I am an Air Force Junior ROTC Cadet

I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism

I earn respect when I uphold the Core Values of Integrity First, Service Before Self, and Excellence in All We Do

I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself

My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds

I will hold others accountable for their actions as well

I will honor those I serve with, those who have gone before me, and those who will come after me

I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead

I am an Air Force Junior ROTC Cadet
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Mission: The mission of AFJROTC is to build citizens of character dedicated to serving their nation and community.

Goals: The goal of the AFJROTC program is to instill values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

Cadet Honor Code: "I will not lie, cheat, or steal nor tolerate those among us who do." These simple words are the basis for a code to live by for the remainder of a cadet's life. These words are specific and clear. 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 should assist others to cooperate to meet common goals. The code belongs to the Cadet Corps and provides a special bond between cadets.

Core Values: The Air Force holds certain ideals or values that are the heart and soul of the military profession. These values provide a basis for proper conduct in our society.

The three Core Values that have been established for the Air Force are:

- Integrity first
- Service before self
- Excellence in all we do

Bulldog Pride: Students enrolled in the Provo High JROTC program must follow the rules in the Provo High Student Handbook and be good citizens within the community. Moreover, they must exemplify the requirements of Bulldog Pride:

1. We come to class prepared, are on time, and stay on-task until the final bell.
2. We work hard during class, complete all homework, and turn in work on time.
3. We look nice, remove hats/hoods indoors, and cover our bodies appropriately.
4. We do not use or display phones, MP3 players, or electronic devices in class.
5. We care for our campus, clean up after ourselves, and help others as needed.
6. We respect ourselves, others, and Provo High School’s “Tradition of Excellence”.


General: Cadets are expected to display correct military conduct and courtesies at all times. Whether you are the superior or subordinate, complying with protocol is an act of self-discipline.

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

   a. Do NOT chew gum, eat food, or drink beverages in the classroom or instructor office unless authorized by SASI or ASI.
   b. Do NOT bring a cell phone to class, unless turned completely OFF and stored away.
   c. Do NOT disregard AFJROTC dress and grooming standards when in uniform, or school dress and grooming standards when not in uniform
   d. Do NOT talk when the instructor or a guest lecturer is talking unless recognized.
   e. Do NOT throw object(s)
   f. Do NOT write on the whiteboard(s) without the instructor's permission
   g. Do NOT sleep or put head down on the desk unless authorized by instructor due to illness
   h. Do NOT be loud, disruptive, or participate in any form of "horseplay"
   i. Do NOT fail to address instructors, guest lecturers, or cadet officers when in uniform or in formation in or out of uniform as "Sir" or "Ma'am", by their rank, or as "Mr" or "Ms"
   j. Do NOT enter instructor area or use telephones without permission
   k. Do NOT use disrespectful, threatening, or vulgar language towards teachers, visitors, or other students
   l. Do NOT photograph or tape instructors using cell phones, cameras, or tape players

Classroom Procedures:

   a. All cadets enter the classroom and stand quietly to the left of their desk or behind their chair. Tardy students will stand just inside the doorway and wait for permission to join the class.

   b. Class starts promptly at the sound of the last bell. The Flight Commander or Flight Sergeant will call the flight to "ATTENTION" and call roll using the attendance roster in the classroom binder and record attendance on the attendance roster. Cadets will respond "HERE SIR/MA'AM" or for tardy cadets standing in the doorway "TARDY SIR/MA'AM". Tardy students must also request permission to join the class after roll is completed by saluting the Flight Commander or Flight Sergeant and stating “SIR, MA’AM, CADET ______ REQUESTS PERMISSION TO JOIN THE FLIGHT”.

   c. After the roll is called, the Flight Commander/Sergeant will face the instructor and state "SIR, ALL PRESENT AND ACCOUNTED FOR" or “(NUMBER) CADETS ABSENT" and will salute the instructor. After the report, the Flight Commander/Sergeant will lead the class in the Pledge of Allegiance. After the pledge, he/she will lead the class in reciting the Air Force Core Values. Then, he/she will direct the flight to "TAKE SEATS". All cadets will recite the cadet Honor Code before being seated.
d. After the cadets take their seats, the instructor will read daily announcements and begin the day’s lesson.

e. When the instructor is finished with his/her lesson plan, they will direct the Flight Commander/Sergeant to dismiss the class. Cadets will stop class work and put classroom materials away. Cadets will clean off their desks, pick up any trash in the immediate vicinity of their desks, align their desks, and prepare to stand for dismissal.

f. At the signal of the instructor, 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. The Flight Commander/Sergeant will "DISMISS" the flight when directed by the instructor. Cadets can then retrieve their personal belongings and orderly depart the classroom when the bell rings.

g. To show respect to superintendents and administrators who visit the JROTC classroom, the cadet who first recognizes the visitor will state in a confident, authoritative voice, "FLIGHT, ATTENTION". All cadets will come to the position of ATTENTION to the left of their desks, facing forward, and remain standing silently until directed to take their seats by the instructor.

**Classroom Behavior:** Poor classroom behavior affects your academic grade and can restrict your participation in AFJROTC activities. Violation of AFJROTC classroom rules can result in verbal warnings, reduction in rank, and removal from the AFJROTC program.

**Books:** Textbooks are the property of the Provo HS AFJROTC program. They cannot be removed from the classroom without instructor permission.
Chapter 3: CUSTOMS AND COURTESIES

As members of the JROTC Cadet Corps, cadets will inherit many customs and courtesies that are new to them. Your support and observance of these traditions will enable you to have a rewarding experience in the JROTC program.

Military customs and courtesies go beyond basic politeness. They play an important role in building morale, esprit de corps, and discipline. The following customs and courtesies are specific examples that are unique to the military.

Salute. The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from the times when warriors raised their right arms to show that no weapon was present; to when knights raised their visors with their right hand as a sign of greeting; and to when American soldiers removed their "3-corner" hats to greet and show respect to others. The salute is a way of saying "Hello" while showing respect to officers’ senior in rank. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. 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, pride, and is disrespectful. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.

Pledge of Allegiance. The Pledge of Allegiance is recited at the beginning of each period. Cadets should show respect for the flag and our nation when reciting the Pledge. When in uniform indoors, stand at attention, recite the pledge, and face the flag. A hand salute is not rendered and the pledge should be recited. If in civilian clothes, cadets should stand at attention, face the flag, place their right hand over their heart, and recite the pledge.

School Flags. JROTC students will raise and lower the United States, Utah, and Provo High School flags each school day or on special occasions, weather permitting, as determined by the SASI/ASI. Normally these flags will be raised on the school's stationary flagpoles at the beginning of first/second period and lowered at the end of seventh/eighth period. These are formal, solemn ceremonies that will be accomplished in a professional manner. The senior cadet will act as flag detail chief and will form the detail on the sidewalk west of the flagpoles, march the detail to the flagpoles, direct the flag ceremony, march the detail back to the form up area after the flags are raised or lowered, and secure the flags. Any special instructions will be issued by an AFJROTC instructor.

Cadet Etiquette. Proper etiquette is "the customary rules of conduct or behavior in a polite society". Our civilized society is more pleasant to live in, go to school in, 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.

Position of Honor. According to military custom, the position of honor is always to the right. When walking with an instructor or cadet of higher rank, the cadet will place him/herself to the left of the senior person.
Chapter 4: CADET RANK and PROMOTIONS

Cadet Rank. There are two types of rank a cadet may hold: permanent and temporary. Permanent rank is given according to the number of years in the cadet corps as follows:

1st year  Cadet Airman
2nd year  Cadet Airman First Class
3rd year  Cadet Senior Airman
4th year  Cadet Staff Sergeant

Cadets are awarded temporary rank based on their performance and their cadet job responsibilities. The SASI and ASI will examine a cadet’s strengths/weaknesses, conduct, leadership/followership skills, academic record, teamwork, and participation in corps activities when making promotion determinations. Academic grades in ALL classes are extremely important. Cadets who earn “F”s or “NG”s in any of their classes are not likely to be trusted with upper leadership positions within the Cadet Corps.

Promotions. The cadet promotion system gives all cadets equal opportunity to get promoted and assume increased leadership within the cadet corps. A cadet’s first promotion (Airman Basic to Airman) will be given when the cadet completes the requirements in the Promotion Packet and completion of one term with no more than one “F”. Further promotions are typically based on strengths/weaknesses, conduct, leadership/followership skills, academic record, teamwork, and participation in corps activities.

Academic Requirements. To be eligible for a promotion or a staff position, a cadet must have at least a "C" (2.0) grade point average after each term of the school year and an overall 2.0 grade point average for AFJROTC. If a cadet fails an AFJROTC class (or scores an “NG”), then he/she is ineligible to hold a staff position or receive any promotion. NOTE: Certain leadership positions may have higher academic requirements than a 2.0 GPA.

Officers and NCOs. Officer ranks are reserved for 3rd - and 4th - year cadets who meet the eligibility requirements, are recommended to the SASI for promotion, and selected. NCO ranks are reserved for 2nd-, 3rd-, or 4th-year cadets. Exceptions to this policy are possible given the size of the corps and organizational need. All exceptions must be recommended to the SASI and selected. All recommendations to the SASI are made by the Cadet Review Board.

Responsibilities. The SASI will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from AFJROTC UT-20011 UMD positions. The Cadet Group Commander will submit staff job recommendations to the SASI who will approve all key staff and commander assignments.

Job Assignment Policies. Third-year and 4th-year cadets who are proven performers, have JROTC seniority, and are ready for leadership positions receive priority for assignment to senior cadet staff positions. Leadership positions will be filled with cadets who have the time, display the commitment to perform their duties, and have clearly demonstrated outstanding performance, leadership potential, and personal excellence.
First year cadets who actively served in a documented leadership position as a member of Civil Air Patrol or other youth programs, or earned the Boy Scouts of America Eagle Scout or Gold Award, are eligible for advanced promotion consideration and assignment to leadership jobs such as Flight Sergeant. Adult advisors for these organizations must recommend in writing advanced promotion to the SASI for final approval.

Transferring Cadets. Cadets who transfer from another JROTC program will assume temporarily their permanent and temporary ranks they had earned in their last unit. The SASI/ASI will request their cadet records from the losing unit. Upon receipt of their cadet records, the SASI/ASI will evaluate the cadet's record and permanently award, on orders, the appropriate rank and job.

Cadet Promotions for Exceptional Performers (PEP). The PEP program promotes outstanding cadets ahead of normal grade advancement. The SASI and ASI can promote cadets under the PEP program, and any senior staff member can recommend a cadet for a PEP promotion.

Cadet Awards. The SASI and ASI will determine which cadets will receive AFJROTC cadet awards and AFJROTC sponsored awards. AFJROTC cadet award ribbons are shown on the ribbon chart in the classroom in order of importance.

Outstanding Flight Award. This award recognizes the outstanding flight for each term that excels in academics, uniform wear and personal appearance, and drill competition. The SASI and ASI will select the outstanding flight at the end of each term.
AIR FORCE JUNIOR ROTC BADGES

- Officers Flight Cap and Beret Insignia
- Officers Service Cap Insignia
- Ground School Badge
- Flight Solo Badge
- Flight Certificate Badge
- Model Rocketry Badge
- Awareness Presentation Team Badge
- Distinguished AFJROTC Badge
- Academy of Model Aeronautics Silver Wings
- Kitty Hawk Air Society Badge
- AEF Badge
- Shoulder Tab
Awards and Decorations

This list does not describe all of the requirements to earn an award. Cadets should refer to the latest Cadet Air Force Junior ROTC Uniform and Awards Guide to read all of the cadet requirements to earn an award. **THERE IS NO GUARANTEE THAT ANY OF THESE AWARDS WILL BE OFFERED IN ANY GIVEN YEAR.**

### SPECIAL AWARDS

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<td>Valor (All Cadets)</td>
<td>GOLD: Do Voluntary Act of Bravery and Self Sacrifice Involving Conspicuous Risk of Life Beyond Call of Duty</td>
<td>Medal, Ribbon</td>
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<td></td>
<td>SILVER: Do Voluntary Act if Heroism which Does Not Involve Risk of Life</td>
<td>Certificate</td>
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<tr>
<td>Humanitarian (All Cadets)</td>
<td>Do Humanitarian Act Above the Call of Duty</td>
<td>Ribbon, Certificate</td>
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<tr>
<td>Community Service With Excellence (All Cadets)</td>
<td>Lead project that greatly benefits community</td>
<td>Ribbon, Certificate</td>
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### NATIONAL AWARDS

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<td>Air Force Association (Third Yr Cadet)</td>
<td>Excel in Position of Responsibility</td>
<td>Medal, Ribbon</td>
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<td></td>
<td>Exhibit Strong Attitude: Exemplary Personal Appearance, Personal Attributes, and Courtesy; and Show Growth Potential</td>
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<td>Be an Outstanding Cadet and in Upper 5% of AS Class</td>
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<td>Be in Upper 10% of High School Class</td>
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<td>Daedalian (Third Yr Cadet)</td>
<td>Be Patriotic and Want to Serve Country</td>
<td>Medal, Ribbon</td>
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<td></td>
<td>Show Leadership Potential and Want to Serve in Military</td>
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<td></td>
<td>Be in Upper 10% of AS Class</td>
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<td>Be in Upper 20% of School Class</td>
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<tr>
<td>American Legion Scholastic (Third/Fourth Yr Cadet)</td>
<td>Be in Upper 10% of High School Class</td>
<td>Medal, Ribbon</td>
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<td>Be in Upper 25% of AS Class</td>
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<td>Demonstrate Leadership and Participate in Student Activities</td>
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<td><strong>American Legion General Military Excellence (Third/Fourth Yr Cadet)</strong></td>
<td>Be in Upper 25% of AS Class</td>
<td>Medal</td>
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<td></td>
<td>Demonstrate Outstanding Leadership, Discipline, Character, and Citizenship</td>
<td>Ribbon</td>
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<td><strong>Daughters of the American Revolution (Fourth Yr Cadet)</strong></td>
<td>Be in Upper 25% AS and High School Class</td>
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<td>Be Dependable with Good Character, Disciplined, a Strong Leader, and Committed to Importance of AFJROTC Training</td>
<td>Ribbon</td>
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<td><strong>American Veterans (AMVETS) (AS I)</strong></td>
<td>Possess Positive Attitude, Outstanding Personal Appearance and Personal Character, and Officer Potential</td>
<td>Pendant</td>
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<td></td>
<td>Have &quot;A&quot; in AS Class and &quot;C&quot; in all Classes at Time of Selection and Presentation</td>
<td>Ribbon</td>
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<tr>
<td><strong>Reserve Officers Association (ROA) (Fourth Yr Cadet)</strong></td>
<td>Have a Positive Attitude, Outstanding Personal Appearance, Character, Courtesy, Growth Potential, and Strong Ethics</td>
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<td>Be in Upper 10% of AS Class</td>
<td>Ribbon</td>
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<tr>
<td><strong>Military Order of World Wars (MOWW) (First Yr Cadet)</strong></td>
<td>Excel in All Academics and Military Training</td>
<td>Pendant</td>
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<td>Actively Participate in Extracurricular Activities</td>
<td>Ribbon</td>
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<td></td>
<td>Want to Serve Country and Continue in AFJROTC</td>
<td>Certificate</td>
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<td><strong>The Military Officers Association Of America (Third Yr Cadet)</strong></td>
<td>Be a Junior Academically in Good Standing</td>
<td>Medal</td>
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<td>Exhibit High Morals and Loyalty</td>
<td>Ribbon</td>
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<td>Have Exceptional Military Leadership Potential</td>
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<td>Veterans of Foreign Wars</td>
<td>Show Positive Attitude towards AFJROTC</td>
<td>Pendant Ribbon</td>
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<tr>
<td>(VFW)</td>
<td>Have Outstanding Military Bearing and Conduct</td>
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<td>(Third/Fourth Yr Cadet)</td>
<td>Have Strong Positive Character</td>
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<td>Be Patriotic with Leadership Potential</td>
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<td></td>
<td>Have &quot;B&quot; in AFJROTC and &quot;C&quot; in All Other Classes in Previous Semester</td>
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<td>Be Active in Student Activities</td>
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<td>Not Have Received Award Previously</td>
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<td>National Sojourners</td>
<td>Be in Upper 25% of High School Class</td>
<td>Ribbon Certificate</td>
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<td>(Second/Third Yr Cadet)</td>
<td>Encourage and Demonstrate Americanism</td>
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<td></td>
<td>Show Outstanding Leadership Potential</td>
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<td></td>
<td>Not Have Received Award Previously</td>
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<tr>
<td>Sons of the American Revolution (SAR)</td>
<td>Currently Enrolled in AFJROTC</td>
<td>Medal Ribbon</td>
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<tr>
<td>(Third Year Cadet)</td>
<td>In Top 10% of AS Class and 25% Overall Class</td>
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<td></td>
<td>Not Have Received Award Previously</td>
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<td></td>
<td>Not Have Received Award Previously</td>
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<tr>
<td>Scottish Rite, Southern Jurisdiction</td>
<td>Encourage Americanism Through Community Service and Extracurricular Activities</td>
<td>Medal Ribbon</td>
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<tr>
<td>(Third Yr Cadet)</td>
<td>In Top 25% of High School Class</td>
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<td></td>
<td>Be Dependable, Have Good Character, Be Self Disciplined, Be a Good Citizen, and Be Patriotic</td>
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<td></td>
<td>Not Received Award Previously</td>
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<th>AWARD</th>
<th>CADET MUST:</th>
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<td>Military Order of the Purple Heart (Third/Fourth Yr Cadet)</td>
<td>Show Positive Attitude towards US and AFJROTC Be an Outstanding Corps Leader Be Active in School and Community Affairs Hold Leadership Position in Cadet Corps Have &quot;B&quot; in All Subjects for Previous Semester Not Have Received Award Previously</td>
<td>Pendant Ribbon</td>
</tr>
<tr>
<td>Air Force Sergeants Association (AFSA) (Third/Fourth Yr Cadet)</td>
<td>Be in Top 25% of AS Class Show Outstanding Leadership, Discipline, Character, and Citizenship Not Have Received Award Previously</td>
<td>Pendant Ribbon</td>
</tr>
<tr>
<td>Sons of Union Veterans of the Civil War (All Cadets)</td>
<td>High degree of patriotism, academic excellence, and leadership ability</td>
<td>Medal Ribbon Certificate</td>
</tr>
<tr>
<td>Sons of Confederate Hunley Award</td>
<td>Good citizenship, patriotism, leadership</td>
<td>Medal Ribbon</td>
</tr>
<tr>
<td>Tuskegee Airman Inc Award (First, Second or Third Year cadets)</td>
<td>“B” in AS Class with Good Academics Active in Corps Activities Participate in 50% of unit service programs</td>
<td>Medal Certificate</td>
</tr>
<tr>
<td>The Retired Enlisted Association (All enlisted cadets)</td>
<td>Exceptional leadership</td>
<td>Medal Ribbon Certificate</td>
</tr>
<tr>
<td>Celebrate Freedom Foundation</td>
<td>Positive attitude, initiative, outstanding appearance</td>
<td>Medal Ribbon</td>
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### AFJROTC AWARDS

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<tr>
<th>AWARD</th>
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<tr>
<td>National Society Daughters of 1812</td>
<td>Female cadet with outstanding leadership</td>
<td>Medal Ribbon</td>
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<tr>
<td>Air Commando Medal</td>
<td>Submit essay, 13 attributes of leadership</td>
<td>Medal Ribbon</td>
</tr>
<tr>
<td>Distinguished Unit Award (All Cadets)</td>
<td>Be Satisfactorily Enrolled in AFJROTC at PHS During Period that Rating is Valid</td>
<td>Ribbon</td>
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<tr>
<td>Outstanding Organization</td>
<td>Awarded by HQ AFJROTC</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Outstanding Flight (All Flight Cadets)</td>
<td>Be Assigned to Outstanding Flight During Designated Academic/Training Term</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Top Performer Award (2% of Cadet Corps)</td>
<td>Leadership in Preparation for Annual Assessment, Good Academic Standing, Involved in Extracurricular Activities</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Outstanding Cadet (One from Cadet AFJROTC Year)</td>
<td>Show High Morals, Outstanding Military Potential, and Positive Character Attain Academic and Military Excellence</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Leadership (5% of Cadets Eligible)</td>
<td>Outstanding Performance in Leadership Position</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Achievement (5% of Cadets)</td>
<td>Accomplish Documented Significant Achievement for Corps, Community, or School</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Superior Performance (10% of Cadets)</td>
<td>Render Outstanding Achievement or Meritorious Service for AFJROTC for a Single or Sustained Act of a Superior Nature</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Academic (All Cadets)</td>
<td>Achieve Overall &quot;B&quot; Grade Point Average for One Term with an &quot;A&quot; in AFJROTC</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Leadership School (All Cadets)</td>
<td>Successfully Complete Summer Leadership School (First time SLS School of at Least 5 Days)</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Special Teams Comp. (All Cadets)</td>
<td>Be Member of Drill Team that Places 1&lt;sup&gt;st&lt;/sup&gt;, 2&lt;sup&gt;nd&lt;/sup&gt;, or 3&lt;sup&gt;rd&lt;/sup&gt; at Drill Meet</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Orienteering Competition (All)</td>
<td>Be Member of Team That Places 1&lt;sup&gt;st&lt;/sup&gt;, 2&lt;sup&gt;nd&lt;/sup&gt;, or 3&lt;sup&gt;rd&lt;/sup&gt; in Orienteering Meet</td>
<td>Ribbon</td>
</tr>
<tr>
<td>AWARD</td>
<td>CADET MUST:</td>
<td>ELEMENT</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Cocurricular Activities</td>
<td>Demonstrate Exceptional Leadership as Project Officer for AFJROTC</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Leadership (All Cadets)</td>
<td>Cocurricular Activity (Dining In/Out, Military Ball, Dance, etc)</td>
<td></td>
</tr>
<tr>
<td>Drill Team Ribbon (All Cadets)</td>
<td>Participate in at Least 75% of All Scheduled Drill Team Events</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Color Guard Ribbon (All Cadets)</td>
<td>Participate in 5 Color Guards,</td>
<td>Ribbon</td>
</tr>
<tr>
<td></td>
<td>Including 1 as Commander or 10 Color Guards Total</td>
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<tr>
<td>Saber Team Ribbon (All Cadets)</td>
<td>Participate in at Least 75% of All Scheduled Saber Team</td>
<td>Ribbon</td>
</tr>
<tr>
<td></td>
<td>Practices and Events</td>
<td></td>
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<tr>
<td>Marksmanship (All Cadets)</td>
<td>Active member of Marksmanship Team Participate in 3 competitions</td>
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</tr>
<tr>
<td>Good Conduct (All Cadets)</td>
<td>Have No Suspensions or Adverse Reports from PHS Staff or Faculty in a Term</td>
<td>Ribbon</td>
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<tr>
<td>Service (All Cadets)</td>
<td>10 hours Participation in School, Community, or AFJROTC Service Projects</td>
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</tr>
<tr>
<td>Health and Wellness (All Cadets)</td>
<td>Participate in Presidential PFP. Stars Awarded Based On Score</td>
<td>Ribbon</td>
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<tr>
<td>Recruiting (10% Cadets)</td>
<td>Enroll At Least 2 Quality Cadets or Serve as Member of Cadet Recruiting Team. Must attend 75% of meetings and Two Recruiting Events</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Activities (All Cadets)</td>
<td>Participate in Cocurricular Competitive Event or Participate in at Least One Cocurricular/Extracurricular Event (Rocketry, Radio Aircraft, etc.)</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Attendance (All Cadets)</td>
<td>Have No More than 2 Excused and No Unexcused Absences in a Term. Also applies to Tardies.</td>
<td>Ribbon</td>
</tr>
<tr>
<td>AWARD</td>
<td>CADET MUST</td>
<td>ELEMENT</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Dress and Appearance (ELIGIBLE)</td>
<td>Wear Uniform on All Designated Uniform Days and conform With Dress and Appearance Standards</td>
<td>Ribbon</td>
</tr>
<tr>
<td>Longevity (All Cadets)</td>
<td>Successfully Complete A Full Year of An Aerospace Science Course</td>
<td>Ribbon</td>
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</tbody>
</table>

**AFJROTC BADGES & INSIGNIA**

<table>
<thead>
<tr>
<th>AWARD</th>
<th>CADET MUST</th>
<th>ELEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground School (All Cadets)</td>
<td>Complete Honors Ground School or Passed FAA Examination</td>
<td>Badge</td>
</tr>
<tr>
<td>Flight Solo (All Cadets)</td>
<td>Possess a Solo Flight Indorsement from Certified Flight Instructor for Powered/Unpowered Aircraft</td>
<td>Badge</td>
</tr>
<tr>
<td>Flight Certificate (All Cadets)</td>
<td>Possess Private Pilot's Certificate for Powered or Unpowered Aircraft</td>
<td>Badge</td>
</tr>
<tr>
<td>Awareness Presentation Team (All Cadets)</td>
<td>Participate in (3) APT Events</td>
<td>Badge</td>
</tr>
<tr>
<td>Kitty Hawk Air Society (All Cadets)</td>
<td>Be Inducted into KHAS Bulldog Chapter</td>
<td>Badge</td>
</tr>
<tr>
<td>Academy Modeling Aeronautics Wings (All Cadets)</td>
<td>Complete All Requirements of Cadet Model Airplane Club (Member of AFA Club)</td>
<td>Badge</td>
</tr>
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</table>
### AFJROTC BADGES & INSIGNIA (Continued)

<table>
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<tr>
<th>AWARD</th>
<th>CADET MUST:</th>
<th>ELEMENT</th>
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<tbody>
<tr>
<td>Distinguished AFJROTC Cadet</td>
<td>Possess High Morals, Demonstrate Positive Personal Attributes, Display Outstanding Military Potential, and Maintain Academic and Military Excellence</td>
<td>Badge Certificate</td>
</tr>
<tr>
<td>(Third Yr Cadet)</td>
<td>Be Awarded Achievement, Leadership, Superior Performance, Academic, Cocurricular Leadership, and Service Ribbons</td>
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</tr>
<tr>
<td>AEF Academic Cadet</td>
<td>Attain an Overall 3.3 Grade Point Average with No Grades Below &quot;C&quot; on Transcript</td>
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<tr>
<td>(Rising Jr and Sr Cadets)</td>
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</tr>
<tr>
<td>Model Rocketry</td>
<td>Meet Model Rocketry Program Requirements</td>
<td>Badge</td>
</tr>
<tr>
<td>(All Cadets)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Sergeant</td>
<td>Be Cadet MSgt or Above and Assigned to First Sergeant Duties (Not worn during drill competitions)</td>
<td>Insignia</td>
</tr>
<tr>
<td>(All Cadets)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoulder Cords</td>
<td>Be Member of Extracurricular Activity Meet Membership Requirements Can Wear Only One on the Left Shoulder</td>
<td>Cord</td>
</tr>
<tr>
<td>(All Cadets)</td>
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Chapter 5: CADET CORPS ORGANIZATION

Organization. The AFJROTC UT-20011 Cadet Corps is organized as an AFJROTC Cadet Group as shown in Figure A.

Job Descriptions. AFJROTC UT-20011 Cadet Group's general job descriptions are contained in Figure B. These job descriptions are a guide only and can be supplemented or changed with approval of the SASI/ASI. Like the Air Force, job responsibilities and duties will increase with promotion and experience. Cadets earn their job assignments and are encouraged to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

Unit Manning Document. The AFJROTC UT-20011 Cadet Group Unit Manning Document is contained in Figure C.

Chain of Command. The Chain of Command defines lines of authority and communication. Cadets should start with the first cadet in their cadet chain of command to get answers to questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and classroom rules and procedures. The chain of command introduces the cadet to what they will face in future employment. HOWEVER, PERSONAL MATTERS, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS ON ACADEMICS SHOULD BE ADDRESSED IMMEDIATELY TO AN AFJROTC INSTRUCTOR. See Figure D.

Cadet Officers. Cadets who have shown their potential as cadet noncommissioned officers may be promoted to officer ranks. As officers, they must serve as role models for other cadets. They must also demonstrate excellent leadership and followership skills, and remember that their authority is limited to corps activities.

Cadet Noncommissioned Officers (NCOs). Cadet NCOs must assist the officers appointed over them and serve as role models for the cadet corps.
Figure A: Cadet Organization Chart
Figure A. Cadet Organization Chart (Continued)
Figure B. Cadet Job Descriptions

**Cadet Group Commander** will:
- Establish and enforce cadet appearance, discipline, performance, training, and conduct standards
- Advise the SASI/ASI on corps operations policies and procedures
- Develop a cadet operations and activities calendar
- Chair the Cadet Action and/or Review Boards
- Recommend cadets for jobs, awards, and promotions
- Manage the cadet corps senior staff
- Oversee cadet activities and accomplishments
- Implement a cadet evaluation and promotion system
- Attend cadet activities
- Ensure all cadets have the opportunity to develop their leadership qualities

**Cadet Deputy Group Commander** will:
- Command the group and accomplish group commander responsibilities in the commander’s absence
- Track the completion of tasks given to the senior staff
- Oversee status and currency of the cadet guide and implementing instructions
- Assist the group commander as directed
- Coordinate cadet operations with flight commanders
- Serve on the Cadet Action Board
- As directed by the SASI/ASI, conduct initial investigation on cadet complaints and recommend action(s) to the SASI/ASI

**Cadet Senior Special Assistant** will:
- Report directly to the Cadet Group Commander as their special assistant
- Complete special projects assigned by the SASI, ASI, Group CC or Deputy Group CC
- Conduct periodic self-inspections of cadet group operations
- Develop an annual inspection plan to include developing and updating the cadet command briefing to be presented to headquarters inspectors or visitors
- Supervise assigned cadets
Cadet Job Descriptions

Cadet Command Chief Master Sergeant will:
- Attend group staff meetings, prepare staff meeting room, take meeting notes, publish and post senior staff meeting minutes
- Assist the Cadet Deputy Group Commander to track completion of staff taskings
- Ensure all flight sergeants carry out their responsibilities
- Set the example in dress and grooming standards – a MUST to keep the job

Group First Sergeant will:
- Advise SASI, ASI, and Group Commander on matters relating to corps discipline and morale
- Counsel students in group and individual settings on school and corps activity opportunities
- Periodically speak with flights about corps morale
- Support and advise MWR Officers and Recruiting Officers

Awareness Presentation Team Chief will:
- Organize all Awareness Presentation Team briefings on topics of current interest i.e. drug abuse, high school drop-outs, etc.
- Recommend team members to the Cadet Group Commander and the SASI, based on a cadet’s demeanor, verbal abilities, and professional appearance
- Establish briefing dates for elementary and high schools and coordinate these with the Cadet Group Commander and SASI
- Write after-action-reports for after each event
- Coordinate team transportation requirements with SASI/ASI
- Monitor dress and grooming standards compliance of all team members
- Establish a practice schedule for briefers

Honor Guard Commander will:
- Recruit, organize and train team members
- Provide information on organization activities to Public Affairs officers for inclusion in corps, school, and community publications and news media
- Raise funds to support activities
- Coordinate with BYU Demo Team for training and mentoring
- Recommend team commanders to the Cadet Group Commander and SASI
- Establish and monitor team training schedules
- Ensure team activities comply with official drill and ceremonies procedures and drill competition requirements
- Prepare teams for competitions
- Ensure team equipment, to include rifles, sabers, etc. are inventoried, properly cleaned, and securely stored after each team activity
- Ensure team training is standardized
- Develop a team selection procedure to select competition team members
- Monitor team member attendance at team activities
- Coordinate team participation in the State and National Drill Competitions
- Supervise and train all color guard volunteers and drill members
- Track color guard and drill team participation
- Maintain all color guard supplies including flags, harnesses, ascots, gloves, etc.
- Post color guard sign-up sheets in the classroom in a timely manner
• Submit names of Color Guard and drill team ribbon recipients to the SASI and ASI

**Recruiting Officers** will:

• Develop and implement a recruiting plan to visit Dixon Middle School at least once per school year (twice if DMS students do not visit PHS)
• Organize recruiting activities throughout the year that are strategically organized around school events (assemblies, parent-teacher conferences, registration, etc.) to get the widest possible exposure to students, parents, school counselors and administrators at PHS and Dixon Middle School
• Ensure adequate recruiting efforts are directed at upper-level programs such as National Honor Society, PUPs, AP classes, etc.
• Ensure there are sufficient stocks of recruiting materials
• Coordinate recruiting requirements with Cadet Demonstration CC for recruiting events

**Cadet Community Services Flight CC** will:

• Plan and implement community service events throughout the school year in line with community impact goals in the Cadet Goals Plan for that school year
• Solicit volunteers for community service projects
• Coordinate with Public Affairs officer for post-action publicity
• Communicate with SASI and ASI regarding transportation, resources, etc needed for community service projects

**Group Physical Training Officers** will:

• Supervise and evaluate Flight PT officers and NCOs
• Enforce appearance, discipline, performance, training, and conduct standards in relation to PT
• Develop Group PT goals, plans, and routines
• Ensure that there is an operations instruction developed for PT identifying the PT day schedule and a warm-up exercise routine for all PT activities and include a legitimate physical training program for cadets
• Ensure PT scores are entered into WINGS
• Coordinate with Standardization officers to ensure PT permission forms are completed within HQ JROTC deadlines

**Public Affairs Officers** will:

• Supervise and evaluate flight members
• Enforce appearance, discipline, performance, training, and conduct standards
• Write and submit AFJROTC articles and photos to local and school newspapers, the “Leader” (ROTC) monthly magazine, PHS Monthly Parent Newsletter, and The Provonian
• Coordinate with yearbook staff for photo opportunities
• Assign a photographer and an article writer to cover every AFJROTC event
• Coordinate with the Cyber Officer to maintain our PHS AFJROTC website and/or Facebook page
• Coordinate with Provo High webpage manager as needed for publication of JROTC information and news
• Ensure the corps bulletin board is created and maintained to disseminate corps information
• Ensure the flight cadet of the quarter board is updated
• Organize the annual Veteran’s Day activity
**Standardization Flight Officers** will:

- Supervise and evaluate flight members
- Enforce appearance, discipline, performance, training, and conduct standards
- Ensure that classroom procedures are publicized and each cadet is properly trained on those procedures
- Ensure cadet records are standardized and personnel files are accomplished on each cadet and the contents are standardized
- Make sure cadet guide and operating instructions are current
- Advise SASI, ASI, and Group CC on promotion selections
- Coordinate with Flight CC to ensure distribution of ribbon request worksheets to all flights
- Advise SASI, ASI, and group CC on award/ribbon selections
- Ensure uniform inspection sheets are standardized and filed in the cadet records

**Morale, Welfare, and Recreation (MWR) Officer** will:

- Develop an MWR activity plan (including goals) that will improve cadet morale and community support
- Publicize cadet extracurricular and co-curricular activities in corps, school, and community publications and news media
- Serve as active spokesperson for corps activities throughout the community to obtain support
- Assist with fund raising activities
- Serve as primary project officer for dining outs/ins, combat dining-in, field trips, military balls, awards ceremony, and other corps morale activities
- Accomplish after action reports and continuity files for each activity

**Logistics Officers** will:

- Ensure there are cadets assigned to help the ASI inventory all uniforms and textbooks as needed
- Ensure there is a uniform issue and turn-in schedule published and coordinated with the ASI and students
- Ensure hand receipts for uniform issue are filled out correctly
- Ensure uniform issues and returns are entered in WINGS
- Maintain and inventory drill rifles, marksmanship rifles, and sabers and ensure proper entry in WINGS database

**Cadet Flight Commanders** will:

- Supervise and evaluate flight members
- Enforce appearance, discipline, performance, training, and conduct standards
- Take attendance each class period and report absent/tardy students to the SASI or ASI
- Lead students in applicable flag ceremonies and drill

**Cadet Flight Sergeants** will:

- Assume command of the flight in the absence of the flight commander
- Assist flight commander with flight conduct and discipline
- Train element leaders and the flight guide on proper drill and ceremonies
- Assist flight commander in teaching drill and ceremonies
• Prepare flight for inspection and accomplishing inspection records
• Assist Flight Commander in inspection of flight

**Cadet Element Leaders will:**

• Assume duties of flight sergeant in his/her absence
• Supervise element members
• Report roll when directed
• Maintain cleanliness of area occupied by their element
• Train element members

**Cadet Model Rocketry/Radio Controlled Aircraft Chief** will:

• Establish the appropriate club in accordance with AFJROTC guidelines
• Recruit members to the club
• Hold weekly club meetings
• Coordinate all activities with the senior staff, SASI, and ASI
• Comply with all AFJROTC and school club policies
• Select a safety superintendent who will coordinate safety policies for the club and make sure all club activities follow any school and/or AFJROTC safety standards

**Group Physical Training Officers will:**

• Supervise and evaluate Flight PT officers and NCOs
• Enforce appearance, discipline, performance, training, and conduct standards in relation to PT
• Develop Group PT goals, plans, and routines
• Ensure that there is an operations instruction developed for PT identifying the PT day schedule and a warm-up exercise routine for all PT activities and include a legitimate physical training program for cadets
• Ensure PT scores are entered into WINGS
• Coordinate with Standardization officers to ensure PT permission forms are completed within HQ JROTC deadlines
Figure C Unit Manning Document.

UNIT MANNING DOCUMENT

AFJROTC UT-20011 CADET GROUP

PROVO HIGH SCHOOL, PROVO, UTAH

<table>
<thead>
<tr>
<th>LINE NO</th>
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<th>POSITION</th>
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</tr>
<tr>
<td>1</td>
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<td>Group Commander</td>
<td>c/Colonel</td>
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<tr>
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<td>c/Lt Col</td>
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<tr>
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<td>GP/CCD</td>
<td>Demonstration Commander</td>
<td>c/Major</td>
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EXTRACURRICULAR

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<td>Secretary of Defense</td>
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<tr>
<td>Secretary of the Air Force</td>
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</tr>
<tr>
<td>Chief of Staff, USAF</td>
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<tr>
<td>Commander, Air Education and Training Command</td>
<td></td>
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<tr>
<td>Commander, Air University</td>
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</tr>
<tr>
<td>Commander, Air Force Officer Accessions and Training Schools</td>
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</tr>
<tr>
<td>Director, AFJROTC Division</td>
<td></td>
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<tr>
<td>Principal</td>
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<td>Provo High School</td>
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<td>Cadet Flight Commander/</td>
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</tr>
<tr>
<td>Cadet, AFJROTC UT-20011</td>
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</tr>
</tbody>
</table>

Figure D Chain of Command
Uniforms. AFJROTC cadet uniform is, with only some exceptions, the same one that is worn by active duty Air Force members. Wear the uniform 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. The key elements to remember are: neatness, cleanliness, safety, and military image. First year cadets have the option of wearing a JROTC-issued t-shirt instead of the uniform, however, they must comply with all JROTC grooming standards.

Uniform Days. Depending on when the cadet has their AFJROTC class, uniform day is either WEDNESDAY or THURSDAY! Only the SASI or ASI 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 Provo High School students. Cadets must make arrangements with teachers to change out of and back into uniforms during classes where classroom activity could damage the uniform. The Air Force physical fitness uniform is required wear on physical fitness (PT) days.

Uniform Inspections. Cadets will be inspected on uniform days. These inspections are worth 100 points each week and are a large part of a student’s grade. Cadets who do not wear the uniform during an inspection without a valid excuse will receive a “0” on that inspection. They have until the next inspection to make up the score by wearing the uniform on a non-uniform day. The maximum make-up score will be 80 points. Cadets who do not wear the uniform during an inspection, or who miss an inspection due to a valid excuse, can make up the score by wearing the uniform on a non-uniform day. The maximum make up score for an excused absence is 100 points. Whether the missed inspection is excused or not, the “0” becomes PERMANANT after 1 week!! Having your uniform in the cleaners or saying it is being washed is NOT a valid excuse.

Cadet Responsibilities. Cadets will be issued one complete, clean uniform with all accessories and insignia to include an Air Force blue name tag. Each item then becomes the responsibility of the cadet who signs for it. If an item is lost, stolen, or willfully or negligently destroyed, beyond normal wear and tear, the cadet must pay for it at its current replacement cost. The Uniform Receipt form will contain the replacement costs for all items. Any item substitution must be authorized by the ASI prior to purchase. Cadets will pay to dry clean and launder uniforms during the school year. Service dress coats, skirts, pants, ties, tabs, flight caps, and lightweight zipper jacket (dark blue items) are DRY CLEAN ONLY. Other uniform items, including PT clothes, ADUs, and flight suits can be machine washed.

Cadets will return all items issued or pay for them at the end of the school year or upon disenrollment during the school year.

To prevent paying for uniforms, we encourage cadets to:

- NOT leave items unattended or in unlocked or shared lockers
- NOT lend items to other cadets
• TAKE CARE of the uniform items issued to you. Clean them on a regular basis!!

• RETURN uniform items that become worn or otherwise unserviceable to the ASI. 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.

Cadets will not mix uniform and civilian clothing. If they have a legitimate reason not to wear the uniform or any uniform item due to medical conditions, they must present medical documentation and receive a SASI or ASI waiver.

**Behavior in uniform.** Cadets may not fight, engage in horseplay, engage in sport activities, or do anything that would degrade the uniform. Questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Provo High School, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet and enhances the corps’ image throughout the community. Wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance at all times.

Cadets may wear the uniform at special events such as weddings, funerals, baptisms, and other events approved by the SASI or ASI. The uniform MUST be worn correctly.

**General Uniform Wear Guidelines:**

There are two combinations of the blue cadet uniform. They are: the Class A combination (includes the service dress coat, shirt, trousers, and accessories and Class B combination (includes the short sleeve light blue shirt, trousers, and accessories).

a. **Flight/Garrison Cap.** Worn slightly to the wearer’s 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. Male cadet’s hair will not protrude in front of the cap. Female cadet’s hair may be visible but may not touch the eyebrows.

b. **Short Sleeve Shirt.** 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 white "V" neck t-shirt must be worn so that no top of the t-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 shirttail 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.

c. **Trousers/Skirts.** 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. Keep the back pocket buttoned. Always wear a belt with the trousers. LOW-RIDING TROUSERS ARE ABSOLUTELY UNAUTHORIZED. Females may wear skirts. Skirts will be free hanging with zipper closure on the left hip. Length will be no shorter that the top of the kneecap and no longer than the bottom of the kneecap. Hose must be worn with the skirt.
d. **Belt.** The silver tip extends beyond the buckle to the wearer's left (males) or right females) with no blue fabric showing. The cadet "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.

e. **Service Dress Coat.** 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. Tie/tab must be worn with the service dress coat.

f. **Light Weight (Happy) Jacket.** Must be zipped up at least halfway. The windbreaker will not be worn over the service dress jacket or with civilian clothing. Sleeves must be down.

g. **Shoes/Socks.** Keep your shoes shined. Socks must be BLACK. No other dark colors are authorized. Females may wear pantyhose that is commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral. It must complement the uniform and the cadet's skin color. Patterned hose is not allowed.

h. **Undergarments.** Undergarments must be worn with the uniform and will be conservative, commercial style, white in color, and contain no designs or lettering.

i. **Threads.** Inspect your uniform for loose threads and cut them off.

**Other Guidelines:**

a. **Jewelry.** Cadets can wear no more than three rings and one bracelet while in uniform. The bracelet must be conservative and no wider than ½-inch. Males cannot wear earrings nor have any visible piercings. Females may wear 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. Necklaces may be worn if not visible. No other visible piercings are allowed for females.

b. **Male Hair.** Must be clean, well groomed, and neat. Hair color if dyed will look natural, will not be worn in an extreme or fad style, contain excessive amount of grooming aids, or exceed bulk standards. Hair will not touch eyebrow when groomed or protrude below the front band of properly worn headgear. Hair will have a groomed, tapered appearance on both sides and back, both with and without headgear. Block cut is permitted with tapered appearance. Hair will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Hair bulk will not exceed 1 1/4 inches, regardless of length, and will not exceed 1/4 inch at the natural termination point. Hair will not have any visible foreign items. Sideburns will be neatly trimmed and tapered, straight and of even width (not flared), end in clean-shaven horizontal line, and not extend below lowest part of the exterior ear opening.
c. **Female Hair.** Hair must be clean, well groomed, and neat. Hair color if dyed will look natural, will not be worn in an extreme or fad style, or contain excessive amount of grooming aids. Hair will not exceed 3 inches in bulk or prevent proper wear of headgear. Hair will not touch eyebrows when groomed and may be visible in front of flight cap. Hair must present a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to natural hair color are permitted to keep hair in place. Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at bottom of edge of the shirt collar at the back of the neck. Hair will not include hair ornaments such as ribbons or jeweled pins.

d. **Hygiene.** Cadets must maintain very high standards of cleanliness. This means bathing daily with soap and shampoo, and using deodorant. Fingernails will be clean and trimmed.

Males cannot wear nail polish. For females, nail polish must be conservative, single color, in good taste, and not contain any ornamentation or design. Males cannot wear make-up. For females, cosmetics must be conservative and in good taste.

e. **Semiformal Uniform.** The SASI 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 dress uniform with white plain shirt and regular blue tie or black/dark blue bow tie. For females, this uniform consists of the blue service uniform with a plain white blouse with black, satin tab. Ribbons are worn but not the nametag or flight cap.

f. **Battle Dress Uniform.** The SASI will prescribe when BDUs can be worn. They will be worn in accordance with this handbook and AFROTCI 36-2003. BDUs will be issued as an optional item until AFJROTC UT-20011 stock inventory is depleted or at the cadet's personal expense. BDUs will not be worn as a substitute for the required uniform on the mandatory uniform day except as prescribed by the SASI. Black combat boots will be worn. Cadets must also wear a black or brown t-shirt underneath the BDU shirt. The t-shirt cannot have lettering on it that could be exposed if the BDU shirt is removed. T-shirts must be purchased by the cadet. Hats may be issued to cadets by the ASI if available. Cadets must conform to BDU wear guidelines as established by the Air Force and SASI.

**NOTE:** This Cadet Guide does not address all uniform and appearance rules. Please consult with the SASI or ASI if you have any questions.

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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!
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**CADET LIGHTWEIGHT BLUE JACKET**

- Shoulder tabs are centered between unit patch and shoulder seam. If no patch, 1" below shoulder seam.
- Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.
- Officer and Enlisted grade insignia worn on both left and right collars.
- Airman Basic have no collar insignia.
- AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered.
- Jacket will be closed to at least the half-way point.

**LIGHTWEIGHT BLUE JACKET COLLAR INSIGNIA**

- Centered side to side 1 inch up from the inner edge of the collar and parallel to the outer edge.
- Outer edge.
- Inner edge.
CADET MALE 1620 SERVICE DRESS

First badge 1/2 inch on right side centered between arm seam and lapel, with bottom edge of badge parallel to top of pocket. Center additional badges 1/2 inch above first one.

Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.

Officer and enlisted grade insignia worn on both lapels on both sides.

Airman Basic wear lapel insignia on both lapels.

Distinguished Cadet badge

Shoulder tabs are centered between unit patch and shoulder seam. If no patch, 1" below shoulder seam.

Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.

Kitty Hawk badge

Name Tag

Center name tag on right side centered between arm seam and lapel, with bottom edge parallel to top of unit pocket.

Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.
CADET FEMALE 1620 SERVICE DRESS

First badge on right side centered between arm seam and lapel, with bottom edge of badge parallel to top of well pocket. Center additional badges 1/2 inch above the first one.

Place insignia half way up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.

Officer and enlisted grade insignia worn on both lapels. First badge on left side 1/2 inch above the top row of ribbons. If no ribbons, 1/2 inch above top of well pocket. Center additional badges 1/2 inch above the first one.

Airman Basic wear lapel insignia on both lapels.

Distinguished Cadet badge

Shoulder tabs are centered between unit patch and shoulder seam. If no patch, 1” below shoulder seam.

Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.

Kitty Hawk badge

APT badge

AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam, and centered.

Center ribbons resting on but not over edge of well pocket. Wear 3 or 4 in a row. Wear all or some.

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

Center name tag on right side between lapel and arm seam, 1 to 3 inches higher than top button.

Name Tag
When using officer cloth-rank, place fabric as close as possible to shoulder seam.

Officer and Enlisted grade insignia worn on both collars, centered side to side and top to bottom. Enlisted bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
Distinguished Cadet badge
AEF Badge
Kitty Hawk Air Society badge
APT Badge

When using officer cloth rank, place fabric as close as possible to shoulder seam

Model Rocketry badge

Flight Solo or Flight Certificate badge
Ground School badge
Academy of Model Aeronautic (AMA) wings

AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered
On wearer's left side, center first badge 1/2 inch above ribbons. If no ribbons worn, 1/2 inch higher than the first exposed button. Center additional badges 1/2 inch above the first one.

Center ribbons on left side parallel with ground. Align with the bottom of the name tag. If no name tag is worn, align bottom of the ribbons even with 1 1/2 inches higher or lower than the first exposed button.

Officer and Enlisted grade insignia worn on both collars, centered side to side and top to bottom. Enlisted bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
How to tie a Windsor Knot?

1. Start with wide end of the tie on your right and extending a foot below narrow end.

2. Cross wide end over narrow and bring up through loop.

3. Cross wide end over narrow and bring up through loop.

4. Then put down through loop and around across narrow as shown.

5. Turn and pass up through loop and...

6. Complete by slipping down through the knot in front. Tighten and draw up snug to collar.

www.tieanecktie.com/index.php
Chapter 7: MILITARY DRILL

Purpose. The purpose of drill is to teach cadets discipline, teamwork, precision, and leadership. Drill can be fun, too! Your success in drill is directly related to how often you practice. To help you learn drill, we offer an early morning drill class where cadets will learn the basic drill fundamentals and progress to more advanced movements. Cadets will also do some drill during normal class periods. Regardless of how you learn drill, it is up to you to successfully demonstrate the commands/movements taught in any given term. Cadets should attempt to learn the 32-count drill sequence below to function somewhat successfully in drill.

32-Count Drill Sequence

1. Fall In
2. Open Ranks, March (L)
3. Ready Front
4. Close Ranks, March (L)
5. Present, Arms (Pause)
6. Order, Arms
7. Parade, Rest
8. Flight, Attention
9. Left, Face
10. About, Face
11. Forward, March (L)
12. Right Flank, March (R)
13. Left Flank, March (L)
14. Column Right, March (R)
15. Forward, March (L)
16. To the Rear, March (R)
17. To the Rear, March (R)
18. Column Right, March (R)
19. Forward, March (L)
20. Eyes, Right
21. Ready Front
22. Column Right, March (R)
23. Forward, March (L)
24. Change Step, March (L)
25. Column Right, March (R)
26. Forward, March (L)
27. Flight, Halt (L)
28. Left, Face
29. Right Step, March (R)
30. Flight Halt (R)
31. Present, Arms (Flight Commander Will Salute to Signify Completion)
32. Order, Arms

NOTE: Cadets who want to participate in drill competitions must participate in the early morning drill program.
Chapter 8: EXTRACURRICULAR ACTIVITIES

Extracurricular Activities. The following activities provide opportunities for cadets to enhance their leadership skills and have fun outside the classroom:

- **Bulldog Group Drill Team.** This team performs in state and national drill competitions and demonstrations. Team practices are conducted during the early morning drill class that is held on odd class days. After-school practices are sometimes needed to prepare for competitions. The green and white shoulder cord can be worn by active drill team competition members.

- **Ranger Team.** Ranger Team is a group dedicated to becoming the strongest version of themselves. There are team meetings throughout the week. During these meetings cadets participate in fitness exercises, land navigation, leadership reaction courses, learning Morse code, and many other activities. In Ranger Team, cadets also compete in various competitions for a chance to bring back trophies and other awards. Ranger Team is for the dedicated cadets who are willing to push the limits and be prepared for any obstacle they may face.

- **Color Guards.** The JROTC Color Guard teams present the national/state/school flags at school and community functions. Only cadets with exemplary behavior, outstanding uniform and personal appearance standards, and a thorough knowledge of drill and ceremonies will be selected.

- **Awareness Presentation Team (APT).** This team provides positive role models for elementary and middle school students. APT members talk to students about social issues such as drug/alcohol education and staying in school. Your involvement in this social issue awareness and training brings our corps favorable publicity and is a valuable social service to the community. Cadets can earn an APT badge to wear on the uniform if they participate in THREE events. Since APT members are in the public eye, they must conform to all PHS and AFJROTC dress, grooming, and behavior standards to participate.

- **Recruiting Team.** This team is crucial to the JROTC program. They develop plans for recruiting PHS students into JROTC and participate in recruiting exhibitions at feeder schools. Students can earn the Recruiting ribbon by bringing 2 new cadets into JROTC or by participating in one of the recruiting exhibitions.

- **Rocketry 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.

- **Radio-Controlled Aircraft Club.** Cadets who enjoy building model airplanes or other aerospace vehicles should consider this activity. The cadet model club will actively seek affiliation with local modelers. American Modeling Association Wings are authorized for flying clubs.
• **Field Trips.** This is an important extension of the AFJROTC curriculum. The SASI/ASI will allow cadets who are students in good standing, are passing AFJROTC, have not had a history of uniform or personal appearance violations, and are released by their teachers and parents to attend the field trip. Field trips can include trips to Hill AFB and Salt Lake Airport for flights on Air Force aircraft.

• **Military Ball.** The Military Ball, a formal Air Force tradition, will normally be planned and conducted in the Spring. Attendance is voluntary but encouraged as it is one of the highlights of our Spring activities. The Ball consists of a catered meal, a guest speaker, and dancing.

• **Fund Raising Projects.** The 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 parents/legal guardians 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, cadet award programs, and esprit de corps. Cadet Fundraising Flight, in conjunction with the PHS AFJROTC Booster Club (if established) will serve as fund raising coordinator and organize all fundraising activities. ALL FUNDRAISING ACTIVITES MUST BE APPROVED BY THE PHS Principal and the SASI.

Other activities such as marshmallow wars, pizza parties, movie nights, etc. will be organized as determined by the SASI throughout the school year.

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The Latin phrase “CARPE DIEM” means “Seize the Day”. It compels us to enjoy life and to live life to its fullest. Getting involved in the activities in this chapter will make your time in JROTC a more valuable learning experience…and you’ll have more FUN!!

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Chapter 9: PHYSICAL FITNESS PROGRAM

Physical fitness training is an important part of the JROTC program. Although AFJROTC does not have cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness training program. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your life. If you are physically fit, you will perform better in school and in all of your activities.

Physical fitness is maintained through exercise and proper diet. Diet is just as important as exercise because eating the right foods will help you control your weight and prevent heart disease.

Cadets should try to exercise at least 3 times per week. Friday is the designated physical training (PT) day for the JROTC program. PT sessions will consist of exercises such as running, push-ups, sit-ups, etc. and team sports. Cadets will be issued PT clothes and they must wear the clothes during PT sessions. Each PT session is worth 100 points towards a cadet’s grade. Grades are based on “dressing out” and participation in PT activities. Failure to wear the PT uniform or participate will lower a cadet’s academic grade. Students who cannot participate in weekly PT due to injury or illness MUST bring a note from a parent/guardian.

The Parental Permission and Medical Release Form and AFJROTC Disclosure Document must be completed and signed before participating in any AFJROTC physical fitness activity. Parents/legal guardians must identify to the SASI and ASI any medical reasons why their son or daughter cannot participate in any AFJROTC physical training activities. A parental excuse or doctor’s statement, identifying any medical problem and what the cadet can and/or cannot participate in, is required.

**Physical Fitness Test:** All cadets must take the Presidential Physical Fitness Test once each semester or as required. Students are tested on the following exercises:

Mile run (timed)
Push-ups or Pull-ups/Chin-ups (1 min.)
Sit-ups (1 min.)
Shuttle run (timed)
V-sit stretch

- Students who score 95-100 on the PPF test will receive the Health and Wellness Ribbon with a gold star.
- Students who score 85-94 will receive the H&W with a silver star.
- Students who score 75-84 test will receive the H&W ribbon with a bronze star.
Standards. All cadets must comply with the standards established for the JROTC program by the Air Force and Provo High School. Inappropriate behavior reflects upon you, your family, Provo High School, and the United States Air Force. Therefore, enforcement of the standards is paramount to the success of the cadet corps. Violations of standards can affect your academic grade, opportunity for promotion, and ultimately can result in removal from JROTC.

Disenrollment. The Senior Aerospace Science Instructor (SASI), with the concurrence of the Principal, Provo High School, can disenroll, with no academic and military training credit, a cadet who does NOT:

- Wear the uniform.
- Pass an AFJROTC aerospace science course.
- Meet personal appearance and uniform standards, after attempts to correct the deficiencies by the SASI, ASI, and senior cadets.
- Abide by Provo High School student rules of behavior. If a cadet is suspended or expelled from school, then the SASI may consider this as grounds for disenrollment from AFJROTC.
- Establish a positive record of behavior in the community. Instance(s) of misconduct will be evaluated by the SASI to determine appropriate actions to be taken.
- Follow classroom and behavior rules and show a positive attitude towards JROTC training
- Strive to live by the Cadet Code of Conduct and Honor Code
- Remain enrolled in high school

Cadet Evaluation Board. A Cadet Evaluation Board may be convened at the discretion of the SASI or ASI. This board serves as a cadet disciplinary board to correct cadet non-compliance with this handbook and other published cadet rules. Any officer in a cadet’s chain of command can request a Cadet Evaluation Board.

a. The Vice Group Commander will serve as the Board President. Other board members will be selected by the SASI and ASI. One member will be assigned as Board Recorder. This individual will record meeting notes and submit a final board report to the SASI or ASI within 3 school days after the board is completed.

b. The SASI or ASI will determine when the board convenes and will be present at
all Cadet Evaluation Board proceedings.

c. The SASI, ASI, or Group Commander can have board members removed for misconduct, bias, or unprofessional behavior that jeopardizes the integrity of the board.

**Hazing.** Hazing of cadets will not be tolerated and is STRICTLY PROHIBITED. The SASI or ASI 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 or "power". This prohibition includes directing a cadet to do pushups or other physical activities for punishment or directing comments towards a cadet that are cruel, abusive, humiliating, oppressive, harmful, threatening, demeaning, or prejudicial. Cadets who engage in hazing may be reduced in rank or removed from the Provo High Junior ROTC program permanently.