_\_\_  
D Squadron Commander \_\_\_\_\_

A Flight Commander \_\_\_\_\_  
B Flight Commander \_\_\_\_\_  
C Flight Commander \_\_\_\_\_  
D Flight Commander \_\_\_\_\_  
E Flight Commander \_\_\_\_\_  
F Flight Commander \_\_\_\_\_  
G-1 Flight Commander \_\_\_\_\_  
G-2 Flight Commander \_\_\_\_\_

A Flight Sergeant \_\_\_\_\_  
B Flight Sergeant \_\_\_\_\_  
C Flight Sergeant \_\_\_\_\_  
D Flight Sergeant \_\_\_\_\_  
E Flight Sergeant \_\_\_\_\_  
F Flight Sergeant \_\_\_\_\_  
G-1 Flight Sergeant \_\_\_\_\_  
G-2 Flight Sergeant \_\_\_\_\_



