

TX-794 AFJROTC



CADET HANDBOOK 2009 – 2010

“It’s our job to be the best!”

VISION FOR COOPER HIGH SCHOOL AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS (AFJROTC)

Provide an environment that will help students grow into mature adults--mentally, physically, and morally.

MISSION

To develop citizens of character dedicated to serving their country and community.

NOTICE OF NON-DISCRIMINATION

Cooper High School AFJROTC and the Abilene Independent School District do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.



TABLE OF CONTENTS

Chapter 1 – Objectives	4
Chapter 2 – Conduct	5
Chapter 3 – Courtesy	7
Chapter 4 – Uniforms and Other Government Property	8
Chapter 5 – Uniform Wear Policy	9
Chapter 6 – Cadet Promotion System	10
Chapter 7 – Awards and Decorations	12
Chapter 8 – Community Service, Service Time & Letter Jacket Policy	13
Chapter 9 – Bulletin Board Communications	14
Chapter 10 – Classroom Procedures	15
Chapter 11 – Extracurricular Activities	16
Chapter 12 – Corps Job Descriptions	17
Appendix 1 – Unit Manning Document	22

CHAPTER 1 - OBJECTIVES

1. Academic. Each cadet **will endeavor to**:
 - a. Develop personal attributes to ensure a positive attitude.
 - b. Become a better and more informed citizen.
 - c. Find out about vocational, educational, and leadership opportunities offered by AFJROTC and other agencies.
 - d. Understand the potential impact of aerospace on the U.S. and the world.
 - e. Understand and comply with the objectives and goals of AFJROTC and TX-794th Cadet Wing.

2. Leadership. Each cadet **will**:
 - a. Develop Leadership abilities.
 - b. Wear their uniform in accordance with Air Force Regulations, recognize the insignia of other cadets and active duty service grades, and respect the rank of others with the proper use of proper customs and courtesies.
 - c. Execute the basic movements, positions, and facings of drill as an individual and in unison with members of their flight and/or squadron.
 - d. Conduct themselves in a socially acceptable manner, whether in uniform or in civilian clothes.
 - e. Perform flight duties as required or assigned.
 - f. Develop knowledge of and respect for constitutional authority.
 - g. Demonstrate their knowledge of procedures for honoring the American Flag and other patriotic gestures.
 - h. Understand respect for authority in any organization and demonstrate an understanding by following orders promptly and to the best of their abilities.
 - i. Practice good study habits and time management and strive to pass all of their subjects.
 - j. Develop knowledge of first aid and safety and practice those skills.

CHAPTER 2 - CONDUCT

1. Academic Standards. Your own sincere interest, effort, and positive attitude are prerequisites to success. Initiative, enthusiasm, and cooperation will result in your development and improvement. What you gain is up to you. It must be your goal to achieve and satisfactorily complete the course of study. The SASI and ASI are available at any time to assist you in reaching your objectives and goals.
2. Attitude. Cadets should work up to their potential through active participation in AFJROTC activities. Under all circumstances, cadets should be respectful, (one who follows instructions and doesn't ignore them). You should also be courteous and not discourteous, and above all; seek responsibility. In summation, a cadet should be a considerate, mature young man or woman working up to a leadership role.
3. Competition. Healthy competition in academics, sports and other activities is a vital part of the promotion and awards system. Cadets are encouraged to pursue the positive constructive rewards. It should be apparent to each cadet that positive factors will influence the awarding of promotions, ribbons, or other similar recognition for excellence.
4. Destruction/Defacing. Proper respect and consideration for other people and things will be a way of cadet life. School property, AFJROTC equipment, books, and personal property of other people will be treated with respect and consideration. If deliberate or ill-advised destruction or defacing occurs, the item will be cleaned, replaced and/or paid for.
5. Respect for Authority. The goals of cadet leadership and effective management of the Texas 794th Cadet Corps require that we all have knowledge and understanding of the term "Respect for Authority."
 - a. Respect for authority is a vital part of leadership training. Any organization, military or otherwise, must have it to function efficiently. Each cadet who hopes to lead can do so only after he/she has first learned to follow, something they can do only if they are willing to accept the authority of their leaders.
 - (1) Each cadet will be subject to regulations and instructions issued by the AFJROTC Department and by cadet commissioned and noncommissioned officers. In any organization there is a chain of command, or authority. When you join an organization, you must learn what it is all about if you intend to progress.
 - (2) In the beginning, cadets will be closely supervised until they prove they can do an assigned job and can assume certain responsibilities.
 - (3) The first year AS-1 cadets must learn how the job should be done by developing the quality of following instructions accurately. They must also be effective followers.
 - (4) In the second through fourth years, the AS-2, AS-3, and AS-4 cadets should be ready to lead, guide, and instruct others what to do in greater and greater detail as they gain experience.
 - (5) The task for each cadet at each level is to learn the job, do the job as well as you can, prove you are ready for the next level of responsibility, set the best example and develop into a good leader by showing an honest understanding and respect for authority.
 - b. A true leader is in a position of authority because he/she has earned the right to be there, has a sound knowledge of the job, and has developed or is developing the necessary personal attributes of leadership.
 - (1) Please bear in mind that each cadet - and each teacher - is learning from each other, regardless of rank or position. Because of their earned authority and the responsibilities entailed, the leader is entitled to respect and courtesy from subordinates; those younger and less experienced.
 - (2) Therefore, junior/younger/lesser ranking cadets should show deference to senior/older/higher ranking cadets at all times by recognizing their presence and by employing a courteous and respectful bearing and mode of speech toward them.
 - (3) The seniors and officers should not abuse their rank or position.
 - c. Cadet leaders are responsible for providing a proper example at all times and for maintaining good order and discipline. Whenever a cadet leader is required to be absent, he/she will notify the next in command to take charge and explain his/her specific duties.

- d. Cadet leaders are authorized to give appropriate and reasonable orders to cadets under their supervision, but have no authority to excuse them from scheduled formations or classes or to change or modify existing orders without specific orders and/or approval from the SASI/ASI.
6. Suspension and/or Dis-enrollment.
 - a. Appropriate action may be taken by the SASI/ASI, in reference to AFJROTC activities, for any cadet who is suspended from school.
 - b. Cadets transferring from one school to another during the school year will be given credit for completing the school year, providing a satisfactory AFJROTC Aerospace and Leadership grade is achieved.
 7. Standards. After joining the cadet corps, new cadets should meet established standards within the first grade marking period. **If a cadet cannot or will not meet the standards, the individual may be dismissed from the corps.** Each cadet is expected to set an example for other cadets, as well as other students. This means that as soon as AFJROTC standards are known and understood, each cadet should meet or exceed them.
 8. Administration. Cadet assignments, promotions, demotions, and awards will be validated by special orders as recommended by the Cadet Personnel Officer, approved by the Corps Commander and concurred by the SASI/ASI.
 9. Cadet Position and Rotation. Cadet command and staff assignments will be made so that an equitable spread of leadership development experience will prevail throughout the corps. The rotation of various corps positions will be on the basis of positions available and the individual need for training experience.
 - a. Some flight positions may be interchanged every six weeks. (i.e. Flight Sergeant, element leader)
 - b. Personnel changes will be made whenever a cadet's performance of duty is not up to standard through insufficient time and effort.
 - c. Command and staff positions may be changed each semester depending on the needs of the corps and the standards of performance of the various cadets filling the positions. These changes are approved by the Corps and/or Vice Commander. Personnel changes in key positions will be limited.
 - d. To provide broadened experience to each cadet, the duties of the various flight positions may be temporarily rotated among assigned cadets.
 - e. All removals must be approved by the Corps Commander. Only the Corps Commander has the authority to replace the cadet.
 10. Cadet Grade and Rank.
 - a. The only difference between your cadet uniform and the one worn by active duty Air Force personnel is the insignia. You will see by the grade chart that our cadets are divided into three categories; officer, non-commissioned officer, and airman. This three-way division is also true among active duty personnel.
 - b. You will note that the grade chart shows the commissioned grades from the lowest, second lieutenant, to the highest authorized for an organization. Cadet officers wear their grade insignia on the collar/lapel of the uniform.
 - c. The noncommissioned officer (NCO) grades start with staff sergeant and progress upward through chief master sergeant, the highest authorized for NCOs in the AFJROTC program. NCO insignia is worn on the collar/lapel of the uniform.
 - d. Airman grades include airman and airman first class. There is no insignia for airman basic. Airman insignia is worn on the collar/lapel of the uniform.

CHAPTER 3 - COURTESY

Courtesy is that quality of human association which enables people to live together in harmony. Military courtesy points out the need for mutual respect among comrades and it cannot be one-sided. It demands from you polite and considerate behavior toward others and you may expect the same from them.

1. Saluting. The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged out of doors when in uniform. The method of salute is described and illustrated in the Leadership Education I text and in AFM 36-2203. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI/ASI. Salutes are not required when cadets are not in uniform.
 - a. All colors not cased or folded will be saluted. The hand salute will be rendered during the raising or lowering of the US Flag, the playing of the "National Anthem" or "To the Colors."
 - b. When in doubt, salute. Remember, your conduct, manner and attitude reflect the image of Cooper ROTC.
 - c. Cooper campus is a **no hat no salute** zone. Top-5 cadets may wear hats.
2. Titles of Address. Civilians are addressed by the title Mr., Mrs., Miss, or Ms. Military persons by their cadet rank (always use the word **cadet** as to not confuse with active duty grades) or, it is always acceptable to address a cadet by the title of Mr. or Miss and their last name. Cadet officers may also be addressed as Sir or Ma'am.

CHAPTER 4 - UNIFORMS AND OTHER GOVERNMENT PROPERTY

1. Texts and Reference Books. AFJROTC texts and reference books are available to each cadet. Any texts, books or other government property lost, damaged, or destroyed due to improper handling will be paid for by the individual cadet. Fair wear and tear will be considered.
2. Uniform Initial Issue. After cadet orientation (normally the first 2 weeks of school), parent's acceptance of responsibility, and cadets meeting established standards, each cadet will be issued an AFJROTC uniform and insignia.
 - a. Initial issue will include the following items:
 - Shoes (1 pair)
 - Pants (1 each)
 - Short-sleeve Shirt (1 each)
 - Service Coat (1 each)
 - Lightweight Jacket (1 each)
 - Socks (1 pair)
 - Flight Cap (1 each)
 - Tie or Tab (1 each)
 - Belt and Buckle (1 each)
 - b. Any items that need alterations to ensure a proper fit (i.e., pants length, sleeve length, etc.) will be covered at government expense. However, it will be the cadet's responsibility to take and pick up these items from the contract cleaners. This may include getting patches on new shirts, coats, and jackets. *NOTE: A uniform alteration form signed by the SASI/ASI is required when taking uniforms to the cleaners for alterations.*
 - c. Physical Training (PT) Uniforms. It is our goal to issue each cadet a set of PT gear (t-shirt and shorts) plus a unit t-shirt ever year. As Air Force and school funding continue to struggle, we will continue to make every attempt to provide these items free of charge.
3. Responsibilities. Cadets will care for and properly maintain uniforms, equipment, textbooks and other AFJROTC or school facilities provided for their use. Before any item of government property is issued for long term use, the cadet and his/her parent or guardian must understand that not only do they assume pecuniary liability for each item, but they must recognize a higher value - a personal trust - that the equipment will be returned in good condition and by the specified due date. Payment for loss, damage, or cleaning of any item will be at the current market price.
4. Supply Discipline.
 - a. Purpose. The uniform represents the security of our nation and its highest ideals. Every person wearing the uniform must maintain this respect by insuring his/her uniform is always correct and in good condition.
 - b. Maintenance.
 - (1) Cadets should not have items of issue altered by parents or tailors in any manner, without the express permission of the SASI/ASI. Alterations will be made in accordance with Air Force Standards.
 - (2) Uniform items that become unserviceable (i.e., torn, frayed, stained, buttons missing, etc.) must be brought in for replacement as soon as the condition is discovered.
5. Uniform Turn-in. When a cadet drops, dis-enrolls, or leaves the program or school for any other reason, he/she will be required to turn in all issued uniforms and insignia (excluding socks, PT gear, and ribbons). Additionally, if a uniform item no longer fits, the cadet must bring it in for replacement as soon as possible. Uniforms are issued in a clean condition; therefore, they must be turned in clean (cleaners bag and receipt required). If the uniforms are turned in dirty, a \$10.00 cleaning fee will be charged.

CHAPTER 5 - UNIFORM WEAR POLICY

1. The AFJROTC uniform must be worn once per week as directed by the AISD and Air Force contract. It is **each individual cadet's** responsibility to comply with this contract.
2. Wearing once per week is defined as wearing the uniform to school ALL DAY. If under special circumstances it is necessary for a cadet to get out of uniform the cadet must obtain written permission from a Top-5 cadet. **THE CADET OFFICERS ARE RESPONSIBLE FOR ENFORCING THE UNIFORM POLICY.** Cadets who fail to get permission will be given a zero for the uniform wear if they change out of uniform.
3. Uniform Wear Make Ups. Cadets will receive a weekly uniform grade, which will be a maximum of 100 if worn on the correct day, normally Wednesday. If a cadet is not in uniform on the assigned day, a grade of zero will be entered into the grade book. If the uniform is worn late the maximum points will be 70. The make up wear must occur within the same week as the scheduled wear. If a cadet is making up a uniform wear, it is the cadet's responsibility to find the SASI/ASI to inspect them and log the grade in the computer.
4. Exemptions. Cadets who wear their uniform during the week for special functions **may** be excused by the SASI/ASI for the following week. An exemption under normal circumstances only carries for ONE WEEK. Uniform exemptions should never be assumed...always check with the SASI/ASI.
5. Uniform Wear and Grooming Standards. All cadets should have a copy of the TX-794 Dress and Appearance Guide. Additionally, current uniform charts are posted in the classroom and on www.cooperrotc.com. Therefore, it is the cadet's responsibility to be knowledgeable of proper uniform and grooming standards. Although cadets are not held to the grooming standards when not in uniform, they are reminded that they should hold themselves to the highest standard of appearance and behavior at all times.
6. Uniform Standard Exceptions. Because Cooper High School is an educational institution and not a military installation, a few uniform exceptions have been put in place for the convenience of the cadet population and apply while on campus ONLY.
 - a. Hat Area. The issued Air Force hat will be worn at all times while outside in uniform, on and off campus. The only exception to this rule is during **AND ONLY** during lunch while **IN THE COOPER CAFETERIA PATIO AREA**. Cadets are reminded that not only are they wearing the same uniform as active duty Air Force members, but that Abilene is a military community and the population is very conscience of people in uniform.
 - b. Extremely Cold Temperatures. If the outside temperature is 32 degrees Fahrenheit or lower, cadets may wear an additional coat or jacket on campus ONLY (including bus stops as mentioned earlier). The additional coat or jacket can only be worn with the Service Dress uniform and **MUST** be removed upon entering any school building.
 - c. Removal of Service Coat in Classrooms. Because of the varying temperatures in school classrooms, cadets may remove their Service Dress coat while in classrooms. Upon leaving the classroom for any reason, the cadet must wear and button the coat.

CHAPTER 6 - CADET PROMOTION SYSTEM

1. Eligibility
 - a. Cadets who have demonstrated a potential for increased responsibility will be selected periodically for promotion.
 - b. Promotion eligibility is based on academic grades, uniform wear, leadership school attendance, community service hours\service time, and extra-curricular activities.
 - (1) Promotions to grades cadet SMSgt and cadet CMSgt depends on position and grade vacancies and the performance of the cadets filling the various positions.
 - (2) To be eligible for promotion to Officer Rank, a cadet must have attended a leadership school or equivalent (unless waived by the SASI/ASI) and be selected for and appointed to an officer staff position.
 - c. Normally AS-3 and AS-4 cadets will be selected as the cadet commissioned officers. AS-2 and AS-3 will usually be the NCOs, and AS-1 will be the cadet airmen. Exceptions may be made when qualified upper classmen are not available to fill the higher positions in the cadet corps.
2. Frequency of Promotions
 - a. There will be two promotion cycles each school year, one within the first 6-week cycle of each semester. An non-competitive promotion occurs in September. The second promotion is competitive and occurs within the first six weeks in the second semester.
 - b. Special promotions may be made at any time to recognize merit and to fill an organizational need of the cadet corps. These promotions are made on a best-qualified basis, by recommendation of the corps commander and approval of the SASI/ASI.
3. Promotion Criteria.
 - a. For the first promotion cycle each year, the following criteria apply.
 - (1) Passing AFJROTC grade
 - (2) Passing uniform grade
 - (3) Knowledge of basic Drill and Ceremonies
 - (3) Demonstrated positive attitude
 - b. For the second promotion cycle each year, the following criteria apply.
 - (1) Passing grade in AFJROTC and all other subjects (cadet promotions will be withheld until they are off the failing list).
 - (2) Passing uniform grade
 - (3) Participation in at least 1 community service project
 - (4) Demonstrated positive attitude
4. Promotion Board Procedures
 - a. A cadet promotion board will be established prior to each promotion cycle. As a minimum, the board will consist of the SASI, ASI, and Corps commander.
 - b. Promotions, demotions and assignments will be documented by publishing written special orders. Action is marked in cadet's file.
5. Promotion for Exceptional Performance (PEP) Program.
 - a. The PEP promotion is applicable to those cadets who do not meet time in AFJROTC and leadership school requirements. PEP is a below-the-zone promotion.
 - b. The Cadet Corps Commander chairs the PEP promotion board and appoints four cadets (two officers and two NCOs) to sit on the promotion board.

- c. The SASI/ASI determine promotion board dates and approves and announces the selections.
 - d. The promotion board is convened upon SASI/ASI direction and evaluates nominees based on their leadership capabilities.
6. Reduction in Cadet Rank. Students who are assigned to In School Suspension (ISS), Reassignment Center (RAC), or behave in an inappropriate manner, may be reduced in rank. Cadets are expected to conduct themselves in a manner, which brings credit to the corps and school. Misconduct or dereliction of duty by cadet leaders cannot be condoned. A cadet officer or NCO assigned to ISS or RAC may lose their cadet rank. The severity of rank reduction will depend on the circumstances in each case as determined by a disciplinary action board. The disciplinary board will be appointed by the ASI/SASI. Each person has an input to determine what action should be taken to discipline the cadet who has broken the school rules. Action taken should be in line with the rule that was broken. The more serious the violation, the more discipline will be imposed against the cadet. The cadet being considered for discipline board action may request permission to present their case reductions. Cadet officers may expect not only grade reductions but removal from staff positions.
7. Leadership Promotion. In August there will be a promotion board for the students who attended leadership schools.
- a. A new AS-2 cadet may be promoted to the next grade unless they win a major award. If a cadet receives a major award, that cadet may be promoted two grades or higher as determined by the corps commander with approval of the SASI/ASI.
 - b. New AS-3 cadets may be promoted to 2nd Lt if in a staff position. If they are not they will be promoted to the next rank.
8. The insignia is part of your uniform. You are required to wear the insignia when you wear the uniform and under no circumstances, may you remove the insignia without special orders authorizing you to do so.
9. Cadet grades are not to be confused with, or used interchangeably with, USAF grades. The word **cadet** will be a part of any written reference to a specific cadet rank. There are no Colonels or Master Sergeants in the cadet corps - only cadet Colonels and cadet Master Sergeants, etc.

CHAPTER 7 - AWARDS AND DECORATIONS

1. Awards Program
 - a. The AFJROTC Awards program is one which intends to recognize the achievements of deserving cadets. Awards can be earned by cadets who demonstrate scholarship/academic achievement, unusual leadership ability and overall exceptional performance. Each cadet is expected to know their job, complete duties promptly without continuous supervision, use initiative, know the cadet standards and follow them, and maintain high standards of conduct. The guidelines outlined in the AFJROTC Cadet Uniform and Awards Guide will be followed.
 - b. The individual cadet intent on earning one or more awards automatically establishes themselves as a potential leader. As a leader, they must maintain passing academic grades and a high level of school attendance.
2. National and AFJROTC Awards.
 - a. National and AFJROTC awards and decorations are earned by cadets. Requirements and eligibility is set forth in the AFJROTC Cadet Uniform and Awards Guide. A copy of all National and AFJROTC awards and ribbons will be kept posted on the Cadet Bulletin Board, in the TX-794 Cadet Uniform and Appearance Guide and on cooperrotc.com.
 - b. Local Criteria. While the AFJROTC Cadet Uniform and Awards Guide outlines requirements for each award and decoration, below is listed the major criteria for the most common awards within TX-794. With a few exceptions, cadets can only earn each award once a year.
 - (1) Academic Ribbon – “A” average in AFJROTC/”B” average in other classes.
 - (2) Outstanding Flight Ribbon – selected by the SASI and ASI based on uniform wear, performance, grades, and attitude.
 - (3) Cocurricular Activities Leadership Ribbon – Outstanding performance as a project officer.
 - (4) Drill Team Ribbon – Participation in 75% of Drill Meets.
 - (5) Color Guard Ribbon – Participation in 75% of Color Guard events.
 - (6) Sabre Team Ribbon – Participation in 75% of Sabre details.
 - (7) Service Ribbon – Participate in majority of service projects and/or spend numerous hours in staff position duties.
 - (8) Physical Fitness Ribbon – Participate in the Extreme Excellence Challenge (E2C) Program.
 - (9) Recruiting Ribbon – one per school year for recruiting an individual into AFJROTC or going on a recruiting trip to middle school.
 - (10) Activities Ribbon - must participate in major event; i.e., drill meet, parade, rocket symposium.
3. Kitty Hawk Order of Honors. The objective of the Texas 794th AFJROTC Kitty Hawk Order of Honors is to create an enthusiasm for superior scholarship, to stimulate a desire to serve one’s school, community, and country, to promote trustworthy leadership, and to encourage the development of character in all cadets.
 - a. Membership is based upon scholarship, leadership, and character.
 - b. Membership is open to sophomore, junior, and senior cadets who have spent one previous semester in the Texas 794th. Cadets must have a scholastic average of at least 95 in Aerospace Science and an average of 85 in other classes with no failures.
 - c. Cadets must be recommended for membership by the SASI/ASI.
 - d. To be considered for membership and to retain membership once elected, a cadet must have taken and continue to take a full course load (six one unit courses).

CHAPTER 8 - COMMUNITY SERVICE, SERVICE TIME & LETTER JACKET POLICY

1. Definitions:

- a. Community Service Hours are all hours that the cadet performs in service to the community. These include: MDA, Boy's Ranch, VFW, holiday baskets, Camp Rehab, Zoo Day, community parades, color guard details for the community, etc., and some time may be given for any church or service organization hours.
- b. Service time includes all hours that the cadet performs in service to AISD, Cooper High School and AFJROTC; this time is given for Drill Team, School support, Color Guard, and other activities in support of the school and AFJROTC.

2. Procedures.

- a. To get credit, each cadet must fill out a community service hours/service time request form and turn it in to the appropriate project officer, team commander, or the SASI or ASI.
- b. The project officer/team commander/SASI/ASI approves the form and submits it to the personnel officer/staff to enter into CIMS. The form is then filed in the cadet's record.

3. Letter Jackets will be given to TEN AS-3 cadets and some AS-4 cadets for meeting the following criteria. Cadets may have to pay for have the cost of their jackets, depending on funding levels. Under special circumstances financial assistance may be available. AFJROTC Letters will be given free to deserving cadets who earned them and already have Cooper Letter Jackets.

4. The Letter Jackets will be given to the most deserving individuals who:

- a. Are passing all their subjects
- b. Have completed the most community service hours
- c. Have led a community service project
- d. Have completed a good amount of service time hours and worked hard on the staff.

5. At NO time will a letter jacket be worn with the AFJROTC uniform!

CHAPTER 9 - BULLETIN BOARD COMMUNICATIONS

1. Use. The cadet bulletin board will be used for posting official notices, i.e., official club notices, meetings, detail listings, formation notices, current items on scholarships, staff positions and other pertinent corps correspondence. The bulletin board will be kept current at all times and is the responsibility of Public Affairs (PA). All notices placed on the board MUST be typed, and approved by the ASI, SASI, C/CC or C/CV.
2. Procedures. Communications that do not exceed 30 days currency will be placed on the temporary side of the Bulletin Board. Permanent communications are those in effect longer than 31 days.
 - a. Posting of communications. Cadets desiring to post a notice on the bulletin board must submit it to SASI/ASI. All notices must be TYPED in final format prior to submission, and must be submitted a minimum of two days prior to the date the notice concerns.
 - b. It is the responsibility of each flight commander/sergeant to read to their flight the announcements on the bulletin board in their classroom. If a cadet is briefed by the flight sergeant that he/she is to participate in a scheduled event, then the cadet is responsible to be at that meeting. Each cadet is also responsible for reading the bulletin board. If the flight sergeant fails to read the announcement, the cadet involved is still responsible to read the bulletin board.

CHAPTER 10 - AFJROTC CLASSROOM PROCEDURES

1. Preparing the Flight for Classroom Instruction.
 - a. All cadets will enter the classroom upon arrival and stand behind/beside their assigned seat at parade rest until the tardy bell rings.
 - b. The flight commander/sergeant will call the room to attention after the tardy bell rings and report to the instructor. All absentees and tardies will be reported. The flight commander/sergeant will then cover any upcoming events, announcements, uniform wear information, etc., and inform the instructor when the class is ready for instruction.
 - c. Absentees will be marked on the roll sheet and in the grade book. This is done by the SASI/ASI.
 - (1) No excuses are accepted for tardiness.
 - (2) No person will be reported as present unless they are in the classroom.
 - d. The flight commander/sergeant, when appropriate, should notify the instructor when there is 5 minutes remaining in the period. When the bell rings to change classes, the flight will again be called to attention by the flight commander/sergeant. The flight will remain at attention until dismissed by the SASI/ASI.
 - e. If a cadet shows up after the tardy bell, they will salute the flight commander/sergeant and request permission to enter class. The flight commander/sergeant will return the salute and collect the pass from the cadet and turn it in to the SASI/ASI. If the cadet does not have a pass, the flight commander/sergeant will write their name on the tardy log and turn the log into the SASI/ASI.
2. Conducting class in AFJROTC. All classes in aerospace studies will be conducted in a military manner. The following classroom rules of conduct apply in Aerospace Science. Cadets will not:
 - a. Leave the classroom after tardy bell without instructor's permission.
 - b. Talk when the instructor is speaking or someone else has the floor.
 - c. Put feet on tables or chairs.
 - d. Throw anything in the classroom.
 - e. Tilt chair backward on rear legs.
 - f. Write on or deface tables or chairs.
 - g. Eat, drink, or chew gum in the classroom, unless given permission.
 - h. Write on chalkboard without instructor permission.
 - i. Disturb pictures or bulletin board items.
 - j. Sleep in class. If a cadet feels drowsy, they should leave their seat and stand quietly in the back of the room.
 - k. Read or work on material that does not apply to AFJROTC without permission from the instructor.
 - l. Sit in any other than your assigned seat.
 - m. Remove markers or erasers from the board tray.
 - n. Make loud noises or participate in horse play in the classroom.
 - o. Throw trash on the floor.
3. Cadet Staff Office Area and Activity Room. The Staff Office and Supply Room are for official business to include briefings, meetings, and administrative work. With approval from the instructors these areas may be used as a social area, but cadets must behave appropriately, not disrupt classes and keep them clean and orderly. The corps commander is responsible for the activity and the cleanliness of the rooms. If anyone fails to follow these guidelines, the ASI or SASI have the authority to remove ALL privileges of all cadets to use this room.

CHAPTER 11 - AFJROTC EXTRACURRICULAR ACTIVITIES

1. The Cooper AFJROTC participates in a variety of extra curricular activities. Parades, drill meets, the annual Military Ball, Dining In/Out, awards banquet, and the Pass In Review are just some of the yearly activities. Following are some of the clubs and varied activities.
 - a. Unarmed Drill Team - a special marching unit which performs regulation and exhibition unarmed drill.
 - b. Armed Drill Team - a special marching unit which performs regulation and exhibition armed drill using demilitarized and/or facsimile weapons.
 - c. Color Guard - a special marching unit which performs regulation color guard drill and escorts the national and other colors during school sporting events and other special functions.
 - d. Sabre Team - a special marching unit which performs regulation and exhibition drill using military Sabres. The Sabre Team also performs at the homecoming game, military ball, dining out and other special functions.
 - e. Flag Corps - an elite group of cadets that raises and lowers the flag at school functions as well as all home football games. Members of the flag corps also receive/fold the flags from the football players at home games and sometimes travel for road games.
 - f. Physical Training (PT) Team - an extremely physically fit group of cadets who train and compete in PT at drill meets.
 - g. Rocket Club - a group of cadets who are interested in model rocketry. This group performs launchings in the local community as well as at competitive meets.
 - h. Awareness Presentation Team - a hand-selected group of cadets who visit local middle and elementary schools to inform them about high school Junior ROTC.
 - i. "Bleacher Creatures" – a group of cadets who provide security for the Cougars Pride and Cougarettes during home football games.

The **Cadet Wing (Corps) Commander** is responsible for:

- The appearance, discipline, efficiency, training, and conduct of the wing
- Delegating authority so plans/actions will improve the leadership training programs
- Developing specific, measurable, and obtainable goals for the unit
- Ensuring each cadet understands established goals
- Lead the staff in developing a method of measuring stated goals
- Providing each staff member the opportunity to develop her/his leadership traits
- Administering corps activities according to CHS and USAF principles and procedures
- Recognizing and respecting every cadet as an individual
- Spreading a positive image and attitude about the corps throughout the school
- Assigning cadets to corps staff positions
- Determining the responsibilities of each staff position
- Conducting corps staff meetings
- Epitomizing the Air Force Corps Values

The **Cadet Vice Wing (Corps) Commander** is responsible for and must:

- Follow the directives of the Wing Commander
- Command the corps in the absence of the Corps Commander
- Control and organize the corps staff
- Set-up and enforce Corps discipline procedures
- Attend and actively participate in corps staff meetings
- Set up the Cadet of the 6 Weeks Board and insure that the flights nominate worthy cadets

The **Cadet Command Chief Master Sergeant** is responsible for and must:

- Follow the directives of the corps commander.
- Assist in training
- Help set up the Cadet of the 6 Weeks Board
- Attend and actively participate in corps staff meetings

The **Cadet Historian** is responsible for and must:

- Follow the directives of the corps commander and SASI/ASI
- Develop and publish a Corps History at the end of each semester
- Attend and actively participate in corps staff meetings

The **Cadet Chaplain** is responsible for and must:

- Prepare and deliver the invocation at corps events when required
- Act as a liaison to any cadet's spiritual needs

The **Cadet Medic** is responsible for and must:

- Prepare and maintain the corps first-aid kit
- Become knowledgeable in first-aid
- Be available at all ROTC functions in which first-aid might be needed

The **Cadet Special Assistant** is responsible for and must:

- Follow the directives of the SASI/ASI/Wing Commander
- Devote time, effort, and interest to the corps short/long range plans and projects
- Attend and actively participate in corps staff meetings
- Coordinate thoroughly with the corps staff to achieve planned goals

The **Cadet Operations Group Commander** is responsible for and must:

- Follow the directives of the corps commander
- Establish/maintain the corps annual schedule of activities and assign project officers
- Coordinate/schedule activities between flights to improve inter-flight competition
- Plan/coordinate co-curricular activities with other school organizations
- Ensure that flight competency charts are current and accurate each week
- Assume command of the corps in the absence of the corps/vice corps commander

- Attend and actively participate in corps staff meetings
- Establish, plan, and schedule briefings to local community organizations

The **Cadet Operations Group Deputy Commander** is responsible for and must:

- Assume command of the group in the absence of the operations group commander
- Attend and actively participate in corps staff meetings
- Carry out any assigned duties by the operations group commander

The **Cadet Operations Group Superintendent** is responsible for and must:

- Develop a process for and ensure effective communications within the corps
- Attend and actively participate in corps staff meetings
- Carry out any duties assigned by the operations group commander

The **Cadet Squadron Commanders** are responsible for and must:

- Develop camaraderie and esprit de corps within their squadron
- Ensure effective communications within their squadrons
- Handle discipline matters brought forward by the flight commanders
- Attend and actively participate in corps staff meetings

The **Cadet Squadron First Sergeants** are responsible for and must:

- Preparing and posting flight competency charts each week
- Become knowledgeable in/assist cadets in using campus and community agencies
- Attend and actively participate in corps staff meetings

The **Cadet Flight Commanders** are responsible for and must:

- Ensure the flight is prepared for instruction at the beginning of class
- Ensure the flight returns the classroom to correct conditions before dismissal
- Assist the SASI/ASI in the training of cadets in leadership, drill and ceremonies, etc.
- Set an example for the flight by proper wear of the AFJROTC uniform
- Encourage flight members to wear their uniforms and become a cohesive team
- Attend and actively participate in corps staff meetings

The **Cadet Flight Sergeants** are responsible for and must:

- Act in the absence of the flight commander in their assigned duties
- Call the class to attention at the beginning/end of the class period
- Brief the flight members on all upcoming events, practices, etc.
- Maintain good order and discipline in the classroom

The **Cadet Logistics Group Commander** is responsible for and must:

- Follow the directives of the corps commander
- Develop and publish a schedule of staff members to work in the logistics room
- Keep the rooms that belong to the AFJROTC clean and looking good
- Make sure that the uniform inventory is accounted for and kept up to date
- Assist the ASI in the issue, turn-in, and cleaning of AFJROTC uniforms
- Ensure all AFJROTC computer equipment is inventoried and working properly
- Ensure equipment is set up and returned after events
- Attend and actively participate in corps staff meetings

The **Cadet Logistics Group Deputy Commander** is responsible for and must:

- Assume command of the group in the absence of the logistics group commander
- Attend and actively participate in corps staff meetings
- Carry out any assigned duties by the logistics group commander
- Attend and actively participate in corps staff meetings

The **Cadet Logistics Group Superintendent** is responsible for and must:

- Ensure all AFJROTC textbooks are inventoried annually
- Attend and actively participate in corps staff meetings
- Carry out any duties assigned by the logistics group commander

The **Cadet Supply Officer** is responsible for and must:

- Maintain control of the logistics room
- Issue and receive turned-in uniforms
- Inventory and maintain control of AFJROTC equipment
- Carry out any duties assigned by the logistics group commander

The **Cadet Supply NCO/Specialist** is responsible for and must:

- Help maintain control of the logistics room
- Help Issue and receive turned-in uniforms
- Help inventory and maintain control of AFJROTC equipment
- Carry out any duties assigned by the supply officer

The **Cadet Support Group Commander** is responsible for and must:

- Follow the directives of the corps commander
- Ensure that all cadet record information is recorded and accurate in the Cadet Inventory & Management System (CIMS)
- Ensure that all cadet personnel actions are updated in CIMS and orders published
- Ensure that all cadet activities have video/photography documentation
- Ensure that a cadet newsletter is published at least four times a year
- Ensure that the Cooper AFJROTC web site is maintained and accurate
- Attend and actively participate in staff meetings

The **Cadet Support Group Deputy Commander** is responsible for and must:

- Assume command of the group in the absence of the support group commander
- Attend and actively participate in corps staff meetings
- Carry out any assigned duties by the cadet support group commander

The **Cadet Computer Operations/Website Officer** is responsible for and must:

- Act as the web master for the Cooper AFJROTC web site
- Coordinate with the SASI/ASI/other staff members for information to be put on the site
- Develop slide shows for ROTC events such as promotion nights and the dining out
- Carry out any assigned duties by the support group commander

The **Cadet Computer Operations NCO/Specialist** is responsible for and must:

- Help maintain the Cooper AFJROTC web site
- Help develop slide shows for ROTC events
- Carry out any assigned duties by the computer operations officer

The **Cadet Information Management (IM) Officer** is responsible for and must:

- Publish, file and distribute corps publications and correspondence
- Maintain master files to include current correspondence files
- Record and publish minutes of corps staff meetings
- Assist in maintaining flight competency charts
- Carry out any assigned duties by the support group commander

The **Cadet Information Management NCO/Specialist** is responsible for and must:

- Help publish, file and distribute corps publications and correspondence
- Help maintain master files to include current correspondence files
- In the absence of the IM officer record and publish minutes of corps staff meetings
- Carry out any assigned duties by the IM Officer

The **Cadet Personnel Officer** is responsible for and must:

- Record and ensure accuracy of all cadet record information in CIMS
- Record all cadet promotions, demotions, and awards in CIMS and publish orders
- Record all cadet service/community service/bad time in CIMS and publish orders
- Update and publish the cadet telephone roster at the beginning of each semester
- Carry out any assigned duties by the support group commander

The **Cadet Personnel NCO/Specialist** is responsible for and must:

- Help record and of all cadet record information in CIMS
- Help record all cadet promotions, demotions, and awards in CIMS and publish orders
- Help record all cadet service/community service/bad time in CIMS and publish orders
- Help update and publish the cadet telephone roster at the beginning of each semester
- Carry out any assigned duties by the personnel officer

NOTE: The Information Management and Personnel functions may be combined depending on unit manning levels.

The **Cadet Public Affairs (PA) Officer** is responsible and must:

- Attain and maintain cadet corps public relations at the highest possible level
- Ensure that the school and the public are informed about corps activities
- Provide newsworthy items to school/local papers and to radio/television stations
- Help maintain the unit scrapbook along with the corps historian
- Provide adequate corps publicity to the Cooper High Talisman staff
- Publish a cadet newsletter at least four times a year
- Carry out any assigned duties by the support group commander

The **Cadet Public Affairs NCO/Specialist** is responsible and must:

- Help ensure that the school and the public are informed about corps activities
- Help provide newsworthy items to school/local papers and to radio/television stations
- Help maintain the unit scrapbook along with the corps historian
- Help provide adequate corps publicity to the Cooper High Talisman staff
- Help publish a cadet newsletter at least four times a year
- Carry out any assigned duties by the public affairs officer

The **Cadet Newsletter Editor** is responsible for and must:

- Collect information for inclusion in the cadet newsletter from PA staff and other cadets
- Format, type and proofread the cadet newsletter
- Carry out any assigned duties by the public affairs officer

The **Cadet Finance Officer** is responsible for and must:

- Assist the cadet staff in establishing sound financial management procedures
- Prepare correct vouchers for receipts and disbursements and receive approval from before completing any transaction
- Carry out any assigned duties by the support group commander

The **Cadet Finance NCO/Specialist** is responsible for and must:

- Help prepare correct vouchers for receipts and disbursements and receive approval before completing any transaction
- Carry out any assigned duties by the finance officer

The **Cadet Special Operations Team Commander** is responsible for and must:

- Promote the idea of honor and prestige in being a member of a championship team
- Establish methods to retain experience members and recruit new members
- Develop, along with the ASI, a practice schedule

- Plan a competition schedule for the year
- Develop a plan for ensuring the academic eligibility of team members and a way to assist those who need help
- Maintain discipline and fairness among the teams
- Plan for the packing of equipment/supplies for each competition including the return

The **Cadet Unarmed Drill Team, Armed Drill Team, and Male and Female PT Team Commanders** are responsible for and must:

- Maintain discipline on their team using positive motivation and constructive coaching
- Ensure team members are trained, attend practices, and understand their roles
- Epitomize the SOT goals of safety, teamwork, positive attitude, and fun
- Ensure effective practices and no unnecessary horseplay

The **Cadet Color Guard Commander** is responsible for and must:

- Follow the same rules as other team commanders and also, schedule and assign team members for all color guard performances at CHS/AFJROTC events

The **Cadet Flag Corps Commander** is responsible for and must:

- Schedule/assign all volunteer cadets for flag corps duties at home football games
- Schedule/assign all volunteer cadets for "Bleacher Creature" duty at home football games

The **Cadet Rocket Club Commander** is responsible for and must:

- Schedule all rocket club meetings
- Schedule and perform all rocket club public launches

The **Cadet Corps PT Officer** is responsible for and must:

- Develop, schedule and execute weekly PT exercises, schedules, accounting and awards for each flight in the corps

The **Cadet Academic Officer** is responsible for and must:

- Develop, schedule and execute academic assistance and study hall procedures for cadets needing assistance
- Learn subject-matter criteria and prepare teams for academic contests to include those at drill meets
- Assist the other SOT commanders in determining and improving academic progress of all SOT members

TX-794 AFJROTC UNIT MANNING DOCUMENT

<u>FUNCTION</u>	<u>POSITION TITLE</u>	<u>Office Symbol</u>	<u>MAXIMUM GRADE</u>	<u>AUTHORIZED</u>
Commander	Commander	WG/CC	c/Col	1
	Vice Commander	WG/CV	c/Lt Col	1
	Command Chief Master Sergeant	WG/CCC	c/CMSgt	1
	Historian	WG/HO	Any Cadet Rank	1
	Chaplain	WG/HC	Any Cadet Rank	1
	Medic	WG/MD	Any Cadet Rank	1
	Special Assistant to the SASI	WG/SA	c/Col (prior WG/CC)	1
	Operations	Operations Group Commander	OG/CC	c/Lt Col
Operations Group Deputy Commander		OG/CD	c/Major	1
Operations Group Superintendent		OG/CEM	c/SMSgt	1
Squadron Commander		SQ/CC	c/Major	2
Squadron First Sergeant		SQ/CCF	c/SMSgt	2
Flight Commander		FLT/CC	c/Capt	7
Flight Sergeant		FLT/CCE	Any Cadet Rank	7
Logistics	Logistics Group Commander	LG/CC	c/Lt Col	1
	Logistics Group Deputy Commander	LG/CD	c/Major	1
	Logistics Group Superintendent	LG/CEM	c/SMSgt	1
	Supply Officer	LG/SUPS	c/1st Lt	1
	Supply NCO	LG/SUPS	c/TSgt	1
	Supply Specialist	LG/SUPS	c/SrA	2
Support	Support Group Commander	SPTG/CC	c/Lt Col	1
	Support Group Deputy Commander	SPTG/CD	c/Major	1
	Support Group Superintendent	SPTG/CEM	c/SMSgt	1
	Computer Officer	SPTG/CS	c/1st Lt	1
	Computer NCO	SPTG/CS	c/TSgt	1
	Computer Specialist	SPTG/CS	c/SrA	1
	Personnel Officer	SPTG/DP	c/1st Lt	1
	Personnel NCO	SPTG/DP	c/TSgt	1
	Personnel Specialist	SPTG/DP	c/SrA	2
	Public Affairs Officer	SPTG/PA	c/1st Lt	1
	Public Affairs NCO/Specialist	SPTG/PA	c/TSgt	1
	Newsletter Editor	SPTG/PA	Any Cadet Rank	1
	Finance Officer	SPTG/FM	c/1st Lt	1
	Finance NCO/Specialist	SPTG/FM	c/TSgt	1
	Special Operations	Special Operations Team Commander	SOT/CC	c/Lt Col
Unarmed Drill Team Commander		SOT	Any Cadet Rank	1
Armed Drill Team Commander		SOT	Any Cadet Rank	1
Color Guard Commander		SOT	Any Cadet Rank	1
Flag Corps/Bleacher Creature Commander		SOT	Any Cadet Rank	1
Sabre Team Commander		SOT	Any Cadet Rank	1
Male/Female PT Team Commander		SOT	Any Cadet Rank	2
Rocket Club Commander		SOT	Any Cadet Rank	1
Academic Officer		SOT	Any Cadet Rank	1
PT Officer		SOT	Any Cadet Rank	1
<u>RANK</u>	<u>AUTHORIZED</u>	<u>RANK</u>	<u>AUTHORIZED</u>	
Cadet Col	1	Cadet 1st Lt	5	
Cadet Lt Col	5	Cadet CMSgt	1	
Cadet Major	5	Cadet SMSgt	3	
Cadet Capt	7	Cadet TSgt	5	