
Chapter 5
Unit Organization

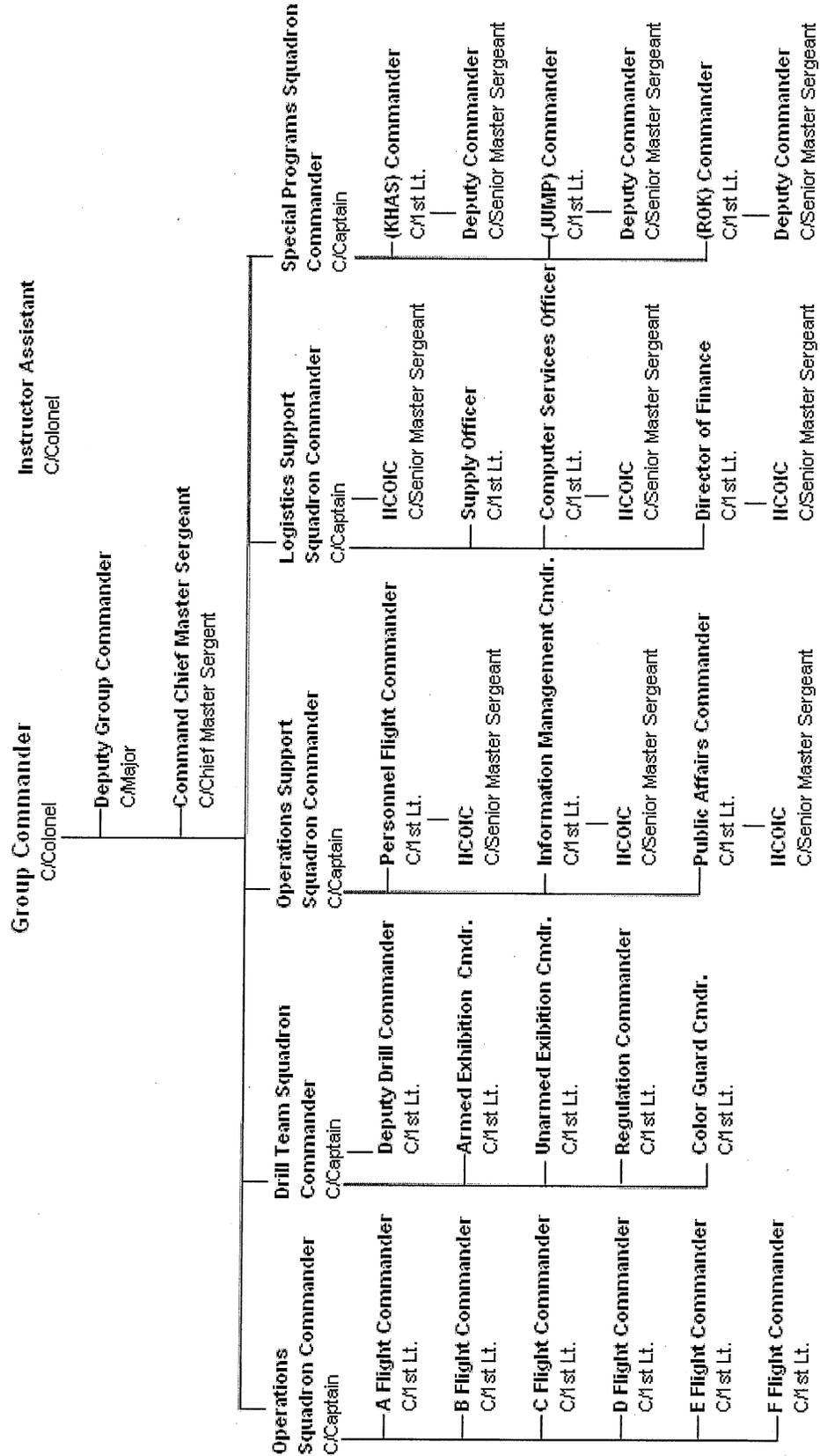
5.1 Organization The AFJROTC UK-073rd Corps of Cadets is organized as a Cadet Group as Shown in **Figure 5.1**

5.2 Chain of Command Each Cadet needs to learn the chain of command and the names of the people assigned to the positions contained in **Figure 5.1**. The Chain of Command defines lines of authority and communication. Cadets should use the chain for cadet business such as questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and class rules and procedures.

5.3 Unit Manning Document The Unit Manning Document is contained in **Figure 5.2**. The Unit Manning Document is an example of Group Organization.

5.4 Job Descriptions Job Descriptions for the Corps of Cadets staff positions are contained in **Chapter 6**. As in the Air Force, job responsibilities and duties will increase with promotion. Cadets earn job assignments and are entrusted to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

UK-073 Group Organizational Chart



**Figure 5.2
Unit Manning Document**

Function	Position	Max Grade
COMMAND	Group Commander	Cadet Colonel
	Deputy Commander	Cadet Major
	Command Chief Master Sergeant	Cadet CMSgt
OPERATIONS	Operations Squadron Commander	Cadet Capt.
	Flight Commander	Cadet 1 st Lt.
	Flight Sergeant	Cadet MSgt.
	Element Leader	Cadet SSgt.
	NCOIC	Cadet SMSgt.
OPERATIONS SUPPORT	Operation Support Commander	Cadet Capt.
	Director of Personnel	Cadet 1 st Lt.
	Director of Info. Mgmt.	Cadet 1 st Lt.
	Director of Public Affairs	Cadet 1 st Lt.
	NCOIC	Cadet SMSgt.
DRILL TEAM	Drill Team Commander	Cadet Capt.
	Color Guard Commander	Cadet 1 st Lt.
	Unarmed Commander	Cadet 1 st Lt.
	Armed Commander	Cadet 1 st Lt.
	Regulation Commander	Cadet 1 st Lt.
LOGISTICS	Logistics Commander	Cadet Capt.
	Computer Services Officer	Cadet 1 st Lt.
	Director of Finance	Cadet 1 st Lt.
	Supply Officer	Cadet 1 st Lt.
	NCOIC	Cadet SMSgt.
SPECIAL PROGRAMS	Special Programs Commander	Cadet Capt.
	KHAS Commander	Cadet 1 st Lt.
	APT Commander	Cadet 1 st Lt.
	ROK Commander	Cadet 1 st Lt.
	NCOIC	Cadet SMSgt.

Chapter 6
Cadet Staff Job Descriptions

6.1 Position Requirements:

- A. Maintain a minimum 2.5 grade point average and at least a B in JROTC.
- B. Set two staff goals for the school year at the beginning of the semester and maintain a copy of the unit goals.
- C. Maintain a continuity book to be kept in the Staff Room.
- D. Assume Project Officer responsibility for at least one unit event each semester, as applicable depending on amount of events.
- E. Attend all staff meetings or send a qualified representative.
- F. Chair specialist meetings if you are assigned specialists. Prepare a written agenda for each meeting and present it to the SASI/ASI before the meeting.

Note: For Squadron and Flight Commanders and Staff Officers

Only these cadets have SASI/ASI permission to sell stock from the AFJROTC cadet store; no other cadet is allowed to handle money or stock of the store.

6.2 Group Commander will:

- A. Command the Group at all formations.
- B. Plan staff meetings to administer unit activities.
- C. Prepare for and chair weekly Staff meetings.
- D. Insure that the staff members understand their responsibilities and duties.
- E. Chair all Cadet Action and Selection Boards.
- F. Recommend cadets for jobs, awards, and promotions.
- G. Attend as many cadet extracurricular activities as possible.
- H. Serve as project officer for Drill Camp, and multi-unit functions.

6.3 Deputy Group Commander will:

- A. In absence of group commander, assume command and their responsibilities.
- B. Assist group commander.
- C. Ensure continuity books are maintained for future reference.
- D. Maintain a record of staff member absences from staff meetings.
- E. Attend Cadet Action Boards as a board member.
- F. Plan semester change of command ceremony.
- G. Take on tasks assigned from Group Commander (i.e. prepare tasking sheets)
- H. Attend any function Group Commander cannot attend, unless function is specific to a group of cadets; i.e. ROK testing.
- I. Represent AFJROTC at Student Council meetings

6.4 Command Chief Master Sergeant will:

- A. Advise Group Commander on Cadet Corps morale issues and disciplinary actions for Cadet Enlisted Personnel.
- B. Manage the Merit/Demerit Program.
- C. Inform Flight Sergeants of cadets with outstanding demerits.
- D. Supervise monthly demerit work off sessions.
- E. Post and update roster of those having merits/demerits.

6.5 Drill Team Commander will:

- A. Supervise Drill Event Commanders.

- B. Organize Drill Team Induction at the beginning of the year.
- C. Serve as Project Officer for European Drill Team Competition.
- D. Determine eligibility for Drill Team Shoulder Cords and Ribbons.
- E. Update Unit Drill Team Operating Instructions establishing team standards.
- F. Organize Drill Team practices schedules for competition and other performances.
- G. Maintain orderliness of the Drill Room

6.6 Color Guard Commander will:

- A. Coordinate all color guard performances with the ASI by selecting and posting names of those performing at least 3 days before the event.
- B. Make frequent inspections of color guard uniforms, national, and other flags carried by the unit.
- C. Be responsible for the appearance, conduct and training of the color guard.
- D. Insure that the color guard maintains a high degree of military bearing and appearance at all events, functions, and practices.

6.7 Regulation, Unarmed & Armed Exhibition Drill Team Commanders will:

- A. Be responsible for the appearance, conduct, and training of their team.
- B. For competition, have knowledge of respective team distinctive uniform, number of cadets, and time requirements.

6.8 Operations Support Squadron Commander will:

- A. Supervise the commanders of Personnel, Information Management, and Public Affairs.
- B. With the assistance of SASI/ASI:
 - 1) Assign specialists to staff.
 - 2) Maintain and post specialists roster in the hallway. This is to be updated at the beginning of each semester.
 - 3) Schedule specialists meetings (at least once a month), on a specialists meeting calendar. One is to be kept in the hallway and the other in the classroom for updating the bi-weekly calendar.
 - 4) Note: Cadet preferences for certain staffs will be asked but not every cadet will be put in the staff flight they requested.
 - 5) Prepare, coordinate, publish and keep copies of all Special Orders

6.9 Personnel Officer will:

- A. Maintain cadet records on the JROTC Headquarters, WINGS website.
- B. Items to be entered in a cadet's record include but are not limited to:
 - 1) Ranks
 - 2) Ribbons
 - 3) Jobs
 - 4) LHS Varsity Letter
 - 5) KHAS
 - 6) ROK
 - 7) Drill Team
- C. Provide departing cadets a copy of their personnel record.
- D. Special Orders-

6.10 Information Management Officer will

- A. Publish the unit recall roster each semester.
- B. Track suspenses from the weekly staff meeting.
- C. Post weekly staff meeting minutes in the classroom.
- D. Maintain unit information boards in the hallway and classroom.
- E. Maintain memo templates

6.11 Public Affairs Officer will:

- A. Press Releases - Publicize timely newsworthy items about corps activities
- B. Bulletin Boards - Post items interest and pictures of AFJROTC events on Public Affairs Bulletin Board.
- C. Displays - Maintain model aircraft and spacecraft displays.
- D. Library - Maintain cadet library and classroom magazine rack.
- E. Newsletter - Publish Unit Newsletter at least once each quarter.
- F. Photos - Monitor and direct photo coverage of unit events.
- G. Scrapbook - Maintain a Unit Scrapbook for each school year. Maintain Corps school-year events history in the unit scrapbook.

6.12 Special Programs Squadron Commander will:

- A. Supervise Commanders of the Kitty Hawk Air Society, and Royalty of Knights, and Awareness Presentation Team.
- B. Organize major unit events: Military Ball and Annual Awards Banquet.
- C. Plan extra curricular activities and college prep seminar.

6.13 President of Kitty Hawk Air Society will:

- A. Hold Elections for KHAS Officers.
- B. At beginning of school year, review and update KHAS By-Laws and develop a semester schedule of KHAS activities.
- C. Organize society pledge and induction programs.
- D. Plan KHAS at least one community service project each semester.
- E. Keep a roster of all members posted in the hallway.
- F. Attend college prep seminars

6.14 Royalty of Knights Flight Commander will:

- A. Annually review, and update if necessary, ROK By-Laws
- B. Select Flight NCOIC
- C. Plan one physical fitness event for each semester of the school year.
- D. Keep roster of all members posted in the hallway.
- E. Serve as Athletic Officer and Director of Physical Fitness and as such:
 - 1) Plan, coordinate, and supervise cadet physical fitness activities
 - 2) Recommend cadets for JROTC physical fitness ribbon

6.15 Awareness Presentation Team (APT) Commander will:

- A. Organize APT training and activities.
- B. Arrange orientation briefings to parents, students and other groups.
- C. Conduct recruitment activities at the Middle School.
- D. Maintain the unit Power Point briefing.
- E. Present the Unit Assessment briefing annually.

6.16 Logistics Support Squadron Commander will:

- A. Supervise Supply, Computer Services, and Finance Directors.
- B. Maintain uniform inventory using JROTC Wings website.
- C. Issue uniform and accessory items under supervision of ASI.

- D. Help ASI accomplish uniform inventory procedures, accountable equipment, and logistics actions.
- E. Maintain organized logistics areas.

Note: The Military Property Custodian, normally the ASI, is responsible for the supply account with the Air Force Support Base. The Cadet Logistics Support Squadron Commander will be under supervision of the Military Property Custodian for the operation of the Logistics Staff.

6.17 Supply Officer will:

- A. Assist Logistics Squadron Commander maintain supply and equipment accounts. This includes ribbons, cords and other cadet uniform items.
- B. Help ASI accomplish uniform, book, and accountable equipment supply actions.

6.18 Computer Services Officer will:

- A. Serve as primary computer systems advisor to cadet commander, SASI and ASI
- B. Assess cadet staff computer needs.
- C. Update and post service point's roster at least once each month.

6.19 Finance Officer will:

- A. Assist ASI in accounting of unit funds.
- B. Serve as fund raising special project officer.
- C. Manage JROTC Store and oversee its activities.

6.20 Operations Squadron Commander will:

- A. Score Outstanding Flight of the Quarter competition each quarter.
- B. Maintain and post flight rosters in hallway.
- C. Add promotion recommendations to each cadet's PRF.
- D. Monitor performance of flights and supervise flight commanders.

6.21 Flight Commander will:

- A. Assume command of flight when class begins.
- B. Enforce cadet conduct and discipline during class and formal formations.
- C. Organize flight for inspection, drill, parade, or review.
- D. Promotion Request Forms: At end of each promotion period direct Flight members to fill out a PRF, and add your promotion recommendation.
- E. Command flight in classroom and in formal formations.
- F. Report attendance.

6.22 Flight Sergeant will:

- A. Take attendance and dress classroom at start of period.
- B. Assume command of flight in absence of flight commander.
- C. Assist flight commander with flight conduct and discipline.
- D. Assist flight commander in teaching drill and ceremonies.

6.23 SASI/ASI Special Assistant will:

- A. Normally be filled by a previous Group Commander after change of command.
- B. Advise the new Group Commander.
- C. Assist the SASI and ASI with assigned tasks.

Chapter 7

Local Awards and Decorations

7.1 Concept The AFJROTC Awards Program is designed to recognize the achievements of AFJROTC Cadets.

7.2 Lakenheath JROTC Varsity Letter The Lakenheath High School AFJROTC Service “L” Letter recognizes cadets who accumulate Service Points for AFJROTC extracurricular participation. The Computer Services Flight Commander will develop a tracking system that will be posted in the hallway.

7.2.1 Varsity Letter Criteria The process of earning an AFJROTC Varsity Letter requires you to volunteer your time for our unit. To be eligible for a letter you must:

- You must maintain a GPA of at least a 2.0 overall and a no less than a C in AFJROTC.
- You must have no history of disciplinary infractions in or out of JROTC.
- You must accumulate at least 1500 Service Points for basic and all subsequent awards. Half of these points must be earned in JROTC activities.
- Apply for the letter and be recommended by the SASI and ASI.
- **Drill Team Participation:** If you are a member of the drill team, and practice and participate in at least two drill competitions, the SASI/ASI may award you a JROTC Varsity Letter.

7.2.2 JROTC Varsity Letter The initial letter is the Lakenheath High School letter with the letters “AFJROTC” embroidered across the letter. This letter is worn on the Lakenheath High School letter Jacket.

7.2.3 Carry over Service Points Service points are cumulative and carry over to the next school year. Only one letter will be awarded per year. Each year thereafter, a bar will be awarded for each year 1500 service points are earned.

7.3 Service Point Policy Below is a quick summary of what you can get service points for, how many points for each activity, and how they are awarded.

7.3.1 Service Points You receive service points towards an AFJROTC Varsity Letter for representing our unit in an activity that brings credit to the Corps.

7.3.2 Your Responsibility The main responsibility is yours for making sure you receive credit for these points. Making sure the cadet project officer keeps track of your points and submits them to the Computer Services Flight Commander.

7.3.3 Computer Services Flight Commander The Computer Services Flight Commander is responsible for logging cadets service points.

7.3.4 Project Officer Responsibility The PO is responsible for keeping accurate attendance rosters and turning them into the Director of Computer Services.

7.3.5 Hallway Tracking Sheet The tracking sheet will be posted in the JROTC hallway, and updated at least once a month.

7.3.6 Verification Time After the tracking sheet is posted, you have until the next posting to make sure you receive credit for your time. After this period of

time unless you were out of school, you will have no other chance to receive credit.

7.3.7 Missing Points If you find out that you have not received credit you are to ask the PO if they turned in the event attendance list. If the PO has turned in the points, talk or write a letter to the Computer Services Commander asking why the points are not posted.

7.3.8 Other Service Points If you participate in a community service activity not sponsored by JROTC (such as volunteering at the post office) you must submit a letter to the Computer Service Commander with a description of the services and the signature of the person in charge of the event.

7.3.9 Activity Service Points Generally, 50 service points are offered for every hour a cadet works an event project. The following is a list of JROTC approved activities and service points awarded. This list is not all-inclusive.

<u>ACTIVITY</u>	<u>POINTS</u>
•Drill Team Activities and Performances -----	50
•Cadet of the Quarter -----	50
•Any Drill Competition, or ROTC Summer Camp -----	200
•Fall Sports -----	200
•Winter Sports -----	200
•Spring Sports -----	200

7.4 Award Recording and Wear Procedures The record of each award a cadet receives is to be posted in the cadet record located in the HQ AFJROTC WINGS file. All awards will appear on Special Orders created by the Operation Support Squadron Commander. The routine wear of medals and ribbons mixed is prohibited, unless it is approved by the SASI/ASI.

7.5 Kitty Hawk Air Society The Kitty Hawk Air Society (KHAS) shall promote higher academic standards, be of service to the Lakenheath community, promote self-confidence and initiative, develop leadership ability, encourage academic excellence, and further educational development in the post high school years.

7.5.1 Enrollment Members of KHAS must be enrolled in JROTC for more than two semesters and be enrolled full time at Lakenheath High School. Cadets who display consistent effort, talent, good character, positive attitude, good personal appearance in uniform, initiative, superior judgment, courtesy, and grown potential will be considered for the society. An invitation to join will be extended only to cadets who have a “B” average in their AFJROTC class and an overall “B” average with no failing grades. Cadets desiring to become a member will complete a pledge packet composed of tasks assigned by the KHAS Commander.

7.5.2 Induction Ceremony The KHAS Commander will organize an induction ceremony each semester for those who have completed the pledge program and will be award a distinctive badge for KHAS.

7.6 Royalty of Knights The Royalty of Knights (ROK) will promote high physical fitness standards for the cadet corps, encourage community service, promote self-confidence and initiative, and develop leadership ability.

7.6.1 Enrollment Potential members of ROK must be pass a strenuous fitness test developed by the ROK commander. Cadets who wish to join ROK are

encouraged to have their own fitness routine to prepare themselves for the test and to maintain those standards throughout the year.

7.6.2 Induction The ROK Commander will organize a ceremony each semester to recognize those who earned ROK membership and will be award a distinctive cord and beret to each new member.

7.7 Awareness Presentation Team The Awareness Presentation Team (APT) mission is to raise awareness of the AFJROTC program within Lakenheath High School and with the wider community. Members are expected to take part in service projects and presentations. In order to earn the APT Badge, cadets must be an active member and participate in at least two APT activities. The APT commander will submit names to the SASI for approval.

7.8 Cadet of the Quarter/Year This award program promotes personal excellence. Near the end of each quarter Flight Commanders will nominate outstanding junior enlisted, NCOs, Senior NCOs and officers to the Group Commander. The Group Commander will conduct a board to select the outstanding cadet in each category. The award is based on the academic excellence, teamwork, conduct, uniform wear, corps involvement and community service. Cadets of the quarter will receive a certificate of recognition and have their photo posted in the hall. The SASI and ASI will select the cadet of the year for each category and those cadets will be awarded an outstanding cadet ribbon.

7.9 Outstanding Flight Award The outstanding Flight Award recognizes the flight that excels in uniform wear, academics, physical fitness, and community service. The SASI/ASI will select the outstanding flight at the end of the first semester and prior to the annual awards ceremony in the spring. Each member of the flight will receive the outstanding flight ribbon.

Chapter 8

Wellness Program

- 8.1 Introduction** UK-073 follows the AFJROTC Health and Wellness Program. Cadets enrolling in a college ROTC program, a service academy, or enlisting in a military service will have to attain and maintain minimum weight and be physically active. If you are physically fit, you will perform better in school and in your activities, as well as reap the benefits of a physically fit body throughout life.
- 8.2 Responsibilities** The ROK Commander is designated as the Corps Athletic Officer. The athletic officer will organize and plan the Corps fitness program within the guidelines of the Presidential Physical Fitness Program. Each flight will designate a PT leader.
- 8.3 Semester Physical Fitness Test** During the first six weeks of the fall semester, an initial Health and Wellness assessment will be conducted. At the end of the spring semester, a final assessment will take place, normally during the final exam week. Following the assessments, the ROK commander will publish a special order listing those persons who have earned ribbons and devices. Program specifics are contained in the UK-073 AFJROTC Health and Wellness Guide.

Chapter 9

Career Planning and Preparation

9.1 Concept The time to start planning and preparing for your life after Lakenheath High School is right now. The following information is provided to assist cadets in evaluating their aptitudes, interests, and personal career goals.

9.2 Armed Services Enlistment Cadets considering enlisting in the military service have many of the credentials required, based on their AFJROTC experience. Additional benefits are gained from three years of AFJROTC, such as advancement to a higher rank the day of enlistment, and in some cases, accelerated promotion on the completion of basic training. The local recruiting offices of the Air Force, Army, Navy, and Marine Corps will be pleased to answer any of your questions.

9.3 Armed Services Vocational Aptitude Battery Test (ASVAB) The ASVAB Test predicts basic aptitudes, skills, abilities, and probable success factors in mechanical, electrical, administrative, and technical specialty areas. The service is free and has no obligation of any sort. The test will assist in career field placement, should you decide you want to enter the military service.

9.4 Letters of Recommendation If you are interested in obtaining a college ROTC scholarship you need to begin the application process during the last quarter of your junior year. You may be required to have your teachers submit letters of recommendation for you.

- A. What is a Letter of Recommendation?** These letters describe your character and potential for success in college.
- B. Who Writes Them?** Within the school, you may request the principal, your counselor, or a teacher to write you a recommendation.
- C. When to Request Them?** You should request these letters before the end of your junior year. It is advisable to give a teacher at least three weeks notice before you need the recommendation.

9.5 Use of Counselors and Advisors Your counselor is always a valuable source of information and guidance in helping with the decisions you make. The SASI/ASI have many years of military experience and would be happy to help you before you make any long-term commitments.

9.6 The Congressman Herbert Award The SASI may award Congressmen Herbert Awards to two senior cadets that demonstrate leadership potential, and a desire to enlist in the Air Force. This Award guarantees the person enlisting the career field of their choice.

9.7 Officer Programs For those interested in becoming a military officer, the SASI has information packets with Military Career Information. These packets provide you with the initial information needed to begin your quest. Today, all initial applications are done online.

Chapter 10

Staff Meeting Policy and Procedures

- 10.1 Background** One of the objectives of LHS 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 cadet staff. The SASI/ASI give as much responsibility as possible to the Group Commander to make this happen.
- 10.2 Group Staff** All unit activities must come through, and be approved by, the cadet staff and the SASI/ASI. Staff members are our most senior cadets and have been chosen based on their hard work, dedication, and participation in JROTC events. The SASI/ASI will request LHS Counselors assign the executive staff, and squadron and flight commanders to the JROTC Seminar.
- 10.3 Staff Tasking Sheet (STS)** The STS is the operational tool for assigning and tracking cadet progress in planning unit activities. It lists the events and responsibilities the unit has assumed. As such, it provides the agenda for the staff meetings, and assignments given to project officers. In writing a new task, each task includes the following information:
- An Event Project Officer (PO's last name on the task sheet)
 - The word SASI or ASI (to indicate which instructor is assigned that particular project)
 - A Title (that describes the project in a few words)
 - A target date for completion
- 10.4 PO's Report Status of Tasking During Staff Meetings** Project officers will report the status of a task that is either in progress or has been recently completed. At each staff meeting if there is a task on the sheet that project officer will report on the progress to the Group Commander.
- 10.5 Meeting Attendees** Those required to attend the staff meetings are the following:
- Executive Staff** – Group Commander, Deputy Commander, and Command Chief Master Sergeant
 - Squadron Commanders** – Operations, Operations Support, Drill, Logistics, and Special Programs
 - Staff Flight Commanders** – Personnel, Info Management, Public Affairs, APT, KHAS, Supply, Computer Services, ROK, and Finance
 - Class Flight Commanders** – All flights will be represented
- 10.6 SASI/ASI Attendance** The SASI/ASI will be present during all staff meetings to offer advice and assist the cadet staff.
- 10.7 Meeting Location and Time** Staff meetings are held every Tuesday in the Staff Room at the beginning of lunch.
- 10.8 Responsibilities** Each staff member is expected to volunteer for at least 1 project per semester.
- 10.9 Attendance Policy** As a member of the cadet staff you are required to attend the weekly staff meetings. If you are unable to attend you should send someone in your place or have a note explaining your absence. If you have 3 unexcused absences you may be removed from your position or be demoted.

ATTACHMENT 1

CLASSROOM PROCEDURES

1. Cadets must be in the classroom and standing behind their seats before the bell.
2. The Flight Commander will be positioned in front of the classroom.
3. The Flight Sergeant is positioned to the left of the Flight Commander.
4. The Flight Commander calls the flight to attention and the following takes place.
5. The remainder of the start of class procedures follows:

	<u>Command:</u>	<u>Response:</u>
Flt Cdr:	- "Flight-Attention"	- Cadets stand at attention behind their seats.
	- "Present-Arms"	- Cadets salute
	- Faces Flag	- Leads Pledge of Allegiance
	- "Order-Arms"	- Cadets drop salute
	- Faces Honor Code	- Leads flight in Cadet Honor Code
Flt Cdr:	- "Flt Sgt. - Take Attendance"	- At same time, both salute.
Flt Sgt:	- "Elements Report"	
Elem. Ldrs:	- First Element, all cadets present or Cadet Jones absent.	
Flt Sgt:	- Responds "Very Well"	
Flt Sgt:	- Reports to Flt Cdr. "All Cadets Present Sir/Ma'am", or names of cadets missing	
Flt Cdr	- "Very Well - Dress the Room".	
Flt Sgt	- "Dress the Room".	
Flt Cdr	- After SASI or ASI enters the room reports: "All cadets present sir"	

6. The flight commander and flight sergeant are responsible for maintaining discipline and order during the class. When the flight leaves classroom for an activity, the flight commander calls the flight to attention and gives direction to the flight.
7. When cadets return to the classroom after an activity, they will return to their seat and stand at parade rest until directed to take seats by the instructor.
8. At the end of the class, the flight commander will call the cadets to attention, make any final announcements and dismiss the flight.

Attachment 2

Lakenheath Air Force Junior ROTC - Promotion Request Form

(Last Name, First Name) _____ Flight __ Cadet Rank ____ AS Level __

DIRECTIONS: This is your Promotion Request Form (PRF). In order to be promoted, you are required fill it out and hand it in before the assigned suspense date. This must be filled out in a neat and legible manner. Take your time. Fill out or check all of the blanks. If something does not apply to you put a N/A in the blank.

1) I am a member of Group Staff. (Does Not include specialist) _____ YES _____ NO

a) My job is _____

2) I am a member of the Flight Staff. _____ YES _____ NO

a) I am the Flight _____

3) I am a member of the Color Guard or Drill Team. _____ YES _____ NO

4) I am a specialist _____ YES _____ NO

a) I am a specialist in _____

b) I have attended _____ specialist meetings.

c) I cannot attend specialist meetings because _____

5) I have participated in the following AFJROTC after school activities.

Activity	Hours Worked
_____	_____
_____	_____

6) I have participated in the following Community Service.

Activity	Hours Worked
_____	_____
_____	_____

7) I have earned _____ service points during this promotion period.

8) I cannot attend AFJROTC after school activities for the following reasons: (explain)

9) I am involved in the following school-sponsored co-curricular activities.

10) Please consider the following other information towards my qualification for promotion:

11) I am a member of the National Honor Society. _____ YES _____ NO

12) I am a member of the Kitty Hawk Air Society. _____ YES _____ NO

13) I am a member of the Royalty of Knights. _____ YES _____ NO

This Past Quarter:

- 14) I have received _____ demerits and _____ merits
 a) Explain _____
- 15) I have missed _____ uniform wears that have not been made up .
- 16) I have had _____ school detentions.
 a) Explain _____
- 17) I have had _____ external suspension(s).
 a) Explain _____
- 18) I have had _____ Honor Code violations.
 a) Explain _____
- 19) My AFJROTC classroom grade, this past quarter, was a _____.

To eligible for promotion the following criteria must be met:

- You must have passed all but one class in which you are enrolled, and have made an overall GPA of at least a 2.0 during the last semester.

I certify that all the information I have given above is accurate.

 (Signature and Date)

.....
Promotion Recommendations

(Please Circle one)

*Staff Members Please **Print** Last Name and Sign before circling Recommended or Not. If not recommended, note the reason. (I.e. Uniform Wear, Grades, Conduct, Staff Performance, Outstanding Demerits.)*

	<u>Circle</u>	<u>Reason</u>
Flight Commander _____	Recommended or Not	_____
Squadron Commander _____	Recommended or Not	_____
Group Commander _____	Recommended or Not	_____
ASI _____	Recommended or Not	_____
SASI _____	Recommended or Not	_____

Attachment 3

UK-073 Cadet Expectations Contract

I, (print your name) _____, Flight: ___ have enrolled in the Lakenheath American High School Air Force Junior Reserve Officer Training Corps (AFJROTC) program. I am a volunteer and understand what is expected of me. I therefore agree to follow the below listed expectations.

- 1) Uniform Wear. I will wear the uniform issued to me a minimum of once a week and clean it as directed by the Senior Aerospace Science Instructor/Aerospace Science Instructor (SASI/ASI).
 - a) Mandatory Events. I will wear the uniform to mandatory AFJROTC activities.
 - b) Grooming and Appearance. I will maintain my hair and personal appearance within published standards while wearing the uniform.
 - c) Uniform Failures. I understand if I receive three uniform failures during a semester, I may be dropped from AFJROTC with an F.
 - d) Uniform Turn-In. I will turn in government issued uniform(s) as directed by the SASI/ASI.
- 2) Honor Code. I will abide by the cadet Honor Code both in and out of school, and will refrain from behavior that will discredit the school or the Corps.
- 3) School Rules. I will obey and help enforce Lakenheath American High School student rules of behavior, AFJROTC rules.
- 4) Grade Point Average. I will maintain a 2.0 Grade Point Average in my high school courses, and at least a C in JROTC in order to be allowed to participate in cadet staff, off-campus activities, and encampments.
- 5) Class Attendance. I will attend classes unless excused according to school policy.
- 6) JROTC Classroom. I understand if I demonstrate indifference to the classroom component of AFJROTC by not preparing and participating in class, not completing assignments and projects, I may not be allowed to reenroll for the following semester.
- 7) Monetary Responsibility. I will accept monetary responsibility for the issued uniform, books, and equipment.
- 8) Active Duty Promotion. I understand that I may be promoted to E-3 in the active duty military upon completing three successful years in the JROTC program.

I understand and will abide by the conditions of this contract.

_____ / _____ Cadet Signature/Date

I have discussed the above with my son/daughter. I assume responsibility for the cost of issued uniforms and books, which are government property, if my son/daughter damages them beyond fair wear and tear, and/or does not turn them in. I understand that if I fail to reimburse for any of these costs that the government can initialize collection action through the appropriate government command and financial agency(s).

_____ / _____ Parent Signature/Date

ATTACHMENT 4

UK-073 Staff Meeting Absence Notice

Staff Meeting Absence Notice

Cadet _____, it has been brought to our attention that you have missed _____ staff meetings, without representation. Take notice that if you miss _____ more meetings, you may be removed from your position with loss of your temporary rank.

DATE

**DEPUTY GROUP
COMMANDER**

I, cadet _____, understand that I have missed _____ staff meetings without representation and that if I miss any more than I may be removed from my position with loss of my temporary rank.

DATE

CADET

Note: 1) The Deputy Commander will fill out and sign the top portion of the form and have the cadet sign the bottom. The top half is given to the cadet to keep and the Deputy Commander keeps the bottom half for the record.

_____ Flight _____ Last Name _____ First Name		/ / / / / / / / / / / /										
		Week:	1	2	3	4	5	6	7	8	9	10
		Date:										
1	Hair											
2	Hat											
3	Name Tag, Belt											
4	Ribbons											
5	Fingernails											
6	Jewelry											
7	Rank											
8	Collar Tab											
9	Unif Clean											
10	Unif Patches & Fit											
11	Shoes											
12	Socks											
13	Bearing/Knowldg											
14	Correct Uniform											
15	No Repeats											
Total Pts/Grade												
SASI/ASI Initials												
Inspection Criteria												
1	Hair	Air Force Instruction 36-2903										
2	Hat	Worn properly, labeled inside										
3	Name Tag, Belt	Name Tag, Belt										
4	Ribbons	Neat, Clean, and in the Right Order										
5	Fingernails	Natural Color										
6	Jewelry	3 Rings Max, 1 Watch, 1 Bracelet, Appropriate Earrings										
7	Rank	Aligned Properly										
8	Collar Tab	Positioned Correctly										
9	Unif Clean	Free of Soil, Lint, Strings, Pressed, Shirt Collar Clean										
10	Unif Patches & Fit	Patches placed correct, no strings, trou and slve hem lvl correct										
11	Shoes	Shined, Edge Dressing Used										
12	Socks/Hose	Black socks or hose worn as appropriate										
13	Bearing/Knowldg	Displays proper bearing and answers knowledge question										
14	Correct Uniform	Wearing assigned uniform combination										
15	Subtract 1 point for each repeat discrepancy											

