

# Lakenheath American High School



**Cadet Handbook**  
**25 October 2012**



**BY ORDER OF THE  
SENIOR AEROSPACE SCIENCE INSTRUCTOR**

**AFJROTC UK-073 CADET HANDBOOK**

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This handbook establishes the UK-073 AFJROTC course standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, conduct, uniform and personal appearance standards, and the Group organization, operation, and extracurricular activities. This handbook supplements Air Force and AFJROTC instructions. All cadets will know the contents of this book and comply with its standards to satisfactorily meet AFJROTC course objectives. This handbook was updated in September 2011.

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## DEFINITIONS AND STANDARDS

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1. **AFJROTC** – Air Force Junior Reserve Officer Training Corps
2. **Aerospace Science (AS)** – AS constitutes the core text of the AFJROTC program and focuses on the history, development, and application of aerospace knowledge.
3. **Leadership Education (LE)** – The portion of the AFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills to include discipline, responsibility, leadership, followership, and citizenship.
4. **Senior Aerospace Science Instructor (SASI)** – The senior retired USAF officer.
5. **Aerospace Science Instructor (ASI)** – The retired noncommissioned USAF officer.
6. **AFJROTC Graduate** – A student who has successfully completed the AFJROTC program as prescribed by law and Air Force instructions.
7. **AFJROTC Cadet** – To be eligible for membership and continue in the AFJROTC program, each student must be:
  - 7.1 Students must be qualified, approved, or capable to participate in the schools standard physical education program. NOTE: Handicapped students, with concurrence of the principal, may participate.
  - 7.2 In a grade above the 8<sup>th</sup> grade.
  - 7.3 A citizen or national of the United States or an alien admitted for permanent residence.
  - 7.4 Enrolled in and attending a regular course of instruction in the school.
8. **Disenrollment** – As a rule, disenrollment from AFJROTC is determined by the principal in coordination with the SASI. This should be a last resort preceded by substantiated documentation and corrective counseling. A cadet may be disenrolled for:
  - 8.1 Failure to maintain acceptable standards.
  - 8.2 Indifference to training.
  - 8.3 Discipline reasons
  - 8.4 Undesirable character traits.
  - 8.5 Failure to remain enrolled in school.
  - 8.6 Individual request.
  - 8.7 Any other reason deemed appropriate by the principle and the SASI.
9. **Transfer** – Students transferring from Army, Coast Guard, Marine Corps, Navy, or other AFJROTC units are authorized full credit for training received. Transfer of rank held in another service program is determined by the SASI and the Principal.

**10. Element** – Consists of three or more cadets including leader.

**11. Flight** – Comprised of two or more elements.

**12. Group** – Comprised of four or more flights.

**13. Aerospace Science Cadets:**

- 13.1 AS 1 – First Year
- 13.2 AS 2 – Second Year
- 13.3 AS 3 – Third Year
- 13.4 AS 4 – Fourth Year

**14. Certificates For Completing of 2, 3, or 4 Years of JROTC** – Passing grades in each credit-gaining period of AFJROTC constitutes successful completion. Cadets may be awarded certificates even if they do not graduate from high school since the certificate is based only on AFJROTC performance.

- 14.1 **Certificate of Training** – Cadets will be awarded AF Form 1256, Certificate of Training, for successful completion of 2 years of AFJROTC.
- 14.2 **Certificate of Completion** – AFJROTC Form 310 Certificate of Completion, will be awarded for successful completion of 3 or 4 years.
- 14.3 **Advanced Enlistment** – Cadets who have completed 2 or 3 years of AFJROTC, are high school graduates, and have no prior service are entitled to advanced enlistment in accordance with current service instructions.

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## Chapter 1

### JROTC Program Overview

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**1.1 Designation** - The official designation of the Unit UK-073 is “Air Force Junior Reserve Officers’ Training Corps Unit, United Kingdom 073<sup>rd</sup> Group, Lakenheath American High School, RAF Lakenheath, United Kingdom.”

**1.2 Mission** - The mission of the AFJROTC program is to develop citizens of character dedicated to serving their nation and community.

#### **1.3 Program Goals and Objectives**

- Promote Patriotism
- Develop:
  - Informed and responsible citizens
  - Habits of orderliness and precision
  - Respect for authority
  - Self-reliance, self-discipline, leadership, responsibility, and character
  - Understanding of the basic elements of the military and national security
  - Respect for the need for constituted authority in a democratic society
  - An understanding of their personal obligation to contribute to national security
  - Knowledge of and appreciation for the traditions of the Air Force
  - An understanding of the military as a possible career path
  - An interest in completing high school and pursuing advanced education
- Promote community service
- Provide instruction in air and space fundamentals

#### **1.4 Program Overview**

- Classroom academic studies
- Team building/leadership opportunities
- Flight competition
- Field trips, summer training opportunities, and orientation flights

#### **1.5 What AFJROTC does not do:**

- Require a service obligation
- Recruit for the armed forces
- Conduct combat skills training

#### **1.6 Benefits For School:**

- Increased attendance and higher graduation rate
- Decreased discipline problems
- Student leadership development

- Increased parental involvement
- General military awareness
- National and European JROTC support network

### **1.7 Benefits For Student**

1. Elective credit for graduation at Lakenheath High School
2. Opportunity to participate on different teams and in varied leadership positions
3. Mentoring relationship with instructors
4. Increased scholarship/service academy opportunities
5. Increased self-esteem
6. Advanced military enlistment opportunities

### **1.8 Aerospace Science and Leadership Education Curriculum**

1.8.1 AFJROTC curriculum integrates five themes: Aviation, National Defense, Careers, Space, and Leadership. Each of these themes is interwoven throughout the four-year high school program.

1.8.2 Each year's course consists of Aerospace Science and Leadership Education. The Aerospace Science course provides an introduction to the scientific and technical aspects of aerospace.

1.8.3 Leadership Education provides the experiences, which will acquaint the cadets with discipline, responsibility, and citizenship. Cadets learn necessary leadership fundamentals to prepare them to assume leadership responsibilities within the cadet corps.

1.8.3.1 Leadership also includes wearing the uniform, engaging in Air Force custom and courtesies, participating in drill and ceremonies, giving and receiving instructions and acting as leaders and members of an organization.

1.8.3.2 Cadets will be issued a complete Air Force uniform. Instructions concerning the wearing of the uniform and other standards of behavior are an integral part of the course and are enforced.

1.8.4 Co-curricular activities. The practical activities associated with the corps include drill meets, an Awards Night Banquet/Dining Out, a Military Ball, leadership camps, and curriculum related field trips.

### **1.9 School Events Supported by JROTC**

The following is a list of events supported for the school and the community.

- Color Guards for school sports and events (games, pep rally, etc.)
- Inductions for Kitty Hawk, Drill Team, and other JROTC Ceremonies.
- Any other events that are approved by the SASI (Air Force Ball, etc.)

### **1.10 Graded Assignments**

Your grade is made up of scores on the following assignments that may include, but are not limited to:

Uniform inspections, unit formations, parade participation, quizzes, homework assignments, written/oral assignments, attendance at formal AFJROTC functions.

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**Chapter 2**

**Cadet Behavior Standards**

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**UK-073 HONOR CODE**

*We will not lie, cheat or steal,*

*Nor will we tolerate among us anyone who does,*

*Neither will we ever bring discredit to the corps.*

**2.1 Honor Code Introduction**

**2.1.1 Introduction:** This is your honor code. It means the pride of knowing your word is trusted implicitly, respect you have for the property of others and the consideration you expect others to have for your property. It requires moral courage to protect the Lakenheath High School and AFJROTC from anyone who does not uphold our high standards.

**2.1.2 Cadet Developed:** The UK-073 Honor Code is similar to those at military academies.

**2.1.3 General Meaning:** The Honor Code is not intended as a hard and fast set of rules, but rather as an ideal, or spirit, which will guide the individual in their endeavors in the cadet program, and hopefully through his/her life. You will find that living by the Honor Code is not as difficult as living without it. AFJROTC, like the Air Force, expects each cadet to make the Honor Code a part of his/her life as a member of AFJROTC.

**2.2 Honor Code Violations**

**2.2.1 Purpose** The Purpose of the Cadet Honor Code is to build within you a sense of honor and an intense dedication to live by the directives of this sense of honor. If you fail to do this you will be deemed unworthy of cadet status and may be asked to resign. There are usually two elements in an honor violation: the act and the intent.

**2.2.2 Intent** The intent to commit an act that is wrong is sufficient to make you guilty of an honor code violation. For example, a cadet who takes a cheat sheet into a class and uses it does not have to think specifically “this is wrong and is against the Honor Code.” His or her intent to commit the act would be enough to consider him or her guilty by means of intent.

**2.2.3 Expectation** As a cadet, you are expected to act as a reasonable and honorable individual and to make judgments that a reasonable and honorable individual would make. Some basic knowledge and understanding is expected of a reasonable individual.

**2.2.4 Honor Code Interpretation** There is a definite difference between honor and duty. This difference is extremely important to realize. A breach of duty occurs when you fail to comply with regulations, orders, or instructions. A breach in honor occurs when you violate the honor code.

**2.3 Article I – Lying** Lying is making a statement that is intended to deceive or mislead. A lie may be an oral or a written statement, or even doing an act, which is purposefully misleading or deceiving. Examples are quibbling and signatures.

**2.3.1 Quibbling** A person can easily create a false impression in the mind of the listener by cleverly wording what he/she says, omitting relevant facts,

or telling a partial truth. When he/she knowingly does so with the intent to deceive or mislead, that cadet is quibbling.

**2.3.2 Signatures** Your signature is your word. As a cadet, many times your signature, whether it is your full name written/typed, your initials, or check mark, will be required to affirm that you have performed some task. Your signature also certifies that a document is complete and accurate to the best of your knowledge, or to indicate some other response. If you are required to do something before you write your signature, keep in mind that when you sign, you are in effect saying, “Yes, I have done what is/what will be required.” A violation of your signature is a lie.

**2.4 Article II – Stealing** Stealing is defined as intentionally depriving someone else of his/her property without his/her permission. If something is not yours, you should not take it without the permission of the owner. Some examples of stealing are:

**2.4.1 Borrowing** The Borrowing of an object with out the owner’s permission must be considered in conjunction with stealing. You must have permission to borrow another person’s belongings. You should also return borrowed items promptly.

**2.4.2 Destruction of Property** To destroy another’s property is the same as depriving the owner of its use. Willful destruction of another’s property is a violation of the Honor Code by stealing. If you accidentally damage, destroy, or lose someone’s property, it is your responsibility to replace the items involved.

**2.4.3 AFJROTC Uniform and/or Government Property** Cadets should not feel that their presence on military installations entitles them to assume ownership of government materials. The uniform you are issued is government property. AFJROTC and government property should always be treated in the same manner as personal property.

**2.5 Article III – Cheating** Some examples of cheating are:

**2.5.1 Competition** During your association with AFJROTC, you will be in constant competition with other cadets. Competition is one of the most important aspects of our Group training programs. The result of competition will affect your progress through the cadet program. It is expected that you will compete fairly with your fellow cadets. Cheating is not confined to any single area – it applies to your whole life as a cadet.

**2.5.2 Work Credit** In general, any work done for credit must be done without another cadet’s help unless the instructor specifically allows such help. The instructor accepts your work assuming that you have done it yourself.

**2.6 Article IV – Toleration**

**2.6.1 Report of a Violation** The Honor Code requires you to report any violation of the code you observe or have unquestionable knowledge of. If you fail to do so, you have just violated the code yourself.

**2.6.2 Suspected Violation** If you suspect an honor code violation, you should first approach the individual and inquire about the circumstances surrounding the situation. A misunderstanding or mistake may be easily and quickly cleared up. In some cases, it may take several hours or even a day of serious thinking before the decision is made to report a violation of the Honor Code. During this period, you are encouraged to talk with

someone you respect – your Flight Commander, Cadet Commander, the ASI or SASI.

**2.6.3 Understand Toleration** It is important that fully understand the spirit behind the toleration clause, as well as the obligations it creates, and the pressures of the toleration situation, it may be too late to formulate a clear decision on it because of the emotions involved.

**2.6.4 General Rule** If you are in doubt about what is and what is not an Honor Code toleration violation, talk to the ASI or SASI. They have years of experience dealing with the Honor Code.

## **2.7 Discredit to the Corps**

**2.7.1 Appropriate Behavior** Whether in or out of uniform, cadets must always display appropriate behavior. Their actions need to be above reproach. Inappropriate behavior such as the illegal use of alcohol, drugs, tobacco products, or fighting brings discredit to the Cadet Corps.

**2.7.2 Consequences** Cadets who violate federal law, base instructions or school rules will face disciplinary action through the school administration and Cadet Disciplinary Action Boards

## **2.8 Cadet Disciplinary Action Boards**

**2.8.1 Purpose** Cadet Disciplinary Action Boards are appointed for several purposes. They serve as investigative bodies to examine facts make recommendations concerning alleged violations of the Honor Code.

**2.8.2 Types of Disciplinary Action Boards** Disciplinary Action Boards will be appointed by the SASI. These boards have specific responsibilities

- Investigate alleged violations of the Honor Code
- Determine validity of reported failure to carry out duties

### **2.8.3 Disciplinary Action Boards and Board Members**

- **Instructor Disciplinary Action Board** Based on their judgment of an violation, the SASI/ASI may choose to hold their own action board. The Instructors will inform the cadet involved as soon as they have decided on a course of action.
- **Cadet Disciplinary Action Board** In order to provide cadets the experience of being judged by their peers, the SASI may convene a Cadet Action Board. As a minimum the board will consist of the Cadet Group Commander (chairperson), Cadet Deputy Group Commander, and Cadet Command Chief Master Sergeant and Flight Commander.

**2.8.4 Board Responsibilities** Action Boards have the responsibility for meeting on a timely basis and conducting investigations necessary to ensure the most equitable and just recommendations. Board Members must always conduct themselves with the maximum degree of personal integrity and sincerity. Board members are required to keep discussions and finding of the board confidential.

**2.8.5 SASI/ASI Attendance** The SASI/ASI will be present during a Cadet Action Board to offer advice and assure that proper procedures are followed.

**2.8.6 Cadet Removal from Position and Demotion** This option is a last resort. The SASI/ASI will make every effort to counsel the subject cadet

toward resolving the inappropriate behavior that has resulted in honor code violation.

**2.9 United States Air Force Core Values** Every year the United States Air Force brings together, at Air Force Bases throughout the United States, thousands of new recruits with the purpose of training them to perform service for their country. The Air Force has found it essential to establish a sense of identity and a common set of values in all new personnel. This training starts with the teaching of the Core Values. Core Values provide a basis for all personnel to deal fairly with each other and to do their jobs in a healthy working environment.

**2.9.1 Integrity First:** Adhering to a code of ethics or moral principles. Ethics are rules of conduct accepted by group of people. For example UK-073 Honor Code is the standard by which all Cadets must live.

**2.9.2 Service Before Self:** A most gratifying part of life is to do things for others and to do these things without expecting a reward. Good citizens do things for their families, their school, their church, their community, and their country without asking or expecting something in return.

**2.9.3 Excellence in All We Do:** What do you do and how you do it reflects directly upon you. You are personally accountable for your actions. You are responsible. You must do the best you can and work at the best of your ability to achieve your goals. Be proud of your achievements and learn from your mistakes.

**2.10 Merit/Demerit System** The purpose of our Merit/Demerit System is to ensure that all cadets are complying with the uniform wear and appropriate conduct as described in this handbook plus to reward behavior exceeding normal standards.

**2.10.1 Merit/Demerit Value** Demerits will be worked-off, normally during lunch. Tasks will be at the discretion of the Cadet Command Chief Master Sergeant, and with the approval of the SASI/ASI. If the demerits are not worked off by the end of a quarter, they will be reflected in your participation grade. Merits will be awarded by the Corps Commander for superior performance on special projects or other cadet activities. Merits can counteract demerits two-for-one, or provide cadets with special privileges at the discretion of the SASI/ASI.

**2.10.2 Cadet Command Chief Master Sergeant (GP/CCC) Responsibilities** The cadet GP/CCC is responsible for managing the UK-073 Merit/Demerit System. These responsibilities include

- Tracking, managing, and enforcing the system for all Cadets.
- Keep the white copy Merits/Demerits on file.
- Maintaining a list of the most common demerit offenses and the number of demerits associated with each offense.

**2.10.3 Procedures for Completing Merit/Demerit Forms**

**2.10.3.1 Writing Demerits** Only members of the staff such as Flight Commanders and above may write demerits. If you witness a violation and are not a member of staff, you may explain the situation to a staff member and they will decide if it is a true offense. For the first offense, giving the offender a verbal warning is normally appropriate. However, if the offense is serious enough, a demerit form may be written.

**2.10.3.2 Receiving Demerits** After the demerit form is processed by the Command Chief, the cadet receiving the demerit will get the pink copy in their flight box. The SASI/ASI expect cadets to receive demerits from time to time. Receiving demerits is considered part of the learning process for new cadets. It works for the best if you respond to this criticism in a positive manner and learn from the mistake.

**2.10.4 Allocation of Merits/Demerits** Only the GP/CCC is authorized to assign the number of merits or demerits. A partial list of and actions are listed below:

<u>Action</u>	<u>Number of Demerits</u>
Chewing gum in uniform-----	2
Failure to salute a Senior Officer outdoors-----	2
Failure to wear hat outdoors-----	2
Failure to be prepared for class-----	2
Physical activity in uniform (playing sports, etc.)-----	2
Failure to properly wear the uniform-----	2
Talking while in formation-----	2
Walking on campus grass while in uniform-----	2
Failure to attend planned events without excuse-----	3
Use of profanity in uniform-----	3
Insubordination/disrespect to other cadets-----	4
Changing out of uniform on a uniform day-----	4
Conduct unbecoming of a cadet-----	TBD by SASI/ASI
Offenses so judged by the GP/CC, ASI, or SASI-----	TBD

<u>Action</u>	<u>Number of Merits</u>
Participating in more than four flag details in a quarter-----	2
Superior performance on a special project-----	2
Maintaining a 95% average on academic work for a quarter-----	2
Maintaining a 95% average on uniform inspections for a quarter-----	3
Scoring 90% or higher on the Health and Wellness Evaluation-----	3
Excellent maintenance of Staff binders-----	3
Selection as Cadet of the Quarter-----	4
Participation in 3 or more projects-----	4
Superior performance on a special project-----	5
Notable behavior or actions as recommended by a Flight CC-----	5
Notable behavior or actions recognized by the GP/CC, ASI or SASI-----	TBD

**2.10.5 The Merit/Demerit Form** The Demerit Form contains two sheets, each with a specific purpose.

- **The Pink Copy** The GP/CCC will give the pink copy to the cadet or in the cadet’s flight box after receiving and signing the form.
- **The White Copy** The white copies will be filled and maintained by the GP/CCC. This will be the corps record of who has had demerits, how many, and what for.

**2.10.6 Assigning Demerits** Upon receiving the demerit form, the GP/CCC will assign the proper amount of demerits to be worked off on the next

demerit work-off session. He/she will post the number of demerits on the demerit assignment sheet in the hall.

**2.10.7 Appealing Demerits** If you believe a demerit to be false or invalid, you should appeal a the demerit to the cadet staff in the following order: Flight Commander, GP/CCC, Group Commander, and ASI/SASI.

## **2.11 The Military Salute**

**2.11.1 When Rendered** The hand salute will be rendered when reporting, in uniform, to the SASI or Cadet Officers. It will also be rendered when making the routine roll call report in the classroom, the inspection formation, or the drill area.

**2.11.2 To Whom Rendered** The salute will be rendered between Cadet Airman and Cadet Officers, Cadet Non-Commission Officers and Cadet Officers, and cadets, regardless of rank, when outdoors, will salute active duty Commissioned Officers. Cadets are not to salute in the school hallways. The junior cadets should initiate the salute approximately six paces before meeting the senior hold the salute until it is returned.

**2.12 Class Rules** All cadets will abide by the following class rules. Cadets will not:

- Forget to always address the SASI/ASI, or any guest lecturer as “Sir” or “Ma’am” or cadet officers in uniform.
- Enter instructor’s offices without being given permission to enter.
- Come to class unprepared. Cadets will bring pencil, pen with blue or black ink, paper, and books for assignments.
- Chew gum in the classroom or JROTC building.
- Wear hats or other headgear indoors during any cadet activity.
- Talk when the instructor or a guest lecturer is talking.
- Write on bulletin boards, whiteboards, or visual aids without permission.
- Sleep or put head down on the desk unless authorized by SASI/ASI.
- Sit on top of desktops.
- Wear inappropriate clothing to class or AFJROTC activities.

## **2.13 Eligibility for JROTC Co-Curricular Activities**

- **Grades** You must have a 2.0 GPA for the quarter of the event attended.
- **Disciplinary Infractions** For the semester of the trip, you may not have any:
  - Demerits
  - Honor Code Violations
  - Saturday Detentions
  - School Suspensions

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## Chapter 3

### AFJROTC Cadet Uniform Policies

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**3.1 Basic Concept** The AFJROTC cadet uniform is, with certain exceptions, the same one that is worn by active duty Air Force members. Proper wear and maintenance of the uniform by cadets is closely scrutinized.

#### **3.1.1 Wear it Proudly**

- Cadets must keep the uniform clean, neat, and in good condition at all times, with badges, ribbons, insignia, and other metallic devices properly maintained.
- Everyone will notice you in uniform. Because a person in uniform is so noticeable, you will favorably or unfavorably impress others. If a cadet has good behavior, bearing, is courteous, well groomed, and wears the uniformed correctly; a good impression is made. If the cadet is ill mannered, unkempt, loud, and boisterous, or the uniform is vividly unmilitary, a poor impression results.

**3.2 Uniform Issue** When a cadet is issued a uniform, the cadet signs a Custody Receipt Form. You are now responsible for its care. If the item is lost or negligently destroyed, beyond normal wear and tear, the cadet must pay for it at current replacement cost. The ASI will publish a price listing for all accountable uniform items.

**3.2.1 Cleaning Deposit** The ASI will collect a dry cleaning deposit at the beginning of each school year. Because of changing prices, the ASI will determine the amount of this deposit each school year. The purpose of the deposit is to pay for uniform dry cleaning at the end of the school year. It also covers cleaning fees if the cadet leaves the program or transfers schools before the end of the school year.

**3.3 Uniform Turn-In** Uniform turn-in at the end of the year will be graded. Cadets will return all items issued except shoes and socks. Certificates of Completion of military training will not be released until all JROTC uniforms, course materials, and equipment are returned or paid for.

**3.4 Late Uniform Turn-In** If a cadet has not turned-in their uniform during the designated time period at the end of the school year, the following steps may be taken:

- First the ASI will call the cadet's sponsor
- If this is unsuccessful the ASI will contact the sponsor's first sergeant
- Until the uniform is returned, the cadet's final semester grade will be an incomplete. Two weeks after reporting period ends, the grade becomes an F.

**3.5 Items Issued and Cleaning Responsibilities** Cadets will be issued one complete clean uniform with all accessories and insignia. Cadets will pay to dry clean and launder uniforms during the school year.

#### **3.6 Uniform Care Specifics**

**3.6.1 Home Laundry Instructions** The uniform shirts (male and female) are to be laundered. No starch is required. The use of liquid soap on the collars is recommended to remove ring around the collar. Launder after each wear.

**3.6.2 Dry Cleaning Instructions** The coats, trousers, skirts, slacks, flight caps, windbreakers, ties, tabs, and shoulder cords are to be dry cleaned only.

Do not attempt to machine wash as it will ruin the item, and you will be responsible to pay for/purchase a new item. Do not attempt to press any uniform item with a hot iron.

**3.6.3 All Weather Coats** The optional male and female all weather coats must be dry cleaned only-do not attempt to machine wash as it will ruin the item and you will be responsible to pay for/purchase a new item.

**3.6.4 Lost Uniform** Lost uniform items are to be purchased at the Air Force Military Clothing Sales Store.

**3.7 HQ AFJROTC and LHS Cadet Uniform Wear Policy** It is mutually understood and agreed to by the Lakenheath American High School Administration and the United States Air Force, that students enrolled in the AFJROTC are to wear the prescribed uniform once a week for the entire school day. Extenuating circumstances will receive consideration.

### **3.8 Uniform Wear Procedures**

**3.8.1 How to Wear the Uniform** The UK-073 Uniform and Awards Guide and Leadership Education Textbook clearly illustrate correct uniform wear and insignia. Cadets are personally responsible for correct and timely wear of the uniform. Cadets are encouraged to seek advice from Flight Commanders on questions concerning uniform wear. Seek advice before an inspection formation, and if there is a problem, inform the SASI/ASI.

**3.8.2 Uniform Day** The day for the wear of the AFJROTC uniform will be the first day of the week that you are present in your JROTC class. This may change in special cases designated by the SASI/ASI. All cadets will wear the uniform the entire school day from the first bell until the final bell.

**3.8.3 Graded Assignment** The wear of the uniform for inspection is a weekly assignment and must be completed just as any other school assignment. To make up for absence on the prescribed uniform day, the cadet will wear the uniform the next day they have JROTC.

**3.8.4 Missing Uniform Wear** Three uniform misses in one semester is a possible reason to fail AFJROTC. In order for you to be excused from wearing your uniform on uniform day, you must bring a written excuse from a parent or guardian on uniform day.

**3.9 Change-Out Policy** You may change out of your uniform during uniform day if there is a possibility of the uniform being soiled or damaged during a specific class. To do this, you must have prior permission from the SASI/ASI.

**3.10 Not wearing the uniform the entire school day.** If a cadet changed into uniform prior to inspection, or out of uniform after inspection, the inspection grade becomes a zero. The cadet must make up the uniform wear under the unexcused uniform inspection rules. The highest grade under these conditions is 60%.

### **3.11 Uniform Inspections**

**3.11.1 Uniform Grade** Cadets in uniform will receive a grade from 0 to 30.

**3.11.2 Unexcused Absences** Cadets out of uniform will receive a grade of 0, unless a written excuse is given to the SASI/ASI before the inspection.

**3.11.3 Written Excuse** You must bring a written excuse, signed by a parent or guardian, on uniform day to be excused.

**3.11.3.1 Medical Excuse** If you have a legitimate reason not to wear the uniform, or any uniform item due to medical conditions, you must present medical documentation and receive an SASI/ASI waiver.

**3.11.3.2 Non-Medical Excuse** Not getting up on time, or staying over at a friends house are not acceptable excuses.

**3.11.3.3 Damaged Uniform** If your uniform is damaged and not reported to the SASI/ASI prior to the inspection, a makeup will be required.

**3.11.3.4 Unexcused Uniform Make-Ups** Unexcused uniform wears must be made within five school days of the required wear. The highest grade a cadet can make on an unexcused uniform wear makeup is a 60%.

**3.12 Uniform Standards** Cadets will be graded at each inspection on the basis of meeting accepted standards of appearance. Inspection criteria are explained in the UK-073 Uniform and Awards Guide and attachments 5 & 6 of this handbook.

**3.13 Proper Wear of Flight Cap** Cadets in uniform must wear the flight cap when outdoors, coming to school, and going home. Cadets may remove the flight cap in a bus or automobile.

**3.14 Nametags** Nametags are mandatory for wear with all uniforms.

**3.14.1 Blue Nametag** The blue nametag is to be worn just touching the top of and centered on, the right pocket of the blue uniform shirt. JROTC purchases blue nametags for all cadets.

**3.14.2 Service Dress, Silver Nametag** JROTC will purchase the initial silver nametag from all cadets. It is worn on the Service Dress jacket.

**3.15 AFJROTC Shoulder Patch** Wear of the AFJROTC official shoulder patch is mandatory on all outer garments except the all weather coat.

**3.16 Unit Shoulder Patch** Wear the AFJROTC patch on the left of the shoulder of the blue uniform shirt and service dress uniform, and the school patch on the right sleeve to 1 inch below the outer shoulder seam.

**3.17 Shoulder Cords** Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on the short or long sleeve light blue shirt and the service dress coat. The SASI will designate criteria.

**3.18 Distinctive Uniform Items** The following items are classified as distinctive uniform items. These items are intended to add distinctiveness to the uniform and provide special identification and recognition for greater responsibility and additional effort by cadets in the corps.

**3.18.1 Berets** Special team members may wear a beret when authorized by the SASI/ASI.

**3.18.2 Ascots** The Color Guard and Drill Team members may wear ascots in lieu of a necktie for special events and performances

**3.19 Enforcement of Cadet Uniform Wear and Behavior**

**3.19.1 Corrections** Cadet Officers and NCOs are required to make on the spot corrections of infractions of proper uniform wear and behavior of cadets having equal or lower rank.

**3.19.2 When You Correct** Cadets correcting others will do so privately and as discreetly as possible. Cadets receiving corrections will accept the corrections in the proper spirit. The best way to avoid difficulties and embarrassment is to avoid violations. Cadets who believe they have been treated unjustly will report the incident through the chain of command for investigation.

**3.19.3 Be Polite** The vocabulary of cadets making corrections will include the words please and thank you.

### **3.20 Uniform Day Procedures**

**3.20.1 Class Start** The Flight Commander leads the routine opening and reporting procedures.

**3.20.2 Inspectors** The inspections of all cadets will be the responsibility of the SASI/ASI.

**3.20.3 Five Minutes Preparation** The SASI/ASI generally permit five minutes for grooming and inspection preparation.

**3.21 Uniform for Inspection** Uniform inspections will be as directed by the cadet staff with approval of the SASI/ASI.

**3.22 Wear Rules Outside Classroom** You may not remove coats, unbutton shirts or loosen ties in school halls or outside the school. Outside the classroom uniform wear violations may result in lowering of the uniform grade and/or demerits. Below are examples of how your grade may be lowered from a uniform wear violation:

- Lose points for the item. (i.e. hat not worn correctly)
- Lose bearing points depending on the circumstances.
- Lose repeat discrepancy points if this violation happens 2 weeks in a row.

**3.23 Mixing Civilian and Military Clothing** Cadets may not mix uniform and civilian clothing.

### **3.24 Wear of BDUs**

**3.24.1 Purchase** The Cadets may purchase the Air Force Battle Dress Uniform (BDU). The BDU purchased by a cadet will be the property of the cadet. It will not be carried on the AFJROTC inventory of USAF property. All costs to maintain the BDU will be the responsibility of the cadet who purchased it.

**3.24.2 Wear of BDUs** The wear of BDUs is only authorized on one day of inspection a month, which will be determined by the Group Commander and the SASI/ASI. Additional BDU wear is permitted for certain occasions that are approved by the SASI/ASI.

### **3.25 General Uniform and Personal Appearance Items Checked**

**3.25.1 Alterations** JROTC is responsible for the cost of alterations to issued uniforms, which include patches, sleeves, and trousers of your service dress uniform. Remember, whenever you pick up anything from alterations, you need to try-on the item on before you leave.

Occasionally, the alterations may not be done correctly and will need to be done over.

**3.25.2 Replace Buttons Promptly** The SASI has sewing kits.

**3.25.3 Patches** Ensure your patches are in good condition and attached correctly. Threads holding patches to uniforms should not be visible. If your patches are worn or faded, or attachment thread is showing, please see the SASI/ASI to have them replaced.

**3.25.4 Ribbons** All authorized ribbons must be worn when in Service Dress Uniform. Replace them if they become frayed or worn. Cadets may wear ribbons earned while enrolled in other JROTC programs.

**3.25.5 General Appearance** You should trim loose strings on the uniform. Visible necklaces, pendants, and other conspicuous adornments are prohibited.

**3.26 Medals and Civil Air Patrol Ribbons** Four Civil Air Patrol (CAP) ribbons: General Spaatz, Earhart, General Mitchell, and General Curry; can also be worn. Normal order of wear is AFJROTC, CAP, and then other service ribbons grouped by service and by year achieved. Medals and ribbons will not routinely be worn together. SASI/ASI will authorize the wear of medals on the service dress or semi-formal dress uniform for special occasions such as dining outs and the military ball.

**3.27 What You Can't Do In Uniform**

- Hitch hike, perform labor, engage in sport activities, or do anything that would degrade the uniform.
- Chew gum
- Wear a headset or use devices that cover or insert into the ears
- Public Display of Affection (P.D.A.)
- Smoke or use of any tobacco product
- Take part in political demonstrations

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## Chapter 4

### Personnel Actions

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**4.1 Cadet Grade (Rank)** All references to cadet grade will have the word “Cadet” as part of the cadet grade, i.e. Cadet Major Smith. Insignia is listed in the UK-073 Uniform and Awards Guide. There are two grades a cadet may hold. Grade is represented by standardized AFJROTC Insignia, which are worn on the cadet uniform. Two cadet grades are:

**4.1.1 Permanent Grade** This grade is commensurate with the number of years of successful AFJROTC completion, and may be awarded at the end of each year provided satisfactory progress has been made during the year.

- Retention of permanent grade is contingent upon satisfactory performance and behavior.
- Permanent grade for the first year a Cadet Airman, second year cadet is Airman First Class, third year cadet is Senior Airman, and fourth year cadet will be a Staff Sergeant.
- If a cadet has earned and held their officer grade for more than a year, then their permanent grade is that of 2<sup>nd</sup> Lt. or their highest officer rank held for more than a semester, with approval from SASI.

**4.1.2 Temporary Grade** Cadets will be awarded, on cadet special orders, a temporary grade based on their cadet job and their performance.

- Since the grade is temporary, it will not necessarily be carried over from year to year, performance determines achieving and retaining.
- Officer grades are hard to achieve and will normally be awarded to seniors and some junior cadets. Thus, a cadet officer’s academic record and conduct record will be closely scrutinized by the SASI to determine if officer grades will be awarded and retained.
- A cadet will wear the insignia of the cadet temporary grade. Normally, cadets will not hold a temporary grade higher than the maximum grade authorized for the job in the unit Manning Document (UMD).

**4.2 Cadet Staff Selection** One of the objectives of AFJROTC is to have the members of the cadet staff plan, organize, and execute as many unit activities as possible. This is accomplished through the governing body of the unit, the cadet staff.

#### **4.2.1 Staff AS Levels, Experience, and Required GPA**

- Those eligible for cadet staff are 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year cadets (AS-2’s, 3’s, and 4’s).
- Those cadets who have performed well as specialists are considered before those with no experience.
- Similar to other requirements in JROTC, a GPA of at least 2.0 must be maintained.

**4.2.2 Application Forms** These are completed by you and sent to the Group Commander, or staff commander, which indicate what jobs interest you.

- 4.2.3 When Should You Apply?** At the end of each semester, the Group Commander solicits applications from those cadets returning the following semester. Additionally, staff positions may become available throughout the semester due to transfers.
- 4.2.4 Interview** The SASI/ASI will interview and select candidates for the Group Commander, Deputy Commander and Command Chief positions. The Group Commander will convene a selection board to select the best candidate for each Squadron Commander position.
- 4.2.5 Group Commander Recommendations** Based on information gathered through the application process, the Group Commander will make recommendations to the SASI/ASI for staff positions.
- 4.2.6 Command and Staff Rotation** Normally the Group Commander, Flight Commanders and Staff Commanders will rotate position at the end of each semester. In special cases, Group Commander, or any other commander may remain in their position until deemed necessary for that cadet to relinquish command.
- 4.3 Change of Command** For the first semester Group Commander, the change of command normally occurs near the end of school year, at a Commander's Call or another event with complete corps attendance in uniform. For the second semester Group Commander, this normally occurs near the end of the first semester with complete corps attendance in uniform.
- 4.4 Cadet Promotion Policy** Your rate of promotion during your enrollment in AFJROTC will be determined by several factors, which include:
- 4.4.1 Participation in Drill Team, KHAS and ROK**
- By joining the drill team, KHAS and ROK you improve your leadership, followership, and teamwork skills, plus your physical coordination. You are a visible symbol of JROTC to the SASI/ASI, school, and military community. As a drill team member, you also have the opportunity to travel to, and compete with other JROTC drill units in and throughout Europe.
  - For the reasons above, if you desire to one day to be the cadet Group Commander, drill team is the place to start. Traditionally the Group Commander has held a command position within the drill team.
- 4.4.2 Performance In Your Current Staff Position** Your performance will be evaluated by these criteria:
- Completion of assigned tasks correctly, with quality, and on time.
  - Willingness to take responsibility and show initiative.
- 4.4.3 Your Academic Performance** To be promoted, you must maintain a minimum of a 2.0 (C) average in your high school subjects and an "C" in JROTC. Senior Staff and Executive Staff positions require higher GPAs.
- 4.4.4 Conduct** Like the active duty Air Force, every cadet's behavior affects how others view the Corps. AFJROTC takes pride in its reputation that its members are the most respected group of students in the school. In order to be promoted your conduct must meet this high standard. You must not have any:

- Honor Code Violations
- Saturday Detention
- In-School Suspensions
- Out-of-School Suspension
- Outstanding Demerits

**4.4.5 Demerits** You may have no outstanding demerits at the end of the promotion period to be promoted.

**4.4.6 Other high School Activities** Your participation in high school activities such as sports, band, chorus, etc., is encouraged. These activities help you to develop leadership skills, teamwork, and physical fitness.

**4.5 Promotion Periods** Promotion periods begin at the start of the beginning of the each quarter. The 4<sup>th</sup> quarter promotion period will take place at the beginning of the next school year.

#### **4.6 Promotion Process**

**4.6.1 Your Responsibility** You are responsible for completing a Promotion Request Form (PRF) if you wish to be considered for promotion. If you do not fill it out and hand it in before the assigned suspense date, you will not be considered for promotion.

**4.6.2 Review and Notification** Your PRF is forwarded, in turn, to the following corps personnel who review and recommend approval or disapproval for your promotion:

- Your Flight Commander
- The Operations Squadron Commander
- The Group Commander

**4.6.3 Special Orders** Your promotion will be announced, made official by publication of a Promotion Special Order, and posted in the hallway.

**4.6.4 Promotion Pin On** You will receive your new rank during the first uniform day after the Special order has been published on the date established by the SASI during your class period.

**4.7 Cadet Enlisted Promotion** If you wear uniform correctly, and attend class regularly, you can expect to be promoted through the junior enlisted ranks up to Cadet Staff Sergeant. In order to be promoted to the top three cadet senior enlisted ranks, you need to:

- Participate in unit events
- Be active in Drill Team, KHAS or ROK
- Apply for specialist positions and attend your specialist meetings

**4.8 Cadet Officer Promotion** When it is time to be considered for promotion to cadet officer, you will go before a Personnel Cadet Selection Board. The board is convened to select individuals for advancement and positions of increased responsibility. These boards have specific responsibilities, such as:

- Cadet Officer Selection
- Cadet Promotion
- Cadets for Staff Positions

Members of the board will consist of the following cadets: Group Commander (chairperson), Deputy Group Commander, Command Chief Master Sergeant, and the SASI or ASI. Their responsibilities are: meet on a timely basis, always conduct

themselves with the maximum degree of personal integrity and sincerity, and board members are required to keep discussions and findings of the board confidential. The SASI/ASI will be present during Cadet Selection Boards to offer advice and assure that proper procedures are followed.

**4.9 Certificate of Completion** Presented to a cadet in good standing who has successfully completed at least three years of AFJROTC. Cadets must have this certificate in their possession when enrolling in college ROTC or when enlisting in the armed services to receive training credit.

**4.9.1 Excused From One Year of the General Military Course (GMC) of the College AFJROTC program.** Cadets must contact the college ROTC, Professor of Aerospace Science at the college or university where the cadet is enrolled to receive training credit.

**4.9.2 Enlistment in pay grade E-3 in the Army, Navy, or Air Force and E-2 in the Marine Corps after completion of Basic Training.** This benefit provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.

**4.10 Certificate of Training** Presented to a cadet who successfully completes two years of AFJROTC. The cadet must have the certificate in their possession to receive training credit.