

TEXAS 31ST AIR FORCE JUNIOR ROTC



CADET GUIDE



TEXAS 31ST AIR FORCE JUNIOR ROTC WING Arlington High School

FORWARD

The Texas 31st Air Force Junior ROTC Wing was established in Arlington High School in 1969 by an agreement between the Arlington Independent School District and the United States Air Force.

The AFJROTC curriculum includes aerospace science academic instruction and leadership training. The Senior Aerospace Science Instructor and the Aerospace Science Instructors are retired Air Force personnel with many, many years of Air Force experience. They have extensive backgrounds in professional military education and Air Force training.

The Cadet Corps is managed and operated by cadet officer and enlisted personnel. Through the cadet organization, cadets direct activities and learn leadership skills.

This cadet guide contains policy guidance, requirements, and rules of conduct for AFJROTC cadets in the TX-31st AFJROTC Wing. Each cadet is required to study this guide and will be held responsible for its content. However, this is merely a guide. It cannot replace cadet initiative, common sense, and good judgment.

As Instructors for the AFJROTC program in the Arlington Independent School District, we welcome you into the program and wish you great satisfaction as cadets with the TX-31st AFJROTC Cadet Corps.

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AFJROTC TX-031 CADET CORPS OPERATION

This handbook establishes Arlington High School's AFJROTC TX-031 Aerospace Science course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, cadet conduct, uniform and personal appearance standards, and the cadet corps' organization, operation, and extracurricular activities. This handbook supplements leadership texts and Air Force and AFJROTC directives. All cadets will read this handbook, maintain a copy of it, know its contents, and comply with its standards to satisfactorily meet AFJROTC course objectives. The Cadet Corps Commander will review this handbook at least annually and recommend changes to the SASI.

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PROPERTY OF CADET

Chapter 1

MISSION, ENROLLMENT, CONTRACT, CODES, AND ORGANIZATION

SECTION A--MISSION AND OBJECTIVES

1.1 AFJROTC Mission. Develop informed citizens; stimulate interest in aerospace careers; strengthen character and self discipline; encourage completion of high school and pursuit of higher education and vocational goals; promote understanding of the role of the citizen soldier in a democratic society; teach aerospace science; promote community service; and teach social values and life skills.

1.2. Objectives. Cadets will:

1.2.1. Understand the need for national security, authority, and military in a democracy

1.2.2. Develop patriotism

1.2.3. Develop habits of order and discipline using the military training model

1.2.4. Develop strong morals, self-reliance, and self esteem, leadership, and communication skills

1.2.5. Be familiar with the aerospace age, doctrine, and career opportunities

1.2.6. Be familiar with military customs, courtesies, and traditions

1.2.7. Graduate from high school and pursue higher education or vocational goals

1.2.8. Develop social skills and values and adhere to the Cadet Code of Conduct and Honor Code

1.2.9. Participate in community service activities

1.2.10. Follow the rules of parents, school administrators, teachers, and community officials

SECTION B--ENROLLMENT AND DISENROLLMENT

1.3. Enrollment. Cadets must be a full time student in good standing at Arlington ISD (AISD); be a US citizen or an alien applying for permanent residence; be above the eighth grade level; and be of good moral character. **CADETS MUST BE ABLE TO PHYSICALLY FIT AND PROPERLY WEAR A STANDARD TARRIFF SIZE AIR FORCE UNIFORM. CADETS MUST BE PHYSICALLY ABLE TO PARTICIPATE IN AFJROTC PYSICAL TRAINING.** There is no military service obligation for AFJROTC enrollment.

1.4. Disenrollment. Students who fail to meet and maintain AFJROTC standards of academic achievement, personal conduct and appearance as prescribed by the Air Force may be dis-enrolled by the SASI. The SASI can disenroll, with no course credit with the concurrence of the appropriate principal, a cadet who does not:

1.4.1. Wear the uniform, three or more unexcused times in any grading period

1.4.2. Pass an aerospace science course.

1.4.3. Maintain personal appearance (hair, jewelry, tattoos) and uniform standards.

1.4.4. Abide by AISD and Arlington High School student rules of behavior. History of suspensions and any expulsion are reasons for disenrollment.

1.4.5. Follow classroom rules, maintain a positive attitude towards training, comply with classroom procedures, and remain in control and disrupts the class frequently

1.4.6. Abide by the Cadet Code of Conduct, Honor Code, or Code of Ethics

SECTION C--EXPECTANCY, HONOR CODE AND AIR FORCE CORE VALUES.

1.5. Cadet Expectancy Sheet. All cadets will complete annually or upon enrollment the cadet expectancy sheet shown in Attachment 9, which will be filed in their Cadet Personnel Record.

1.6. Cadet Honor Code. "A Cadet will not Lie, Cheat, or Steal, or Tolerate those who do." These simple words are the basis for a code to live by that will last the remainder of a cadet's life. These are simple but tough rules to live by as reflected in the troubling and alarming number of students who freely admit they cheat in school. However, these words are specific and clear in their demands and are still relevant in our society. A cadet should be HONEST in both words and deeds. A cadet should not make quibbling and evasive statements, should do their own work, and assist others in a sense of cooperation to meet corps' goals. Trustworthiness not just in battle but throughout life is not only noble but necessary for the welfare and continued existence of our civilized society. The code requires self control and a conscious effort to not take the easy road to short term success, but to take the road that requires hard work for long term success. Eventually living by the code will become an ingrained habit and a part of the cadet's total lifestyle. The Honor Code stresses that lying, cheating, or stealing is not tolerated and that HONOR is a noble, moral standard that is the essence of not only the Corps but our civilized society.

1.7 Air Force Core Values. "Integrity First, Service Before Self, Excellence in All We Do." Cadets should instill these values in themselves and their fellow cadets to the best of their ability at all times.

SECTION D--ORGANIZATION

1.8. Organization. The AFJROTC TX-031 Cadet Corps is organized as a Cadet Wing.

1.9. Job Descriptions. Job descriptions are contained in the continuity books located in room D-204. Like the Air Force, job responsibilities and duties will increase with promotion. Cadets earn their job assignments and are entrusted to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

1.10. Chain of Command. Each cadet will know the chain of command and the names of the people assigned to the positions contained in Attachment 1. The Chain of Command defines lines of authority and communication. Cadets WILL 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. A PERSONAL MATTER, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS ON ACADEMICS WILL BE ADDRESSED DIRECTLY AND IMMEDIATELY TO ONE OF THE AFJROTC INSTRUCTORS.

Chapter 2

CLASSROOM RULES/PROCEDURES, GRADING SCALE, AND DISTRIBUTION

2.1. Classroom Rules. All cadets will abide by the following class rules to receive AFJROTC course credit.

CADETS WILL NOT:

- 2.1.1. Chew gum, eat food, or drink beverages in the classroom, cadet area, or instructor office.
 - 2.1.2. Violate AFJROTC or AISD dress standards. (Air Force earring standards for male and female will be followed in all AFJROTC classes and activities. AISD dress standards will be enforced during all corps sanctioned activities.)
 - 2.1.3. Talk when the instructor or a guest lecturer is talking unless recognized
 - 2.1.4. Write on the chalkboard, bulletin board, whiteboard, or on any other visual aid without the instructor's permission
 - 2.1.5. Place books, athletic/book bags, purses, or other personal belongings in aisles, or walkways
 - 2.1.6. Sleep or put head down on the desk unless authorized by instructor due to illness
 - 2.1.7. Be loud, disruptive, or participate in any form of "horseplay"
 - 2.1.8. Forget to always address the instructor or guest lecturer as "Sir" or "Ma'am" or cadet officers and NCOs when in uniform or in formation (in or out of uniform) as "Sir" or "Ma'am"
 - 2.1.9. Enter instructor offices without being given permission to enter and to address the instructor
 - 2.1.10. Come to class not prepared. Cadets will bring notebooks, pencil(s), pen(s) with black or blue ink, and aerospace science books for assignments.
 - 2.1.11. Be disrespectful, inconsiderate, threatening, or use vulgarity towards teachers, visitors, or other students
- 2.2 Classroom Procedures. The following are the daily classroom procedures:
- 2.2.1 Bring a three ring binder divided into eight sections (1 section for each H.S. Course), notepaper, pin and pencil, AFJROTC homework assignments, books, all other academic materials required by the instructor.
 - 2.2.2. Enter quietly and orderly. Stand by your desk until the Flight Commander calls the class to attention and leads the Pledge of Allegiance to the Flag.
 - 2.2.3. The Flight Commander will call the Flight Sergeant to "Front and Center". The Flight Sergeant will call for the Element Leaders to "Report." The Element Leaders will report, "All Present or accounted for, Sir or Ma'am" or "Cadets (by name) not accounted for, Sir or Ma'am." The Flight Sergeant will report to the Flight Commander who will then report to the Aerospace Science Instructor. Remain at attention for further instructions.
 - 2.2.4. When late for class, place the appropriate pass on the Instructor's desk as you enter quietly, salute the Flight Commander, wait until it is returned and take you seat.
 - 2.2.5. Prior to the end of class cadets will clean out their desks, pick up any trash in the immediate vicinity of their desks, align their desks with others in their elements, and prepare to stand for dismissal.

2.2.6. The Flight Commander/Sergeant will call the flight to "ATTENTION". Cadets will come to the position of ATTENTION at the left side of their desk and wait for further instructions.

2.2.7. Flight Commander/Sergeant will check that all trash is picked up and the desks are aligned. Flight Commander/Sergeant will then "DISMISS" the flight. Cadets can then retrieve their personal belongings and quietly depart the classroom.

2.2.8. The Flight Commander or in their absence their Flight Sergeant is responsible for the conduct of their flight during the class period. All cadets will abide by any Flight Commander/Sergeant instructions.

2.2.9. The Flight Guidon Bearer will retrieve their Flight's guidon during drill and return it to room D-204 at the end of the class period.

2.2.10. When asking or answering questions in class cadets will stand, state their name, "Cadet (Last Name)" and proceed with the question or answer as appropriate.

2.3. Grading Scale. Aerospace Science Instructors will use the following weighted grading scale and assign a letter grade using the AISD published grading scale.

	Percent of Grade
Academics (Homework/Exams/Quizzes)	40
Leadership (Drill, Uniforms, Military Bearing)	40
Physical Training (PT) (Uniform and participation)	20

2.4. Cadet Bulletin/Announcement Boards and Cadet Distribution Boxes. Flight Commanders and Flight Sergeants will review the chalk board in room D-204, check their distribution box and pass-on information to their flights. All cadets will review the information located on the announcement boards in each AFJROTC Classroom.

Chapter 3
CUSTOMS AND MILITARY COURTESIES

3.1 General: Cadets are expected to observe correct military conduct at all times. This will reflect credit upon themselves, their parents, the unit, AISD, and the U.S. Air Force.

3.1.1 **A Custom** (defined by Webster) is a common tradition so long established that it has the force or validity of law, such as the military salute. The salute is a traditional greeting between military personnel. The way cadets execute a salute is important. A smart salute indicates pride in self and corps. A sloppy, lackadaisical salute indicates lack of confidence and pride. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.

3.1.2. Cadets should salute all senior ranking officers when wearing the uniform outside and not under cover.

3.1.3. Cadets will not render hand salutes indoors EXCEPT when formally reporting to an AFJROTC instructor or formal board.

3.1.4. Cadet Officers senior in grade when in uniform.

3.2. **United States Flag.**

3.2.1. When in uniform outdoors, and the national anthem or "To the Colors" is played, stand at attention, face the flag (or direction of music), render the military salute, and hold it from the first note of the music until the last note. When in civilian clothes, stand at attention, face the flag(or music), and place the right hand over the heart. A male removes his hat, holds it in his right hand, and places his right hand over the heart. A female places her right hand over her heart but does not remove her hat.

3.2.2. When attending any outdoor event and a U.S. flag is carried past, the cadet, if in uniform, should stand at attention, face the path of the flag, render a proper salute six paces before the flag is even with them, and hold the salute until the flag passes six paces beyond them.

3.2.3. When ceremonies occur indoors and the national anthem or "To the Colors" is played, face the flag and take the position of attention. If the flag is not visible, take position of attention and face the music. Do not salute unless under arms.

3.2.4. Pledge of Allegiance. In outside military formations and ceremonies, the Pledge of Allegiance shall not be recited. At protocol functions, social, and sporting events which include civilian participants, cadets should when in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute. When in uniform indoors, stand at attention, remain silent, face the flag, recite the pledge, and hand salute is not rendered.

3.3. **Military Courtesy:** Proper military courtesy is "the customary rules of conduct or behavior in polite society". Our civilized society operates smoother and is more pleasant to live, go to school, and work in when all members practice proper etiquette and good manners. The axiom, "Treat Others as You Want to Be Treated", is a good one to live by and is the desired behavior of all cadets. Cadets should:

3.3.1. Say "Please" and "Thank You"

3.3.2. Use "Yes Sir/Ma'am" when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors at all times.

3.3.3. Not keep people waiting

3.3.4. Not gossip

3.3.5. Use proper telephone etiquette

3.3.6. Use "Mr, Ms, or Mrs" and last name when addressing civilians and "Military Grade" and last name when addressing military personnel

Chapter 4

PERSONNEL

SECTION A—CADET RANK

4.1. Cadet Rank. There are two rank categories a cadet may hold. All references to cadet rank will have the word "Cadet" as part of the cadet rank, i.e. Cadet Major Josh Smith. Rank is represented by standardized AFJROTC insignia which are worn on the cadet uniform. Cadets must also know and recognize active military service ranks. Two cadet rank categories are:

4.1.1. Permanent rank. This rank is equal with the number of years of successful AFJROTC completion which will be awarded the second semester, provided satisfactory progress has been made for the entire year. Retention of the permanent rank is contingent upon satisfactory performance and behavior. Permanent rank for the first year is CADET AIRMAN, second year CADET AIRMAN FIRST CLASS, third year CADET SENIOR AIRMAN, and fourth year CADET STAFF SERGEANT.

4.1.2. Temporary Rank. Cadets will be awarded temporary rank based on their cadet job and performance. Since the rank is temporary, cadets will revert to their permanent rank once they are no longer in the job position. Officer ranks are hard to achieve and will normally be awarded to seniors and some junior cadets only. Thus, a cadet officer's entire academic record and conduct will be closely scrutinized by the instructors to determine if officer rank will be awarded and retained. A cadet will wear the insignia of the cadet temporary rank. Normally, cadets will not hold a temporary rank higher than the maximum rank authorized for the job in the Unit Manning Document (UMD).

SECTION B--HAZING

4.2. Hazing of cadets will not be tolerated and is **STRICTLY PROHIBITED**. Instructors will deal harshly with any cadet who uses their leadership position, seniority, or rank to engage in behavior, physical or verbal, that is demeaning, retaliatory, or dangerous for personal gain. This prohibition includes directing a cadet to do pushups or other physical activities for punishment or to directing comments towards a cadet that can be interpreted as threatening, demeaning, or containing prejudicial comments or overtones. The SASI will brief all cadets on this policy.

SECTION C--CADET BOARD

4.3. Cadet Board. Instructors will convene a Cadet Action Board, chaired by the cadet corps commander to recommend:

4.3.1 Promotion and promotion policies

4.3.2. Policy review

4.3.3 Extra curricular program standards

SECTION D--CADET PROMOTIONS

4.4. Objectives. The cadet promotion system promotes cadets to permanent ranks commensurate with the number of years of successful completion of AFJROTC, promotes cadets to temporary grades to fill cadet jobs, and promotes exceptional performers. The cadet job assignment system places cadets in leadership jobs where they can demonstrate and refine their leadership skills. Promotions and assignments are not based solely on past

performance, but on the cadet's potential and willingness to assume jobs of increased responsibility. Promotions are tied to assignment to leadership jobs where a cadet can make and learn from their mistakes.

4.5. Responsibilities. The SASI will approve all personnel actions.

4.6. Promotion and Job Assignment Selection Criteria:

4.6.1. Academic and Leadership Performance. How well does the cadet perform in all their academic studies and the AFJROTC leadership lab? Does the cadet complete assignments, seek out responsibility, and work well with other cadets?

4.6.2. Leadership and Management. How well does the cadet perform assigned cadet duties? Is the cadet considerate of the needs of others? Do they maximize use of available resources? Can they motivate cadets or do they do all the work themselves? Do they serve as a good role model? Do they manage time well? Have they shown leadership potential? Do they need an opportunity to exhibit leadership potential?

4.6.3. Co-curricular Activities. To what degree do they participate in cadet activities within constraints of work and other obligations? Do they volunteer for community, school, and Corps service activities? If they are active in other school activities, do they assume and seek out leadership positions?

4.6.4. Responsibility and Conduct. How well does the cadet accept school and AFJROTC duties and responsibilities? Is the cadet punctual? Does the cadet set the example by adhering to class rules? Can the cadet follow simple instructions? Does the cadet take responsibility for their actions and other cadets assigned to them? Does the cadet serve as a positive role model for other cadets in conduct, uniform wear, and personal appearance? Does the cadet assume training responsibilities for other cadets? Is the cadet an active spokesman for AFJROTC? Do they display a positive attitude?

4.6.5. Promotion Boards. How well does a cadet score on the promotion board that shows their level of understanding of corps policies and procedures and military customs and courtesies.

SECTION E--CADET AWARDS & DECORATIONS

4.7. The cadet awards and decorations program fosters moral, esprit de corps, and recognizes achievements of AFJROTC cadets. Paragraphs 4.9 – 4.19. are some examples of ribbons that cadets can start earning right away.

4.8. Academic Ribbon. Awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic term, in addition to an “A” average in AFJROTC.

4.9. Leadership School Ribbon. Awarded for completion of an approved leadership school program of at least 5 days duration. Add an “H” Device for completion of an Air Force Honors Camp (provided by HQ AFJROTC at camp site). Add a silver star for outstanding performance or leadership ability at a Leadership School.

4.10. Orienteering Competition Ribbon. Awarded to team members for “placing” in an orienteering meet.

4.11. Service Ribbon. Awarded for participation in school, community, or AFJROTC service projects. One hundred points are required for the ribbon. Points are awarded at a rate of 10 points per hour of service.

4.12. Longevity Ribbon. Awarded for completion of each AS year.

4.13. Physical Fitness Ribbon. Awarded for sustained participation in a locally developed physical fitness program. The SASI decides the criteria for how this ribbon is awarded.

4.14. Recruiting Ribbon. Awarded for outstanding effort in support of unit recruiting activities. Ribbons are awarded for each new cadet successfully recruited.

4.15. Activities Ribbon. Awarded for participation in cocurricular activities other than Drill, Color Guard, and Saber teams. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. The SASI decides the criteria for how this ribbon is awarded.

4.16. Attendance Ribbon. Awarded to cadets with no more than 4 excused absences and no unexcused absences in an academic term.

4.17. Good Conduct Ribbon. Awarded to cadets with no suspensions of any kind, no adverse reports from other staff of faculty in an academic term.

4.18. Dress and Appearance Ribbon. Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards.

Chapter 5

UNIFORMS, EQUIPMENT, BOOKS, AND PERSONAL APPEARANCE

SECTION A--ACCOUNTABILITY, CADET RESPONSIBILITIES, AND GENERAL POLICIES

5.1. Three Ring Binder. Each cadet is required to purchase and maintain a three ring binder, subdivided into 8 sections (1 section for each H.S. Course), notepaper, pen and pencil. If a cadet is required to maintain a three ring binder in another course, they may use that binder to meet the criteria for this course as long as it is subdivided into 8 sections. The binders will be required at the beginning of each class and will count against the leadership grade.

5.2. 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. Thus, wear it proudly and correctly! Cadets must keep the uniform clean, neat, and in good condition at all times, with badges, ribbons, insignia, and other metallic devices properly maintained. UNIFORM DAY FOR TX-031 is WEDNESDAY/THURSDAY! Only the Instructors will grant exceptions to this policy. All cadets will wear the uniform the entire school day from when the first bell rings until when the final bell rings dismissing students. Students involved in work study must be get an exception to the uniform wear policy from the Instructor or wear the uniform as required.

5.3. Uniform issue. When a cadet is issued a uniform; they must pay the required cleaning deposit, sign a Uniform Issue Receipt Form and place their initials beside each issued uniform item. Cadets will also sign for books and course materials that are issued to them on a book issue or other receipt form showing quantity, control number, and condition. Each item then becomes the responsibility of the cadet for its care and maintenance. If an item is lost or willfully or negligently destroyed, beyond normal wear and tear, the cadet must pay for it at current replacement cost. The Instructor will publish a price listing for all accountable items. Any item substitution must be authorized by the Instructor prior to purchase.

5.4. Cleaning. Cadets will be issued one complete, clean uniform with all accessories and insignia. They will also be required to pay for replacement of Air Force blue name tags. Cadets will pay to dry clean and launder uniforms during the school year. Service dress, jacket, pants, skirts, ties, tabs, flight caps, and windbreakers are DRY CLEAN ONLY.

5.5. Return of Uniform and Other Issued Items. Cadets will return all items issued except for shoes, socks, and PT uniforms (T-shirt, shorts, sweat shirt & pants) or pay for them at the end of the school year or upon disenrollment during the school year. Books must be returned in the same condition that they were issued, minus normal wear and tear. CERTIFICATES OF COMPLETION OR MILITARY TRAINING WILL NOT BE RELEASED UNTIL ALL AFJROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR. COLLECTION ACTION CAN ALSO BE INITIATED THROUGH THE APPROPRIATE FINANCE AGENCY(S).

5.6. Recommendations to Prevent Paying Uniforms/Other Issued Items. To prevent paying for uniforms, books, and equipment:

5.6.1. DO NOT leave items unattended or in unlocked or shared lockers

5.6.2. DO NOT lend items to other cadets

5.6.3. DO NOT allow others to turn in accountable items

5.6.4. DO NOT carry flight caps with books but tuck them under the belt on the left side, opening to the rear

5.5.5. DO PLACE their name in their hat/jackets

5.6.6. TURN IN any found uniform items to an AFJROTC instructor or to the main school office

5.6.7. RETURN uniform items that become worn or otherwise unserviceable to the Instructor. If unserviceable due to normal wear and tear, item will be replaced at no cost. **If a uniform item does not fit, return promptly for replacement.**

5.7. Uniform Wear Standards. Cadets will wear the uniform as prescribed in AFI 36-2903. Refer to announcement boards for proper uniform wear and combination standards. If authorized by the instructor, an "ABU" uniform may be purchased and worn to designated cadet activities and orientations. The ABU uniform must be complete (name tap, AFJROTC tap, patches, hat, boots, belt, rank, etc...) before it may be worn. When participating in orientation flights or field trips, the instructor will prescribe the uniform to be worn in a field memorandum.

5.8. Weekly Uniform Wear Day Criteria. Cadets will wear the service dress uniform when directed by the instructor through the Cadet Corps Commander. On mandatory uniform days, cadets must wear the combination authorized by the Cadet Wing Commander. Refer to the announcement board and or chalk board in room D-204 for the authorized uniform during each week. Cadets will be inspected on uniform wear and personal appearance on uniform days using the Instructors inspection sheet (see attachment 8).

5.9. Uniform Wear Make Up Policies. Each cadet will ensure that the uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. Uniform days are Wednesdays and Thursdays depending upon where you are on the A/B cycle. **PLANNING AHEAD** is the key. Assemble the uniform, iron shirts, and polish shoes the night before. "The uniform is in the cleaners, is too small, or I'm missing uniform items" are not excuses for not wearing the uniform. Cadets who need replacement uniform items must coordinate their needs with their instructors after school. **UNIFORMS ARE NOT ISSUED DURING THE SCHOOL DAY.** A cadet who reports to class without wearing the uniform or who doesn't wear it all day will receive a zero. Cadets who miss a uniform day and have an excused absence can make it up (100%) by wearing their uniform the next class day. Cadets who are unexcused and miss a uniform day will receive a zero, but can make up with a 20 point penalty (80% maximum) by wearing it all day during the next AFJROTC class day. Failure to wear the uniform as directed and not make up any absences will seriously jeopardize the course grade. SASI will consider disenrollment after three failures to wear the uniform during any grading period.

5.10. Uniform and Civilian Clothing. Cadets will not mix uniform and civilian clothing. Mixing unauthorized civilian items with the uniform more than three times will be cause for disenrollment from AFJROTC. Civilian coats may be worn when the temperature is below 45 degrees F.

5.11. Prohibited Activities When Wearing Uniform. Cadets may not hitch hike, perform labor, engage in sport activities, or do anything that would degrade the uniform. Further, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Arlington ISD, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet and enhances the corps' image throughout the community. Thus, wear the uniform **PROUDLY** and constantly strive to present a neat, clean, and well groomed appearance at all times.

SECTION B--MALE UNIFORMS (REF. Attachment 7)

5.12. Male Uniforms. There are four combinations of male cadet uniforms. They are: Combination 1: the Service Dress Uniform which includes the coat, shirt, trousers, and accessories; Combination 2: the long sleeve light blue shirt, trousers, and accessories; and Combination 3: the short sleeve light blue shirt, tie, trousers, and accessories. Combination 4: the short sleeve shirt, without tie, trousers, and accessories. See this handbook, the announcement board, the Leadership I textbook, and AFI 36-2903 for proper placement and maintenance of authorized uniform accessories.

5.13. Belt. Dark blue with silver tip, 1 1/4 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

5.14. Coat, Service Blue. With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned and NOTHING is carried in outside pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, common areas, or cafeteria). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and **BUTTONED** before leaving the classroom. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve.

5.15. Cap, Blue Service ("Wheel Cap"). This is an optional item for cadet officers and graduating seniors that may be purchased by the cadet from clothing sales. It is worn squarely on the head with a two finger spacing between the bridge of the nose and the bill of the cap. Service cap will have a plain visor.

5.16. Cap, Blue Garrison ("Flight Cap"). Worn slightly to the right with vertical crease at center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. Flight cap will not have officer silver braid.

5.17. Jacket, Light Weight, Blue Windbreaker. Must be zipped up at least halfway. Sleeve cuff, collar, and side sizing tabs on lower side hems must be buttoned. The windbreaker will not be worn over the service dress jacket or with civilian clothing. The jacket will have the unit patch on the right sleeve and AFJROTC patch on the left sleeve.

5.18. Shirt, Light Blue, Long Sleeve with Epaulets. Sleeves should extend to the heel of the thumb. Military creases in front and back are prohibited. Shirt is always worn with the tie and the top button is always buttoned. The shirt sleeves will remain buttoned.

5.19. Shirt, Light Blue, Short Sleeve with Epaulets. With arm bent at a 90 degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. If worn with an open collar, a "V" neck tee-shirt must be worn so that no top of the tee-shirt is exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirt tail is pulled down into the trousers tightly and tucked at the sides to make it nearly form-fitting. The only creases on the shirt are down the sleeves. A pen or pencil may be carried in the shirt pocket if they do not show or interfere with the flap being buttoned or staying flat against the chest. Bulky items such as glasses will not be carried.

5.20. Socks. Socks must be **BLACK**. Other dark colors are not authorized..

5.21. Tie, Blue. The tie is secured by either a windsor or four-in-hand knot. The tip of the tie will extend no more than 1 and 1/2 inches above or below the belt line. It is worn outside the shirt and is not tucked in. Pre-tied ties and the tie tac or clasp bearing the official Air Force Coat of Arms are not authorized.

5.22. Trousers, Dark Blue. Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The trousers must be of matching material to the service coat and the cap. The rear pocket of the trousers will be buttoned always and articles should not be bulky and not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

5.23. Shoes. Black male oxfords. Shoes will be laced to the top and will be highly shined. The soles and heel edges will be coated with sole and heel dressing. Optional high gloss black corfam shoes or patent leather are authorized at the cadet's own expense.

5.24. Undergarments will be worn with the uniform and will be conservative, commercial style, and white in color.

SECTION C--MALE PERSONAL APPEARANCE

5.25. Hair must be clean, neat, and trimmed. It should present a groomed, tapered appearance. The thickness and length of the hair will not interfere with the proper wear of issued headgear. The hair must not touch the ears or collar or protrude below the front band of the headgear. It will not be worn in an extreme or fad style. Sideburns will be neatly trimmed in the same manner as the hair. Sideburns will not extend beyond the bottom of the ear opening, must be straight and even in width, and end with a clean shaven, horizontal line. Cadets may wear conservative sunglasses, except while in formation, and watches.

5.26. Earrings are not authorized to be worn. Fingernails will be neat, clean and, trimmed. No more than three rings will be worn at any one time and one bracelet may be worn which can not be wider than one inch, detract from the military image, or be a safety hazard.

SECTION D--FEMALE UNIFORM REQUIREMENTS (REF. Attachment 3)

5.27. The three female uniform combinations are: the Service Dress which includes the coat, overblouse, trousers or skirt, and accessories; the long sleeve overblouse with trousers or skirt and accessories; and the short sleeve overblouse with trousers or skirt. Authorized accessories are placed and maintained as outlined in this handbook, the Leadership I textbook, and AFI 36-2903.

5.28. Service Coat, Blue. Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in the classrooms when it becomes uncomfortably warm. It may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in school public areas such as hallways, common areas, or the cafeteria. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom.

5.29. Flight Cap, Blue. Worn with the crease straight with the nose, with insignia over the left eye, and worn one inch to one and one-half inches above the eyebrow.

5.30. Hose. Commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral that complement the uniform and the cadet's skin color. Patterned hose is not allowed.

5.31. Socks. Black, commercial socks without design will be worn with slacks and oxfords.

5.32. Jacket, Light Weight, Blue Windbreaker. Should fit loosely over the hips when zipped. Cuffs of the sleeves should cover the wrists but not extend beyond. Overblouse is not exposed below the jacket. Jacket must be zipped up at least halfway.

5.33. Blouse, Light Blue, Short Sleeve, and Rounded Collar. Collar should not meet at front and should be separated by 3/4 to 7/8 inch of tab. Overblouse should hang free of the waist with only a slight inward curve and be long enough to prevent a gap between the blouse and slacks or skirt. Blouse is worn with a crescent-shaped dark blue tab.

5.34. Blouse, Light Blue, Short Sleeve, and Pointed Collar. May be worn with or without tab, except tab is worn with Service Dress Uniform. Blouse is worn tucked in or out.

5.35. Blouse, Light Blue, Long Sleeve, and Rounded Collar. Collar should not meet in the front and should be separated by 3/4 to 7/8 inch of the tab. Collar lies softly around the neck. Sleeves should cover the wrist but not extend beyond. Shirt is worn tucked in with a crescent-shaped dark blue tab.

5.36. Blouse, Light Blue, Long Sleeve, and Pointed Collar. Must be worn with tab at all times and may be worn tucked in or out.

5.37. Slacks, Blue. Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the Instructor. Articles carried in the pockets will not be visible or present a bulky appearance

5.38. Skirt, Blue. Will be free hanging with zipper closure on the left hip. Length will be no shorter than the bottom of the kneecap. Hose will be worn with the skirt.

5.39. Undergarments will be worn with the uniform and will be conservative, commercial style, and white in color.

5.40. Shoes. Will be issued black oxford shoes to be worn with uniform. Shoes will be laced to the top and highly shined. Optional scotch grain black leather or high gloss finish pumps are authorized for female cadets at their own expense. Optional high gloss black corfam or patent leather shoes are also authorized at the cadet's own expense. Heel height must not exceed 2 1/2 inches. Shoes will have plain closed toe and heel, and will not have any ornamentation such as bows, buckles, or straps. Pumps will not be worn for drill since it damages the shoes. When wearing pumps females must bring an another appropriate pair of shoes to change into during drill.

5.41. Purse. May carry a small, black purse. The standard Air Force purse may be purchased and carried at the cadet's expense.

SECTION E--FEMALE PERSONAL APPEARANCE

5.42. Female cadets will not wear or carry exposed on the uniform, pencils, pens, handkerchiefs, and jewelry to include ankle bracelets. One bracelet is permitted if it is neat and conservative and not wider than one inch. They may wear wristwatches, identification bracelets, and pearl, silver, diamond, or gold stud earrings if they do not extend or dangle below the bottom of the ear lobe. Earrings must be spherical or of plain design. They may wear conservative sunglasses, except in military formations, and may wear no more than three rings at any one time.

5.43. Hair. Must be styled to permit wear of any military headgear and will not be worn in any style longer than the bottom of the collar edge at the back of the neck. Exaggerated styles with excessive fullness or extreme heights are prohibited. Hair ornaments such as ribbons will not be worn; however, pins or barrettes VERY SIMILAR in color to the individual's own hair may be worn.

5.44. Cosmetics must be conservative and in good taste.

5.45. Finger nails must be neat, clean, and nail polish, if worn, must be conservative in color and not contain any ornamentation

SECTION F--GENERAL UNIFORM AND PERSONAL APPEARANCE COMMENTS

5.46. Replace buttons promptly. Buttons on the service dress are oxidized silver as are most of the insignia. DO NOT polish.

5.47. Trim loose strings ("cables") and frayed seams on the uniform.

5.48. Necklaces, pendants, and other conspicuous adornments are prohibited

5.49. All authorized ribbons must be worn when in service dress. Ribbons are optional on other uniform combinations but are encouraged to be worn. Ensure they do not become frayed or worn. Cadets may wear ribbons

earned while enrolled in other JROTC programs. Four Civil Air Patrol 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. Instructors will authorize the wear of regular sized medals on the service dress or semi-formal dress uniform for special occasions such as dining outs and the military ball.

5.50. Physical Education teachers will determine whether cadets in uniform are excused from dressing out for physical education class on AFJROTC uniform day.

5.51 Gum chewing, SMOKING or use of any tobacco product, and playing of portable tape recorders, stereos, and CD players are prohibited while in uniform.

5.52. Cadets may wear the Air Force pullover all wool, V-neck, long sleeved, with cuffs sweater as an optional item if purchased by the cadet.

5.53. Umbrellas. Optional, commercial, plain solid dark blue or black without ornamentation are authorized when weather conditions dictate their use.

5.54. Semiformal Uniform. The Instructor will authorize wear of a semiformal uniform to appropriate corps and other formal activities or functions such as dining ins/outs or military balls. For males, this uniform consists of the blue service uniform with white plain shirt and service tie. For females, this uniform consists of the blue service uniform with a plain white blouse with tie tab. Ribbons are worn but not the nametag or flight cap.

5.55. Physical Training (PT) Uniform. The Instructor will prescribe the composition of the PT uniform in a memorandum and when it can be worn. It will consist of a grey short sleeve shirt, blue gym shorts and/or sweat pants, conservative gym/running shoes. Cadets must wear the uniform if it is authorized.

5.56. Airman Battle Uniform. The SASI will prescribe when ABUs can be worn. They will worn in accordance with this handbook and AFI 36-2903. Purchase of ABUs is at the cadet's option since they must pay for them. ABUs will not be worn as a substitute for the required uniform on the mandatory uniform days, Wednesday/Thursday.

THE UNIFORM MUST BE WORN PROPERLY AT ALL TIMES. IT MUST BE CLEAN AND WELL PRESSED. THE CADET MUST PRESENT AN OVERALL APPEARANCE OF NEATNESS AND PRIDE.

REMEMBER.....WHEN IN UNIFORM, YOU BECOME A REPRESENTATIVE OF THE UNITED STATES AIR FORCE - A PROUD SERVICE WITH AN OUTSTANDING REPUTATION AND A HISTORY OF SACRIFICES

Chapter 6

DRILL AND CEREMONIES

6.1. Drill and ceremonies are an important part of AFJROTC training. As a first year Aerospace Science cadet, you will learn basic drill and how to follow commands. We will spend a lot of time outside developing your drill and ceremonies skills. The primary reference which all cadets will become familiar during leadership training is the Drill and Ceremonies manual. As a second, third, and fourth year cadet, you will learn more difficult commands, lead the formation, and must be able to train cadets on proper drill sequences, commands, and basic drill fundamentals.

6.2. Mandatory Flight Commands. All second, third, and fourth year cadets must command a flight to perform the following drill sequence. The cadet serving as Flight Commander will report in and out by saluting the individual who controls the field of performance and normally evaluates the flight's performance. Flight Commanders Voice, Military Bearing, and sequence will be evaluated. Cadets will be graded on their ability to properly execute these commands and direct the flight within a specified drill area.

Mandatory Flight Commands

Flight Commander Will Report In

- | | |
|------------------------|------------------------|
| 1. Fall In | 16. To the Rear March |
| 2. Open Ranks March | 17. To the Rear March |
| 3. Ready Front | 18. Column Right March |
| 4. Close Ranks March | 19. Forward March |
| 5. Present Arms | 20. Eyes Right |
| 6. Order Arms | 21. Ready Front |
| 7. Parade Rest | 22. Column Right March |
| 8. Flight Attention | 23. Forward March |
| 9. Left Face | 24. Change Step March |
| 10. About Face | 25. Column Right March |
| 11. Forward March | 26. Forward March |
| 12. Right Flank March | 27. Flight Halt |
| 13. Left Flank March | 28. Left Face |
| 14. Column Right March | 29. Right Step March |
| 15. Forward March | 30. Flight Halt |

Chapter 7

AFJROTC TX-031 CLUBS AND EXTRACURRICULAR ACTIVITIES

7.1. There are several voluntary cadet extracurricular activities which supplement aerospace or leadership experiences. Additionally, these activities bring cadets together with common interests, build esprit de corps, are ways to create lasting friendships, and guarantee a good time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. It also is a positive, visible way to publicize to the community the values at work that we teach to our cadets. The Instructors will monitor all activities and will serve as advisors. Additionally, active duty military and sponsors will help monitor and teach these activities. The following description of activities is not all inclusive and will change depending on what activities the TX-031st cadets want to have and support.

7.2. Kitty Hawk Air Society. This AFJROTC Honorary Society promotes academic excellence, service, and patriotism. An invitation to join will be extended only to cadets who have a "B" average in their AFJROTC courses and an overall "B" school average with no failing grades. Cadets will complete a pledge program to become a member. A distinctive badge will be awarded upon indoctrination into this elite AFJROTC TX-031 society. The AFJROTC TX-031 is a charter member of AFJROTC Kitty Hawk Air Society the charter is named in memory of SMSgt Clamp Lawley and part of the Southwest Kitty Hawk Region.

7.3. Commander's Honor Guard, Color Guard, Drill Team, and Rifle Team.

7.3.1. Color Guard. This elite cadet corps presents and posts the U.S. and Texas colors at school, Corps, and community functions. This cocurricular activity provides an opportunity for cadets to learn to respect and properly present national and state flags. Color Guard Commander will be a senior cadet selected by the SASI. Color Guard Commander will write an operating instruction describing color guard operation and membership to include practice times and distinctive uniform items which will be approved by the SASI.

7.3.2. Drill Team. Cadets who enjoy drill, "polish" their drill skills learned in the leadership laboratory and form a drill team that performs in area wide drill competitions and demonstrations. Drill practice will be after school. Participation, like for the Color Guard, requires an extra commitment from cadets since they will spend many hours learning the manual of arms, perfecting close-order teamwork, practicing standardized movements, developing "free-style" movements, and taking care of their uniform. During competitions, not only is drill precision evaluated, but the uniform and personal appearance are graded as part of the competition. Drill Team Commander will be a cadet selected by the SASI. Drill Team Commander will write a drill team operating instruction that includes practice times and distinctive uniform items which will be approved by the SASI.

7.3.3. These teams are constantly in the "public's eye" and thus will consist of cadets who are hard working and have the time and desire to commit themselves to these activities. Since participation is time consuming and will include trips away from school for competitions and performances, we want to ensure that a cadet's academics do not suffer. Thus, participants must not fail any subject and must maintain a passing grade point of average. Continued uniform or personal appearance violations and school suspensions are unacceptable. UIL rules will apply.

7.3.4. Color Guard and Drill Team Competition. Color Guard and Drill Team members will compete to participate in sanctioned competition to represent the Corps and Arlington ISD.

7.4. Rocket Club. Members of this activity will learn how to build and launch model rockets. Cadets who meet the AFJROTC qualifications are also eligible for a rocketry badge which is worn with the uniform.

7.5. Static/Radio Controlled Model Club. Cadets who enjoy building model airplanes or other aerospace vehicles should consider this activity. The cadet model club will become affiliated with the community's International Modelers Association.

7.6. Field Trips. This is an important part of the AFJROTC curriculum. In the past, we visited flying operations, base support facilities, and medical facilities. The Instructors will choose cadets who are students in good standing and passing all courses, and are released by their teachers to attend the field trip. The Instructor will publish a field memorandum to show who has been selected for the trip, dress requirements, and other instructions which must be complied with to participate on the trip. Trips must be sanctioned by the school and cadets must have their parent/guardians permission to participate.

7.7. Fund Raising Projects. Corps needs money to support many of its activities and community service projects. Various fund raising activities are done each school year to raise money. The extent that cadets and their sponsors support these activities will determine the level of funding the corps has to minimize costs for social and formal functions and to purchase items that will enhance the corps' operation and cadet esprit de corps.

7.8. Military Ball, a formal Air Force tradition, will be planned and conducted in the Spring. Participation is voluntary but encouraged as it is a highlight of the Spring activities.

7.9. Awareness Presentation Team. Worthwhile voluntary activity consists of cadets that like to and feel comfortable talking to elementary and middle school students about such social issues as drug education and staying in school. Our involvement in these social issue awareness and training brings our Corps favorable publicity and is a valuable social service to the community.

7.10. Dining In/Out. This formal Air Force traditional activity will occur normally in the spring. Cadets will plan the entire function and will serve in traditional positions that direct the evening's festivities. This formal meal followed by traditional activities is a fun filled activity for all participants.

7.11. Cadet Corps Commander Staff Meeting. Cadet Corps Commander will schedule, publicize, and conduct a weekly staff meeting. Meetings are open to any cadet. Meeting provides face-to-face communications between the Commander and their staff. They plan and implement cadet activities in a meeting that is a leadership lab to develop communications, management, and leadership skills. Minutes will be accomplished, published, and posted after each meeting. An agenda should also be published and posted prior to the meeting. The AFJROTC Cadet Operations Center will be set up to ensure that an orderly meeting is conducted.

7.12. Booster Club. Cadet senior staff, AFJROTC instructors, faculty and administrators, and parents will periodically meet to determine how they can support cadet activities.

Chapter 8

TRAINING

8.1. General. We will offer numerous training opportunities for cadets beyond what is taught in the classroom and in leadership laboratories. We feel that, although participation is voluntary, cadets who participate will reap many personal and leadership development benefits.

8.2. Summer Leadership School. This program offers junior cadets an opportunity to refine their leadership and communications skills in a tightly controlled and monitored training environment. A physical fitness program and orientation is a part of the training schedule. Cadets will live, go to class, eat meals at the Midwestern State University. Since the number of cadets who can attend are limited, priority will be selected based on highest grade point average and demonstrated leadership potential. Texas Christian University AFROTC Detachment will command and furnish the training cadre.

8.3. Basic Cadet Orientation. Normally, this program will be conducted after the start of school in August. Invitations to attend this voluntary training will be sent to all new cadets. Cadet senior staff will plan and conduct this training at Arlington High School after school. Basic drill, uniform issuing and proper wear, personal appearance standards, and AFJROTC course objectives are just some of the training topics. The Cadet Corps Commander and staff will develop a training schedule, assign training responsibilities, and accomplish an after action report and continuity folder. This program is an excellent training opportunity for the cadets who will plan and conduct the training and gives a "head start" to cadets who are new to the program as they learn course objectives, instructor expectations, uniform and personal appearance standards, and basic drill to alleviate some of the uncertainty and misconceptions about AFJROTC.

PROPERTY OF CADET

Attachment 1: Chain of Command

President

Secretary of Defense

Secretary of the Air Force

Chief of Staff, USAF

Commander, Air Education and Training Command

Commander Air University

Principal
Arlington High School

Commander, Air Force
Officer Accessions and
Training Schools

Aerospace Science
Instructors

AFJROTC TX-031 Cadet Wing
Commander

Cadet Squadron Commander

Flight Commander
(Classroom)

Flight/Section Chief
(Duty Section)

Attachment 1

AFJROTC Curriculum Four-Year Program

The AFJROTC program is a four-year program for high school students. Each class contains two components, Aerospace Science and Leadership Education. Drill and Ceremonies is taught as a part of the LE component of each class and/or as after school extracurricular activity. We may also elect to teach a stand-alone Drill and Ceremonies class or teach Drill Team as a separate class from their AFJROTC classes; cadets participating in these extra classes must also be concurrently enrolled in an Aerospace Science/Leadership Education class, the extra classes must be recognized for graduation credit by the host school, only AFJROTC cadets may be enrolled, and these classes must not detract from the effectiveness of the overall AFJROTC program. Drill-only classes will not count toward award of the JROTC Completion Certificate.

AEROSPACE SCIENCE

AS-100: A Journey into Aviation History

Unit One: Imagining Flight
Unit Three: Developing Flight

Unit Two: Exploring Flight
Unit Four: Extending Flight

AS-110: Frontiers of Aviation History

Unit One: The Heritage of Flight
Unit Three: Toward Military Aerospace

Unit Two: Development of Air Power
Unit Four: Contemporary Aviation

AS-200: Global and Cultural Studies

Unit One: Europe in Transition
Unit Three: South Asia in Transition
Unit Five: Africa in Transition

Unit Two: The Middle East in Transition
Unit Four: East Asia in Transition
Unit Six: Latin America in Transition

AS-210: The Science of Flight

Unit One: The Aerospace Environment
Unit Three: Principles of Aircraft Flight

Unit Two: Human Requirements of Flight
Unit Four: Principles of Navigation

AS-300: The Exploration of Space

Unit One: Introduction to Space Exploration
Unit Three: Spacecraft and Launch Vehicles

Unit Two: Orbits and Trajectories
Unit Four: Mission Operations & Mgmt.

AS-310: Introduction to Astronomy

Chapter One: History of Astronomy
Chapter Three: The Moon
Chapter Five: The Terrestrial Planets

Chapter Two: The Earth
Chapter Four: Survey of the Solar System
Chapter Six: The Outer Planets

AS-400: Management of the Cadet Corps

AS-410: Survival

Unit One: The Elements of Surviving
Unit Three: Necessities to Maintain Life

Unit Two: Personal Protection
Unit Four: Orientation and Traveling

AS-420: World Geography: Building a Global Perspective**Unit One:** Physical and Human Geography**Unit Three:** Latin America**Unit Five:** Eastern Europe**Unit Seven:** Southwest Asia**Unit Nine:** South Asia**Unit Two:** The United States and Canada**Unit Four:** Western Europe**Unit Six:** Northern Eurasia**Unit Eight:** Africa**Unit Ten:** East Asia & the Pacific World**AS-430: Policy and Organization****Chapter One:** National Security**Chapter Three:** Defense Structure of the US**Chapter Five:** Air Force Issues**Chapter Two:** Military History Perspective**Chapter Four:** United States Air Force**AS-440: Aerospace Science: Laboratory Manual****Section I:** AS: The Science of Flight**Section II:** AS: The Exploration of Space**AS-500: Aviation Honors Ground School****LEADERSHIP EDUCATION****LE 100: Citizenship, Character, and Air Force Tradition****Unit One:** Heritage, Organization, & Traditions**Unit Three:** Wellness and Fitness**Unit Two:** Individual Self-Control**Unit Four:** Citizenship in the United States**LE 200: Communication, Awareness, and Leadership****Unit One:** Learning, Communication, and
Personal Development**Unit Three:** Understanding Groups and Teams**Unit Two:** Building Personal Awareness**Unit Four:** Preparing for Leadership**LE 300: Life Skills and Career Opportunities****Unit One:** Mapping Your Future**Unit Three:** Aiming Toward a College Degree**Unit Two:** Charting Your Financial Course**Unit Four:** Pursuing a Career**LE 400: Principles of Management****Unit One:** Management Techniques**Unit Three:** Management Functions**Unit Two:** Management Decisions**Unit Four:** Managing Self and Others*****Drill and Ceremonies*******Chapter One:** Intro. to Drill and Ceremonies**Chapter Three:** Individual Instruction**Chapter Five:** Drill of the Squadron**Chapter Seven:** Ceremonies**Chapter Two:** Commands and the
Command Voice**Chapter Four:** Drill of the Flight**Chapter Six:** Group and Wing Formations

Course Overview: MS1211 is the introductory course to AFJROTC and is a pre-requisite for all for follow-on courses. All students must successfully pass this course and be recommended by the Senior Aerospace Science Instructor to take additional courses in AFJROTC. Prior to the beginning of all academics, all students will receive a review on time management, academic study skills and personal motivation.

MS1211 is comprised of two major parts: Aerospace Science and Leadership Education. This course's Aerospace Science material will cover Aviation History from 2000 BC thru current uses of aerospace power. Leadership Education will begin with the history of AFJROTC and progress thru Air Force customs and courtesies, traditions, military rank structure, personal ethics, attitudes and values, US Flag customs and courtesies and selected topics on US Citizenship. Friday classes will be devoted to physical training (PT).

All AFJROTC students must wear the Air Force JROTC weekly uniform according to Air Force standards on the date indicated. Students and their parents/guardians must agree and sign a contract governing grooming standards and wear of the uniform.

Grades: Students will be graded according the grading scale covered in the student handbook.

- Uniform wear grades will be equivalent to a test grade.
- It is the student's responsibility to check with the instructor when they are absent from school for missed assignments.
- Missed assignments for excused absences may be made up according to school policy in the student handbook.
 - The exception will be uniform wear. Students who are absent on the uniform wear date must wear their uniform on the first day they come back to school.
 - Any student who receives an unexcused absence for a missed uniform wear date will not be eligible for any national AFJROTC award.
 - After three unexcused missed uniform wear dates, students will be asked to turn their uniform in and they will be considered for removal from the program.

Tutoring: Any student needing additional tutoring time may come at 2:45 PM until 5:00 PM for additional help from the Kitty Hawk Air Society volunteers. Other times are available as scheduled with the instructor.

Classroom Rules: Classroom rules will be posted in the cadet handbook, on the "official" bulletin board and on the wall will be covered in class. In the Air Force JROTC classroom, cadets will consider themselves in a military training environment where customs and courtesies will be followed. *AFJROTC will not change its standards to accommodate you—YOU must adapt YOUR behavior and grooming standards to meet Air Force JROTC standards.*

Attachment 4: AS-200 Course Syllabus

Course Overview: MS1212 is the second course in AFJROTC and is a pre-requisite for all for follow-on courses. All students must successfully pass this course and be recommended by the Senior Aerospace Science Instructor to take additional courses in AFJROTC. Prior to the beginning of all academics, all students will receive a review on time management, academic study skills and personal motivation.

MS1212 is comprised of two major parts: Aerospace Science and Leadership Education. This course's Aerospace Science material will generally be taught on Monday's and Tuesdays and will cover selected Astronomy and Space Science topics. Leadership Education will generally be taught on Wednesday's and Thursday's and will begin with communication skills and progress thru individual behavior and group problem solving. Friday classes will be devoted to physical training(Wellness).

All AFJROTC students must wear the Air Force JROTC weekly uniform according to Air Force standards on the date indicated. Students and their parents/guardians must agree and sign a contract governing grooming standards and wear of the uniform.

Grades: Students will be graded according the grading scale covered in the student handbook.

- Uniform wear grades will be equivalent to a test grade.
- It is the student's responsibility to check with the instructor when they are absent from school for missed assignments.
- Missed assignments for excused absences may be made up according to school policy in the student handbook.
 - The exception will be uniform wear. Students who are absent on the uniform wear date must wear their uniform on the first day they come back to school.
 - Any student who receives an unexcused absence for a missed uniform wear date will not be eligible for any national AFJROTC award.
 - After three unexcused missed uniform wear dates, students will be asked to turn their uniform in and they will be considered for removal from the program.

Tutoring: Any student needing additional tutoring time may come at 2:45 PM until 5:00 PM for additional help. Other times are available as scheduled with the instructor.

Classroom Rules: Classroom rules will be posted in the cadet handbook, on the "official" bulletin board and on the will be covered in class. In the Air Force JROTC classroom, cadets will consider themselves in a military training environment where customs and courtesies will be followed. *AFJROTC will not change its standards to accommodate you—YOU must adapt YOUR behavior and grooming standards to meet Air Force JROTC standards.*

Attachment 5: AS-300 Course Syllabus

Course Overview: MS1213 is the third course in AFJROTC and is a pre-requisite for MS1214. All students must successfully pass this course and be recommended by the Senior Aerospace Science Instructor to take MS1214. Prior to the beginning of all academics, all students will receive a review on time management, academic study skills and personal motivation.

MS1213 is comprised of two major parts: Aerospace Science and Leadership Education. This course's Aerospace Science material will cover selected Exploration of Space topics. Leadership Education will begin with communication skills and progress thru individual behavior and group problem solving. Friday classes will be devoted to physical training (PT).

All AFJROTC students must wear the Air Force JROTC weekly uniform according to Air Force standards on the date indicated. Students and their parents/guardians must agree and sign a contract governing grooming standards and wear of the uniform.

Grades: Students will be graded according the grading scale covered in the student handbook.

- Uniform wear grades will be equivalent to a test grade.
- It is the student's responsibility to check with the instructor when they are absent from school for missed assignments.
- Missed assignments for excused absences may be made up according to school policy in the student handbook.
 - The exception will be uniform wear. Students who are absent on the uniform wear date must wear their uniform on the first day they come back to school.
 - Any student who receives an unexcused absence for a missed uniform wear date will not be eligible for any national AFJROTC award.
 - After three unexcused missed uniform wear dates, students will be asked to turn their uniform in and they will be considered for removal from the program.

Tutoring: Any student needing additional tutoring time may come at 2:45 PM until 5:00 PM for additional help. Other times are available as scheduled with the instructor.

Classroom Rules: Classroom rules will be posted in the cadet handbook, on the "official" bulletin board and on the will be covered in class. In the Air Force JROTC classroom, cadets will consider themselves in a military training environment where customs and courtesies will be followed. *AFJROTC will not change its standards to accommodate you—YOU must adapt YOUR behavior and grooming standards to meet Air Force JROTC standards.*

Attachment 6: AS-400 Course Syllabus

Course Overview: MS1214 is the capstone course for the AFJROTC curriculum. Prior to the beginning of all academics, all students will receive a review on time management, academic study skills and personal motivation.

MS1214 is comprised of two major parts: Aerospace Science and Leadership Education. This course's Aerospace Science material will cover application of Corps Management. Students will utilize the leadership skills they have mastered to date in this program to complete tasks necessary to provide senior leadership in the cadet corps and conduct training for underclass cadets. Leadership Education will cover financial management and career pathways open to cadets. Friday classes will be devoted to physical training (Wellness).

All AFJROTC students must wear the Air Force JROTC weekly uniform according to Air Force standards on the date indicated. Students and their parents/guardians must agree and sign a contract governing grooming standards and wear of the uniform.

Grades: Students will be graded according the grading scale covered in the student handbook.

- Uniform wear grades will be equivalent to a test grade.
- It is the student's responsibility to check with the instructor when they are absent from school for missed assignments.
- Missed assignments for excused absences may be made up according to school policy in the student handbook.
 - The exception will be uniform wear. Students who are absent on the uniform wear date must wear their uniform on the first day they come back to school.
 - Any student who receives an unexcused absence for a missed uniform wear date will not be eligible for any national AFJROTC award.
 - After three unexcused missed uniform wear dates, students will be asked to turn their uniform in and they will be considered for removal from the program.

Tutoring: Any student needing additional tutoring time may come at 2:45 PM until 5:00 PM for additional help. Other times are available as scheduled with the instructor.

Classroom Rules: Classroom rules will be posted in the cadet handbook, on the "official" bulletin board and on the will be covered in class. In the Air Force JROTC classroom, cadets will consider themselves in a military training environment where customs and courtesies will be followed. *AFJROTC will not change its standards to accommodate you – you must adapt YOUR behavior and grooming standards to meet Air Force JROTC standards!*

Attachment 7: AFJROTC Uniform Combinations

AFJROTC UNIFORM COMBINATIONS

MALE

COMBINATION 1=

Service Dress Coat
Long or short sleeve blue shirt with tie
Blue Pants with belt
Black shoes with black socks
Flight Cap

COMBINATION 2 =

Long sleeve blue shirt with tie
Blue pants with belt
Black shoes with black socks
Flight Cap

COMBINATION 3 =

Short sleeve blue shirt with tie
Blue pants with belt
Black shoes with black socks
Flight Cap

COMBINATION 4 =

Short sleeve blue shirt open collar
Blue pants with belt
Black shoes with black socks
Flight Cap

FEMALE

COMBINATION 1 =

Service Dress Coat
Long or short blue blouse with tie tab
Blue skirt or pants with belt
Black shoes with black socks or nylons
Flight Cap

COMBINATION 2 =

Long sleeve blue blouse with tie tab
Blue skirt or pants with belt
Black shoes with black socks or nylons
Flight Cap

COMBINATION 3 =

Short sleeve blue blouse with tie tab
Blue skirt or pants with belt
Black shoes with black socks or nylons
Flight Cap

COMBINATION 4 =

Short sleeve blouse open collar
Blue skirt or pants with belt
Black shoes with black socks or nylons
Flight Cap

Attachment 8: Uniform Inspection Checklist

TEXAS 31ST AFJROTC UNIFORM INSPECTION

NAME: _____

Headgear (not worn-10, dirty-5, improper wear-5) _____

Hair (standards not met-15) _____

Shave/Sideburns (standards not met-15) _____

Insignia (not worn-5, improper wear-5) _____

Ribbons (not worn-5, dirty-5, improper wear-5) _____

Nametag (not worn-10, improper wear-5, broken/cracked-5) _____

Buttons (missing-5, unbuttoned-3) _____

Belt/Buckle (not worn-5, scratched-3, improper wear-3) _____

Shirt (dirty-5, wrinkled-5, not tucked in-5) _____

Trousers/Slacks (dirty-10, wrinkled-5, improper wear-10) _____

Skirt (dirty-5, wrinkled-5, improper wear-5) _____

Tie/Tab (dirty-10, wrinkled-5) _____

T-shirt (dirty-10, not worn-10, improper type-5) _____

Gig line (1) _____

Pockets (items clipped or hanging out of pockets-10) _____

Service Jacket (dirty-10, wrinkled-5) _____

Strings (per string-1) _____

Socks/Nylons (not worn-10, wrong color-10, wrong type-10) _____

Shoes (not shined-10, need edge polishing-5, unlaced-5, not worn-15) _____

Uniform (wrong one-10, unauthorized items i.e. wrong jewelry-5) _____

Moving/talking in Ranks (per incident-10) _____

SCORE: _____

NOTE: Point scores double for repeat discrepancies in consecutive uniform inspections.

Attachment 8

AEROSPACE SCIENCE Expectancy Sheet

Print Name: _____

I. GENERAL PROCEDURES

- A. We expect you:
- to respect yourself, fellow cadets, Instructors, all Faculty and Staff.
 - to read, know and follow the cadet guide.
 - to wear your uniform **all day** each uniform day. Failing to wear it ALL DAY will result in a “0”.
- B. CADETS MUST BE ABLE TO PHYSICALLY FIT AND PROPERLY WEAR A STANDARD TARRIFF SIZE AIR FORCE UNIFORM. CADETS MUST BE PHYSICALLY ABLE TO PARTICIPATE IN AFJROTC PYSICAL TRAINING.
- C. The **Cadet Honor Code** will be observed at all times. The Cadet Honor Code is, “I will not lie, cheat, or steal, or tolerate those who do!”

II. CLASSROOM PROCEDURES

- A. Bring a three ring binder divided into sections (1 section for each H.S. Course), notepaper, pen and pencil, AFJROTC homework assignments, books, and all other academic materials required by the Instructor.
- B. Enter quietly and orderly. Stand by your desk at Parade Rest with visible school ID, until the Flight Commander calls the class to attention and leads the Pledge of Allegiance to the Flag.
- C. The Flight Commander will call the Flight Sergeant to “Front and Center”. The Flight Sergeant will call for the Element Leaders to “Report.” The Element Leaders will report, “All Present or accounted for, Sir or Ma’am” or “Cadets (by name) not accounted for, Sir of Ma’am.” The Flight Sergeant will report to the Flight Commander who will then report to the Aerospace Science Instructor. Remain at attention for further instructions.
- D. When late for class, place the appropriate pass on the Instructor’s desk as you enter quietly, salute the Flight Commander, wait until it is returned and take you seat.
- E. Cadets will not have foreign objects in their mouths.
- F. Males must remove earrings during all ROTC classes and activities. (see cadet guide)
- G. Military hair standards will be complied with at all times. All cadets must have natural hair color. (cadet guide & AF Instructions)
- H. Cadets raise their hands and wait to be recognized by the Instructor. When recognized cadets will stand, state their name (cadet last name) and proceed with their question and comment.
- I. Cadets **will** respect the rights of others at all times.
- J. The use of profanity, vulgarities and remarks that embarrass others are clearly inappropriate and will not be condoned.

Attachment 9 continued

- K. Book bags will be place beside the desk and **not** on the desk.
- L. Cadets will **not** sit on the desk.

III. ABSENCES

- A. Excused Absences (illness, medical emergencies, death in the family, athletic events, school trips or early release pass).
 - 1. Upon returning to school, Cadets will complete missed work and are responsible for making up or rescheduling tests/quizzes within one school day, for each school day absent.
 - 2. If a cadet misses a uniform day they will receive a “0” for the day and may make it up by wearing the uniform on the next class day. Failing to make up a missed uniform day will result in the grade remaining a “0”.

IV. GRADING

The following areas constitute your grade in Aerospace Science.

- A. Academics – 40%
 - 1. Class participation and homework
 - 2. Quizzes/Tests
- B. Leadership Training – 40%

NOTE: Uniform and grooming (including haircut/style/color, shave, jewelry, etc...) compliance inspections are conducted weekly on either a Wednesday or Thursday. If you have an **excused absence**, you must wear your uniform on your next class day without penalty. If you fail to wear the uniform on your uniform day, you must wear it the next day with a (20) point penalty. If you have an unexcused absence and you fail to make up your uniform inspection, you will receive a “0” for that uniform inspection day.
- C. Physical Training – 20%

NOTE: Wear of the PT uniform and participation will count toward this grade.

I HAVE BEEN BRIEFED on the Air Force Junior ROTC program requirements of following the directions of the Instructors and senior ranking cadets and following the rules of behavior including military customs and courtesies while enrolled in AFJROTC.

I HAVE BEEN BRIEFED on the Air Force Junior ROTC program requirements of wearing the Air Force JROTC uniform once each week on the scheduled uniform wear day and agree to meet the uniform wear requirements and personal grooming standards while enrolled in AFJROTC at Arlington High School.

I UNDERSTAND that failing to meet the weekly uniform wear requirements, personal grooming standards and behavioral requirements may result in withdrawal from the AFJROTC program and a failing grade.

SIGNED: _____ **STUDENT** **DATE:** _____

SIGNED: _____ **PARENT** **DATE:** _____

Attachment 9

Attachment 10 Health Screening Questionnaire

WELLNESS PROGRAM CADET PARTICIPATION CONSENT FORM WITH HEALTH SCREENING QUESTIONNAIRE

To _____ and Parent/Guardian:

AFJROTC Wellness Program is designed to work with your child to help them improve their physical fitness. All physical activity sessions will be supervised and monitored by at least one of our instructors. These sessions include walking, running; and calisthenics exercises. The AFJROTC instructors have been trained in administering CPR if needed.

_____ has permission to participate in the Wellness Program. YES - NO

By granting permission, we understand there are risks associated with any physical activity. It is our responsibility to inform the JROTC instructors of anything that should keep my child from participating in the AFJROTC Wellness Program

As a Cadet in JROTC, I know that it is my responsibility to monitor my individual physical performance during any activity and to inform the AFJROTC instructor of any problem.

In the event of a medical problem, we understand that any medical care that may be required is our personal financial responsibility.

It is mandatory to complete this screening form prior to participating in the Wellness Program. Return this completed questionnaire to your SASI or ASI, and advise them if you responded "yes" to any of the questions below.

- 1. Has there been any significant change to your health in the past 6 months? YES - NO
- 2. Are you currently on a medical profile exempting you from PT activities? YES - NO
- 3. Has a physician ever indicated you have heart disease, heart or breathing troubles? YES - NO
 - Do you suffer from pains in your chest, especially with physical activity? YES - NO
 - Do you feel faint or have dizzy spells during or after physical activity? YES - NO
 - Do you have shortness of breath related to asthma or any other condition that exercise could aggravate? YES - NO
- 4. Have you experienced a significant weight change in the past 6 months? YES - NO
 - a. If "Yes", indicate the estimated amount gained or lost: ___ lbs.
- 5. Have you ever been diagnosed or displayed symptoms of heat stress? YES - NO
- 6. Females only: Are you pregnant or do you think you may be pregnant? YES - NO
 **Note: check school policy before asking this question
- 7. Do you take any dietary, herbal or nutritional supplements, which contain any of the following substances: Ephedra/Ephedrine, Guarana, Phenylephrine, Pseudoephedrine? YES - NO
 If "Yes," please list: _____
- 8. Do you have any other medical issues that may cause a safety concern during physical exercise? YES - NO
 - a. If "Yes," please list: _____

(Printed Name of Cadet)	(Signature of Cadet)	(Date)
(Printed Name of Parent/Guardian)	(Signature of Parent/Guardian)	(Date)

The Privacy Act of 1974 applies. The sole purpose of this form is to gather information to be used for screening a candidate for participation as an AFJROTC cadet in the AFJROTC Wellness Program. This form is for internal use only. Disclosure is voluntary; failure to disclose will result in the inability to remain enrolled in AFJROTC.