



PA-022 Cadet Handbook



North Allegheny Senior High School
North Allegheny Intermediate High School

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Introduction

Mission of AFJROTC

Develop citizens of character dedicated to serving their nation and community

PA-022 Corps Mission

The PA-022 cadets will strive to be the role models of the North Allegheny School District through school and community service. This Corps will provide them with guided leadership experiences. This will allow the cadets to become knowledgeable citizens by providing experiences unlike any other high school class.

The purpose of the Corps mission is to provide a guide for the PA-022. This mission simply builds upon the AFJROTC mission, and states what our expected outcome will be.

GOALS

Instill Values of Citizenship, Service to the United States, Personal Responsibility/Sense of Accomplishment

Curriculum

AFJROTC meets every day during the week, so a cadet in good standing will receive an elective credit for every year in the program. If a student cannot attend class regularly due to scheduling problems, he/she should meet with the Senior Aerospace Science Instructor (SASI) to see if an independent study program could be set up to remain active in the program.

The class itself is broken down into two sections per week: classroom instruction and leadership lab. Classroom instruction is taught by the SASI and deals with the following topics, grouped by year:

Aerospace Science I - The history of aviation and the Air Force. Course work involves the development of a working knowledge of Air Force terminology, as well as the role of the Air Force in contemporary history. Current events and their relationship to the military will also be examined.

Aerospace Science II - Dynamics and theory of flight. By the end of the second year, cadets will have a solid understanding of the principles of flight, including the concepts of lift and the difference between various propulsion systems.

Aerospace Science III - Navigation and actual preparation for flight. Students are expected to be able to read aviation maps, navigate effectively, and develop coherent flight plans. Meteorology will also be discussed.

Aerospace Science IV - Survival. Cadets are expected to study a given topic related to survival and actually teach the class what they have independently learned. The possible topics range from shelter-building and fire-making to desert survival and lectures on edible plants. Students are expected to display proficiency in survival subjects through tests or by practical demonstration of what they have learned.

Leadership Lab - Leadership Lab is taught by the Aerospace Science Instructor (ASI) and usually occupies two periods per week. In the Aerospace Science I and II flights, the emphasis is placed mainly on military procedures and drill. In Aerospace Science III and IV flights, emphasis is placed on individual leadership, problem solving, constructive self-analysis and situational role-playing in groups.

In addition to the outlined curriculum, Aerospace Science IV cadets are expected to undertake a Senior project that performs some function that is beneficial to the corps or the community. Completion of this project is required to fulfill the requirements of the four-year program and is necessary in order to receive the AFJROTC Certificate of Training. In the past, projects have included the organization of the annual volleyball tournament, chairing the annual military ball and banquet, maintaining the squadron scrapbook, and the development of cadet handbooks and publications.

Extracurricular Activities

Air Force JROTC offers many different extracurricular activities. All of the following activities are voluntary and will not be reflected in the overall class grade. However, participation in extracurricular activities will be considered during promotion boards and in the assignment of staff positions.

Color Guard - The Color Guard falls under the control of AFJROTC. The Color Guard performs with the band at parades and football games. Color Guard also performs flag-raising ceremonies at the request of various community groups. Participation in the Color Guard involves practicing with the Drill Team, and an occasional practice with the Marching Band. Tryouts usually begin in the middle of March. Cadets who are interested in participation in the Color Guard should be familiar with most aspects of military drill.

Drill Team - The Drill Team represents the squadron at various drill competitions and gives exhibition performances upon request. The team itself is broken down into various teams with different levels of experience, from the standard (beginner) team to the Blue Knights Trick and Precision Drill Team, which is the most advanced. Practices are scheduled as the Drill Team Commander and ASI see fit.

Traffic Control - Traffic Control is the primary function of the School Services Department, which is placed underneath the Operations Officer. Traffic Control is one of the more important extracurricular activities that the squadron performs because it puts cadets in positions of authority and responsibility. Traffic control members must remain in good standing by participating in a specific number of details determined by the School Services Commander. Failure to meet obligations or continued tardiness from details could result in dismissal from Traffic Control.

Model Rocketry – Cadets of any skill level and experience are welcome to participate in the Model Rocketry club and/or team. Cadets participating in the club will learn about rocketry and will build their own rocket to launch during meetings. The Rocketry team participates in the annual Team America Rocketry Challenge competing with teams across the nation. Through both of these activities, cadets will be given the opportunity to earn the AFJROTC Model Rocketry Badge.

Cadets may choose to participate in none, some or all of our extra curricular activities. Cadets participating in these activities need to understand that you may not always be in charge and although you may be the highest ranking cadet, you may be in a subordinate position. Some examples are: drill team commander on a team that he/she is not commanding, Operations Officer on a traffic control detail and serving as a controller, Squadron Commander on a volleyball team that he/she is not the captain of. In this case, you must remember that you are not in charge and have no authority to assume command of these activities.

Classroom Procedures

Classroom Organization

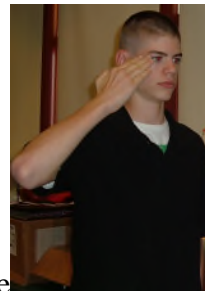
The PA-22 is perhaps one of the most unique AFJROTC units in the nation due to the fact that North Allegheny has two high schools. Currently, the AS-I, AS-II, instructors' offices, and the squadron supply room are all housed at the Intermediate High School, while the Senior High contains only the AS-III and AS-IV classroom.

Depending on the number of cadets, the squadron consists of five or six individual flights. Although the flights are separated by program level, the procedures and structures of every flight are essentially the same.

Each flight is composed of two or more elements. The division of the flight into elements makes drill and inspections much easier because commands may be given to individual elements rather than the whole flight. An element generally consists of five to seven cadets, with an element leader for each element.

Classroom Procedures

1. Purpose: To establish classroom conduct, procedures, develop leadership, responsibility, and discipline through practical application of these rules.
2. Responsibility: All cadets are responsible for being familiar with these procedures.
3. Reporting: At the tardy bell, the Flight Commander will bring the flight to attention by saying "Flight". All cadets will rise, become quiet and assume the position of parade rest. The flight leader will then say "Attention". All cadets will come to the position of attention. The flight leader will then say "Seats". All cadets will sit at the position of attention. Element Leaders remain standing at attention.



- a. At the command "report", Element Leaders, in turn, will salute and report to the Flight Commander: "Element (number of element), all present, Sir or Ma'am ;" or "Cadet(s) (by last name), not present." Element Leaders must make attendance checks prior to the command report. Cadets not present physically, regardless of their known status, are reported as not present.
 - b. The Flight Commander then makes a consolidated report to the Instructor. The Instructor commands seats, and the flight reverts to normal classroom procedures.
4. Conduct and Behavior:
 - a. The Flight Commander is responsible for flight behavior and conduct.
 - b. Element leaders are responsible for element conduct and behavior.

5. Dismissal: At the end of class, with a signal from the Instructor, the Flight Commander brings the flight to attention the same way as the start of class. When all are properly at attention, he/she will command "flight (*) dismissed". All members of the flight will respond with a loud "Sir/Ma'am Yes Sir/Ma'am."

6. Continuity of Position Responsibility:

a. Element Leader 1 assumes command in the absence of the Flight Commander.

b. If an Element Leader is not available to assume the Flight Commander's duties, then the Assistant Element Leader assumes the Element Leader's duties. If the Assistant Element Leader is also not present, then the chain of command procedures will be followed.

Customs and Courtesies

A custom is defined as the normal, ordinary way of doing something. It is something that has been done traditionally for so long that it practically becomes second nature.

Courtesy is defined as excellence in bearing, manners, or conduct. Courtesy is also a means of showing mutual respect. Air Force JROTC places an emphasis on both these factors, because customs and courtesy extend far beyond the military realm.

For example, suppose two people go to be interviewed for a job. The first individual has all the necessary abilities to do the job, but is late, rude, answers questions with a "yeah" or "uh-huh," and looks like a slob. The second person is punctual, attentive, polite, and answers with a "yes, sir" or a "no, sir." Which one of these two people would get the job?

Customs and courtesies have always been important in the military. The salute has evolved through thousands of years. It was originally given between military men to show that they were unarmed. Since most people were right-handed, the salute was given with the weapon hand, the right hand. Today, the salute is a sign of mutual respect. Although junior officers must salute senior officers first, there is nothing in the salute that makes the junior officer automatically inferior. In fact, the salute takes the place of a normal greeting. Instead of walking by and saying "How are you today, General?", an officer salutes. It all means the same thing.

JROTC Customs

AFJROTC shares the same customs as the Air Force and the rest of the military. Cadets will be expected to follow these standards:

- A cadet shall address all superiors as "Sir" or "Ma'am".
- When outdoors and in uniform, a cadet will salute a superior officer and hold the salute until it is returned.
- A cadet will address all adults as "Mr." or "Mrs." and officers (cadet or otherwise) by their rank.
- A cadet shall report to the person in charge, if such a report is requested or if the cadet is late.
- A cadet shall call the room to attention upon the arrival of a military officer, if the SASI or ASI is not present.
- Fighting, profanity, use of tobacco, or unmilitary behavior in uniform will not be tolerated.
- A cadet shall respect the rights and opinions of others.
- The cadet uniform will be worn in the proper manner or it will not be worn at all.
- A cadet will be punctual.

For the purposes of AFJROTC, a superior is defined as the SASI, the ASI, any commissioned officer in any branch of the military, and any cadet officer of higher rank.

Saluting

1. Purpose: To establish the proper saluting procedures and areas for saluting by cadets.
2. Because it is used most frequently, the hand salute is the most important of all military courtesies. The manner of executing the hand salute is an indication of the individual's attitude toward his/her cadet corps duties and responsibilities. A smart salute indicates pride and confidence in oneself and the unit.

a. The salute is a mandatory military courtesy and is the manner used to greet officers. Cadets will always render the hand salute to the Aerospace Science Instructor and Cadet Officers in the areas and circumstances outlined below.

3. Required Saluting Situations or Areas:

- a. Saluting will be required when participating in outdoor AFJROTC activities at the school; i.e., as drilling activities, parades, etc., and when in uniform.
- b. Saluting is required when participating in field trips.
- c. You will be required to salute whenever reporting to a cadet officer indoors.
- d. Saluting is required when reporting to the ASI in the Aerospace Science Office.

4. Salutes are not rendered:

- a. Indoors, unless reporting.
- b. When a person is carrying articles in both hands. A verbal greeting will suffice.
- c. When not in uniform and not participating in AFJROTC activities.
- d. In public gatherings, such as sports events, meetings, or when a salute would be inappropriate or impractical.
- e. When at non-AFJROTC functions or areas.

Reporting Procedures

Reporting

1. Purpose: To establish a standard for reporting indoors, outdoors, and in formation.
2. Responsibility: To assure proper contact and discipline, all cadets will be responsible for understanding the procedures below.
3. Reporting Indoors:
 - a. Cover will not be worn.
 - b. The person will knock one time and wait for a reply.
 - c. The person reporting will enter, close the door if instructed to do so upon entering, and move by the most direct route, squaring all corners, to a position three paces in front of the person to whom he or she is to report.
 - d. He or she will execute a hand salute and say, "Cadet (rank and last name) reporting as ordered, Sir/Ma'am."
 - e. The officer in charge will return the salute and carry out the business at hand.
 - f. When the business is completed, the officer in charge will say, "That will be all."
 - g. The person reporting will say "Thank you, Sir/Ma'am," and salute. The officer then returns the salute.
 - h. The person reporting will then drop his/her salute, take one step back, execute an about face, and leave by the most direct route.
4. Reporting Outdoors: The procedure is the same as in paragraph 3, except that the cover is worn.
5. Requesting permission to fall-in to the squadron, flight, or element:
 - a. The person requesting permission to fall in will report to the officer in charge, halting three paces from him/her, salute, and say, "Cadet (rank and last name) requesting permission to fall-in to the squadron (flight or element), Sir/Ma'am."
 - b. If the officer in charge wishes to talk to the person reporting, he/she will return the salute, but not grant permission to fall in, and carry out the business. After the officer in charge has completed the business, he/she will say, "That will be all."
 - c. The person reporting will say, "Thank you Sir/Ma'am," and salute. The officer will then return the salute.
 - d. The person reporting will then drop his/her salute, take one step back, execute an about face, and leave by the most direct route.

6. Falling out of ranks:

a. Calling the individual out of ranks:

1. When calling a person out of ranks, the command is "Cadet (last name), fall out and report to (person to whom the cadet is to report)."
2. The person called will take one step to the rear, execute a left/right face, proceed by the most direct route to the person to whom he is reporting, and report as in paragraph 3 above.
3. When the business at hand is completed, the person reporting will be ordered to return to is/her position, or do as otherwise directed.

b. Calling a squadron, flight, or element out of ranks, the command is "Squadron (flight or element), fall out and fall in on (name of the officer in charge)" or "Squadron (flight or element), fall out and fall in (location where it will fall in)." All members of the squadron (flight or element) will take one-step back, execute a left/right face and proceed by the most direct route to the point where they are to fall in.

c. Falling out is only possible when the squadron, flight, or element is in line.

7. Requesting permission to fall out:

- a. The person requesting to fall out will raise his hand to be recognized, then say, "Request permission to fall out, Sir/Ma'am."
- b. When permission is granted, he will take one step to the rear, execute a right/left face, and proceed by the most direct route and exit the squadron, flight, or element.

Flag Detail

The Flag

Considering the remarkable amount of change that the world has seen in the past two hundred years, it is nothing short of amazing that the American Flag has remained essentially the same. As a symbol of the nation, the flag has been through everything that the nation has gone through. The flag has survived the past two hundred years intact because people hold it sacred and as something that should be honored and respected. The following courtesies apply to the flag:

The flag is never to be dipped in salute. Other flags may salute it, but the American flag never salutes.

- * The flag is never to touch anything beneath it
- * A flag is never used to cover anything except a casket at a military funeral.
- * Pictures or writing shall not be placed on the flag.
- * The flag is not to be used as an advertisement.
- * The flag must be illuminated if it is flown at night.
- * A flag flown upside down is a distress signal.
- * A flag flown at half-staff must be raised all the way up, then lowered halfway down the flagpole.

Along with the flag is the National Anthem. When outdoors and in uniform, a cadet will render a hand salute. When indoors and in uniform, a cadet will come to attention for the duration of the music. When not in uniform, a cadet shall place his/her hand over his/her heart for the duration of the anthem. All hats should be removed when out-of-doors and not in uniform.

1. Purpose: To establish standard procedures for cadets to raise and lower the United States flag at North Allegheny Senior and Intermediate High Schools.
2. Responsibility: The School Services Department is responsible for scheduling the daily flag detail. He/she is responsible to the Operations Officer for the effective conduct of the flag raising/lowering detail.
3. Flag-Raising Ceremony: The flag detail will consist of three members (flag bearer and two Color Guards). The flag bearer is in charge of the detail. Under the command of the flag bearer, with the flag bearer in the center, the detail proceeds in a column outdoors. The flag bearer marches the detail to a position approximately three paces from the flagpole in a line with their backs toward the school.
 - a. The flag bearer says the command "Color Guard, post." The two flanking cadets take two paces forward. The right Color Guard proceeds to the flag-pole and unfastens the halyard with a snap fastener to the left Color Guard. The flag bearer steps forward and the cadet on the left assists him in snapping the flag to the hoist rope.

- b. The cadet on the right begins to raise the flag slowly permitting the flag bearer to completely unfold it. When clear of the flag bearer's reach, he/she comes to attention and salutes.
- c. The cadet on the right then briskly hoists the flag to the top of the pole with the left Color Guard guiding the halyards.
- d. With the flag at the top of the flagpole, both Color Guards hold the halyard in the left hand and salute.
- e. The flag bearer commands, "Order Arms," and the detail drops its salute.
- f. The cadet on the right secures the halyards and closes the box. He takes his position in the detail. The Color Guard on the left has also assumed his position. The detail is then marched back to school and dismissed.

4. Flag-Lowering:

- a. The flag detail assembles in the same area described in paragraph 3 and proceeds with the same instructions to the flag pole.
- b. After assuming posts and unfastening the halyards, the Color Guards lower the flag slowly. As the flag is lowered, the bearer commands, "Present arms."
- c. Lowering the flag from half mast: The flag is raised to the top of the flag pole and then lowered slowly to the bottom.

Promotion System

A promotion is defined as "advancement in rank, grade, or position." For the purposes of this section, the term promotion will refer to rank and grade only, with promotions within the staff falling under the section on Cadet Staff. There are two types of promotions within AFJROTC: permanent promotions and merit promotions. Each category is explained below.

Permanent Promotions - This type of promotion occurs once a year, with all members in good standing in a specific aerospace level being promoted to a higher grade. Cadets will receive a permanent promotion to C/Airman as members of the AS-I flight and will be promoted once a year until the grade of C/SSGT is reached in twelfth grade. In the event of disciplinary action, a cadet may be reduced in his or her permanent rank if the circumstances warrant such action.

Merit Promotions - Merit promotions are made solely based on a cadet's performance record. Merit promotions will be further explained in the following paragraphs.

Promotion Policy

1. Purpose: To establish procedures for the promotion of qualified cadets.

2. Permanent Grade Promotions: All cadets, providing they have made satisfactory progress (passing grade), will be awarded a permanent grade promotion at the end of the school year, for each year enrolled in the program as follows:

Cadet Airman (one stripe)	First year
Cadet Airman First-Class	Second year
Cadet Senior Airman	Third year
Cadet Staff Sergeant	Fourth year

3. Temporary Grade Promotions: Promotions, other than the permanent grades listed in paragraph 2, will be designated "temporary". Many cadets are and will be serving in temporary grades higher than their permanent grade. Cadet rank or grade is not to be confused with and is not interchangeable with USAF grades or ranks. The word "Cadet" will be part of any written references to a specific grade or rank. There are no Lieutenants or Sergeants in the cadet corps, only cadet Lieutenants or cadet Sergeants, etc..

4. Promotion Points: In order for a cadet to be eligible to receive a temporary promotion, a certain amount of points must be accumulated. There are a number of ways that a cadet can earn the required promotion points. A promotion point sheet is included in this cadet handbook. The promotion cycle is a six-week period. At the end of the six weeks the cadet will discuss their efforts with the ASI and he will assign points accordingly. If a cadet does not earn the required points, he/she will not be promoted. He/she will carry forward any earned points into the next six-week promotion cycle. Once a cadet has received the minimum required points, he/she will be promoted and all points accumulated during that six week cycle will be used and the balance will be set to zero. The required minimum points are as follows: C/Amn = 100, C/A1C = 115, C/SRA = 125, C/SSgt = 135, C/TSgt = 150, C/MSgt = 175.

5. To be promoted to C/SMSGt and C/CMSGt, the cadet must submit an application and meet other qualifications. Procedures and qualifications for this board are outlined in the Cadet Senior NCO Promotion Board Instructions, which is included in this cadet handbook. The promotion board will consist of SASI, ASI, Squadron Commander, Special Assistant to the SASI and the First Sergeant. If a person sitting on the board is recommended for promotion, he/she will be excused during the discussion of his/her own promotion recommendation.

6. To be promoted to an Officer, the cadet must submit an application and meet other qualifications. Procedures and qualifications for this board are outlined in the Cadet Officer Promotion Board Instructions, which is included in this cadet handbook. The promotion board will consist of SASI, ASI, Squadron Commander, Special Assistant to the SASI and the First Sergeant. If a person sitting on the board is recommended for promotion, he/she will be excused during the discussion of his/her own promotion recommendation.

Cadet Senior NCO
Promotion Board
Instructions

Application Dates:

Application cut off dates: 1 st Wednesday in November	Selection Board Meets: 2 nd Wednesday in November	Board Results released: 3 rd Monday in November
Application cut off dates: 1 st Wednesday in January	Selection Board Meets: 2 nd Wednesday in January	Board Results released: 3 rd Monday in January
Application cut off dates: 1 st Wednesday in March	Selection Board Meets: 2 nd Wednesday in March	Board Results released: 3 rd Monday in March
Application cut off dates: 1 st Wednesday in May	Selection Board Meets: 2 nd Wednesday in May	Board Results released: 3 rd Monday in May

Procedures:

Applications must be submitted to MSgt Denault prior to the end of the school day. No applications will be accepted after that date and time. No exceptions!

The application must be completed in BLACK INK, printed neatly, and completed in its entirety. The sections that must be completed are: Name, Flight, Grade, Rank, Date of Rank, Leadership Positions Held in JROTC, Leadership Positions Held in School Activities, Leadership Positions Held Outside of School, Other Information, Traffic Control, Decorations, and the appropriate sections on the reverse side.

Cadets must be present for the selection board at NAI. The promotion board will start at 2:45 and will be finished as soon as possible. Your exact time will be determined once applications are received. To be considered for promotion to Cadet SMSgt and Cadet CMSgt, the following items must be accomplished:

- One year of IN RESIDENCE Summer Leadership School.
- Hold the rank of Cadet MSgt to apply for Cadet SMSgt
- Hold the rank of Cadet SMSgt to apply for Cadet CMSgt
- Completed at least one year of Aerospace Science
- Substitution for Summer Leadership School will be evaluated on a case - by - case basis.
- Boys State and Summer Scientific Seminar at one of the Military Academies are automatically granted substitution for one year of SLS.

In the event that there is no summer leadership school or cadets have a reason approved by the ASI for not attending SLS, the SLS By-Pass Course must be taken. A Cadet will check out the course for a maximum of 2 weeks and then must take the written test. If a passing grade is obtained (80%) the cadet then must take and pass the drill test.

Cadet Officer

Promotion Board

Instructions

Application Dates:

Application cut off dates:
1st Wednesday in October

Selection Board Meets:
2nd Wednesday in October

Board Results released:
3rd Monday in October

Application cut off dates:
1st Wednesday in December

Selection Board Meets:
2nd Wednesday in December

Board Results released:
3rd Monday in December

Application cut off dates:
1st Wednesday in February

Selection Board Meets:
2nd Wednesday in February

Board Results released:
3rd Monday in February

Application cut off dates:
1st Wednesday in April

Selection Board Meets:
2nd Wednesday in April

Board Results released:
3rd Monday in April

Procedures:

Applications must be submitted to MSgt Denault prior to the end of the school day. No applications will be accepted after that date and time. No exceptions!

The application must be completed in BLACK INK, printed neatly, and completed in its entirety. The sections that must be completed are: Name, Flight, Grade, Rank, Date of Rank, Leadership Positions Held in JROTC, Leadership Positions Held in School Activities, Leadership Positions Held Outside of School, Other Information, Traffic Control, Decorations, and the appropriate sections on the reverse side.

Cadets must be present for the selection board at NAI. The promotion board will start at 2:45 and will be finished as soon as possible. Your exact time will be determined once applications are received.

To be considered for promotion to Cadet 2nd Lt, 1st Lt, Capt, Maj, and Lt. Col the following items must be accomplished:

-Two years of IN RESIDENCE Summer Leadership School or Graduated from BLDC No minimum rank required to apply for Cadet 2nd Lt. Cadet 2nd Lt requires only one year of IN RESIDENCE Summer Leadership School

-Hold the rank of Cadet 2nd Lt to apply for Cadet 1st Lt

-Hold the rank of Cadet 1st Lt to apply for Cadet Capt

-Hold the rank of Cadet Capt to apply for Cadet Major

-Hold the rank of Cadet Major to apply for Cadet Lt. Col

-Completed at least two years of aerospace science to apply for Cadet 1st Lt and Cadet Captain

-Completed at least three years of aerospace science to apply for Cadet Major and Cadet Lt Col

-Cadets applying for Cadet 2nd Lt can apply in March and/or May of their second year of aerospace science with one year of in residence summer leadership school.

-Substitution for Summer Leadership School will be evaluated on a case - by - case basis.

Boys State and Summer Scientific Seminar at one of the Military Academies are automatically granted substitution for one year of SLS.

In the event that there is no summer leadership school or cadets have a reason approved by the ASI for not attending SLS, the SLS By-Pass Course must be taken. A Cadet will check out the course for a maximum of 2 weeks and then must take the written test. If a passing grade is obtained (80%) the cadet then must take and pass the drill test.

Demotions

7. Removal or Downgrading of Temporary Rank: A cadet may be demoted from his/her temporary rank at any time during the year when the cadet has accumulated 100 points in the negative area on the promotion points. Once a cadet reaches 100 negative points, he/she will be immediately demoted. Once a cadet MSgt or higher 50 negative points, he/she will be automatically demoted. Cadets can also be demoted at any time by the SASI and ASI for other infractions.

8. Once a cadet has been notified of the demotion he/she may request a Demotion Board. Procedures for this board are outlined in this cadet handbook.

Procedures for Demotion Board

Once you request a demotion board you must select 3 cadets to be members of the board. And the SASI and ASI will select 2 cadets.

You will notify these 3 cadets that you have selected them. The SASI and ASI will notify the other 2 cadets.

You will not discuss any information regarding this demotion action with any board members.

The ASI will then notify each cadet involved with the demotion board of the date and responsibilities required of them.

The demotion board will start on time and will follow the procedures listed below:

The ASI will take attendance and document who attended.

The SASI will act as judge, ensure procedures are followed and have the final say on disputes.

The 5 selected cadets will verbally agree to be impartial, honest and uphold the honor code as will any witnesses, and the cadet requesting the board.

The ASI will read the charges to the board members.

The ASI will call any witnesses or present any information about the incident.

The cadet requesting the board will then be allowed to question the witnesses.

The cadet requesting the board will then present any witnesses and question them.

The ASI will then be allowed to ask questions of those witnesses.

The ASI will interview/question the cadet requesting the board.

Once all witnesses have been questioned the cadet requesting the board will give his/her final comments and present any documentation as deemed necessary to the board members.

The ASI will then make his final comments and present any documentation as deemed necessary to the board members.

All witnesses, the accused cadet and the ASI will be excused and the board members will decide on one of the following outcomes:

The accused cadet is not guilty – no punishment

The accused cadet is guilty but a lesser punishment is handed out

The accused cadet is guilty and demoted

The accused cadet is guilty and a more severe punishment is handed out

The board members will have 15 minutes to make their decision. They must have a majority vote to choose one of the above four outcomes.

Once they have reached their decision, the accused cadet and the ASI will re-enter the room and the SASI will announce the findings of the demotion board. Any witness may remain for the verdict.

The demotion board members are not required to discuss their findings with anybody except the 5 board members.

The SASI will be present for the board members vote and act only as an advisor.

9. Non-Recommendation for Promotion for Lack of Uniform Wears: A cadet is required to wear the uniform one time during the week. Any cadet with the rank of C/TSgt and below who fails to wear the uniform once during the six-week promotion period will be ineligible for promotion.

Demotion/Downgrading of Temporary Rank for Failure to Wear Uniform: Any cadet TSGT or below not wearing the uniform in accordance with the uniform wear policy twice within a promotion cycle will be automatically demoted one grade. A cadet with rank of cadet MSGT or above failing to wear the uniform once within the six-week promotion cycle will be automatically demoted one grade. Cadets demoted for this reason are not authorized to request a demotion board.

Cadet Promotion Form					
Cadet Name:		Promotion	Promotion	Promotion	Promotion
Flight:		Cycle	Cycle	Cycle	Cycle
Current Rank:		Dates:	Dates:	Dates:	Dates:
Points Awarded					
Uniform Wear	5				
100% Proper Uniform Wear	5				
Traffic Control - Controller	5 - 10				
Traffic Control - Foreman	10 - 15				
Traffic Control - Supervisor	15 - 20				
Meeting Suspense	5				
Each Fair Share Fund Raiser	5				
Summer Leadership School	100				
Member of Honor Element at SLS	50				
Recruiting a New Cadet	50				
Active Drill Team Member	25				
Each Drill Meet	10				
Active Band Color Guard Member	25				
Each Color Guard Performance	10				
Volunteer Work - NON JROTC	5 - 25				
Committee Work - JROTC	5 - 25				
Volley Ball Participation	5 - 15				
Leadership Activities	5 - 25				
Performance in Position	5 - 40				
Each Article Published	10				
Active Member Rocketry Club	25				
Senior Project	50				
Activities Outside JROTC	5 - 25				
Deduction of Points					
Unprepared for Class	5				
Late for Class	5				
Unprepared for Activity	5 - 25				
Hat in Classroom or Your Guest	5				
Disruptive in Classroom	20				
Disruptive for Activity	25				
Sleeping in Class	10				
Out of Uniform	5 - 50				
Hazing of Cadets	50				
Improper Conduct	5 - 50				
Inattention to Instructors	10				
Obscene or Improper Language	5 - 25				
Disrespect or Insubordination	35				
Conduct Unbecoming a Cadet	50				
Conduct Bringing Discredit to the Corps	100				
Failure to Perform Assigned Task	25				
Unwarranted Assumption of Authority	50				
Abuse of Authority	75				
Physical Abuse of a Cadet	25 - 100				
Disobeying the Honor Code	100				
Total Points for this Promotion Board					
Cadet Promoted this Board Yes/No					
Points Carried Over to Next Promotion Board					

Cadet Uniform

Uniform Wear and Cadet Personal Appearance

Air Force Regulations

As an active member of the PA-022, the item that will set cadets apart from other high school students is his/her uniform. Cadets are expected to act as ambassadors representing the Air Force. As such, they will meet all expected uniform regulations as set down in AFI 36-2903 and AFROTCI 36-9, which deal with the uniform and cadets' personal appearance.

The uniform must be worn one day a week, as designated by the SASI. The designated uniform day is currently Wednesday of each week, but this may be subject to change at the discretion of the SASI. In the event of absence from school on the designated uniform day, a cadet will wear his/her uniform on the first day of his/her return to school. Failure to wear the uniform on a regular basis will result in the assignment of a failing grade to a cadet. After all, wearing the uniform is a course requirement, just like completing homework for any other course in school.

Uniform Wear Policy

1. All cadets are required to wear the Air Force uniform one day during the week. The uniform will be worn all day unless excused by the SASI or ASI. The uniform day is currently Tuesday. This will give cadets a chance to make up uniform wear in case of unusual circumstances or absences. If there are extenuating circumstances, these should be discussed with the SASI or ASI. In the event of school closing, the 1st day back from closing will be a uniform day.
2. The following guidelines are provided so that there is no confusion as to when uniforms are to be worn.
 - a. Cadets will wear the uniform on Tuesday. A grade will be assigned.
 - b. If a cadet does not wear the uniform on Tuesday and is in school on Tuesday, the cadet will automatically wear the uniform Wednesday 11 points will be automatically deducted prior to the inspection. In other words, the maximum a cadet can receive for a grade on Wednesday is 89, if the uniform is worn correctly.
 - c. If a cadet does not wear the uniform Tuesday or Wednesday and is in school on both of these days, then the uniform must be worn on Thursday. 22 points will be automatically deducted prior to the inspection. In other words, the maximum a cadet can receive for a grade on a Thursday is 78, if the uniform is worn correctly.
 - d. If a cadet does not wear the uniform at all during the week, they will receive a grade of zero and paragraph 2e applies.
 - e. If a cadet is absent from school on uniform day for ANY reason, then the first day back to school is the uniform wear day. No points will be deducted from the grade if a student is absent from school on uniform day. However, the first day back to school is the required make-up day. If the uniform is not worn

on the first day back to school, the points will be deducted starting with 11 for the first day missed and 22 for the second day missed.

- f. If the uniform is not worn at all, a grade of zero will be earned
 - c/AMN - c/TSgt: 1 miss = ineligibility for promotion
2 misses = demotion
 - c/MSgt - c/Col: 1 miss = demotion and ineligibility for promotion
- g. If a cadet is absent from school Tuesday through Monday and returns to school on the following Tuesday, then no grade will be given and the cadet is excused from uniform wear that week. However, the cadet must remember that the new week has started when they return to school.
- h. If a cadet is late in arriving to school and is not in class to be inspected, he/she is required to choose another cadet and have that cadet inspect him/her and certify that the uniform is properly worn.
- i. Any cadet removing the uniform prior to the end of the school day without permission from the ASI will receive a grade of zero for the uniform wear and will count as a missed uniform-wear, and paragraph 2e will apply.

3. It is the cadet's responsibility to wear the uniform on the proper day. Only valid reasons that are coordinated through the ASI will be acceptable for not wearing the uniform.

Examples of excuses that are not acceptable are: forgetting what day it is, uniform at the cleaners, getting up late, etc. . . . These are only a few unacceptable excuses. If you have any doubt about the uniform wear, check with the ASI. Only they have the authority to excuse you from uniform wear.

4. It is your responsibility to wear the uniform properly.

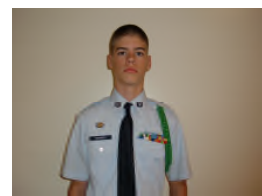
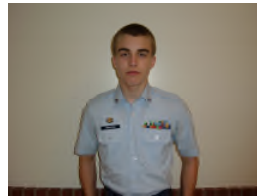
Uniform Combinations

These are the four basic combinations that cadets may wear:

Long-sleeved Shirt Combination - This uniform can be considered the basic cadet uniform. It consists of the long-sleeved shirt, trousers (or skirt, for female), shoes and necktie (or tie tab, for female). The necktie/tie tab is not optional.

Short-sleeved Combination - This uniform is appropriate for wear during the temperate seasons and is similar to the long-sleeved uniform except that the necktie is considered optional. A white v-neck

design-free T-shirt must be worn with this uniform.



Service Dress - The service dress uniform corresponds to the business suit of the civilian world. It may be worn at any time, but its wear is usually designated by the ASI for special occasions, such as inspections or duties that would put cadets in public view. It is essentially the same as the long-sleeved uniform with a blue service dress jacket. A tie/tie tab must be worn at all times with the service dress uniform. The jacket may be removed during classes, but must be worn in the hallways and outdoors



Battle Dress Uniform - The Battle Dress Uniform (BDU) is worn only every four weeks or as assigned by the ASI. This uniform must be purchased by the cadet, and therefore is optional. This uniform must include a cover, and be worn with a black or olive green tee-shirt.

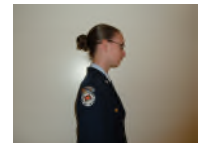
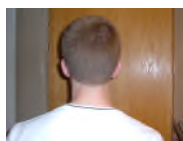
All-Weather Coat -The all-weather coat may be worn with any blue cadet uniform, but is not to be worn indoors.

In addition to these four basic uniforms, students are also authorized to wear the semi-formal uniform when designated by the SASI. This uniform is the same as the service dress, but a white dress shirt is worn in place of the standard blue shirt. This uniform is only worn for the military ball and banquet or for Dining-Ins to which cadets may be invited.

Uniform diagrams are provided for your reference at the back of this handbook. If you have any questions regarding the uniform, please ask the SASI or ASI! A poor appearance due to uncertainty is still a poor appearance, and a poor appearance detracts from your credibility as a competent member of AFJROTC.

Hair Cut Policy

Every cadet must maintain a short, well-groomed haircut. This is not to say that every male cadet must have a high-and-tight haircut or have his head shaved, but certain standards must be maintained. For male cadets, the hair should not touch the ear or shirt collar. Furthermore, it should not extend further than the cadet's eyebrows. The ASI has final jurisdiction in this matter. Beards are definitely not permitted, and mustaches must be neatly groomed and not extend past the corner of the mouth. For female cadets, hair must be worn no longer than the collar while in uniform and may not interfere with regulation headgear. Colored ribbons or other such items may not be worn while in uniform, although pins and barrettes of a color similar to the cadet's hair may be worn.



HAT

Each AFJROTC cadet is required to wear a cover (hat) when outdoors when in uniform. Failure to do so will result in being reported as out of uniform. Cadets must wear a flight cap and insignia. Cadet officers will wear the flight cap with officer insignia.

Socks

Males may wear only black socks while in uniform. Dark blue socks are unacceptable. Female cadets must wear sensibly-colored hose while wearing the uniform skirt.

Special items - The PA-22 makes use of several items that are not issued to every cadet. These items are issued in conjunction with participation in specific activities and are not considered to be items that any cadet can wear if he or she so desires. Color Guard is authorized to wear berets, ascots, and combat boots for performances. Changes to the standard uniform must be authorized by Air Education and Training Command. Such changes are not undertaken lightly, so please do not add an item to the uniform because it looks "cool." Because it is not official, regulations are being broken. Air Force Instruction 36-2903 states the rules for the uniform accessories and personal appearance of Air Force Personnel. The following excerpts cover the most frequently asked-about items.

Wristwatches and Rings - Cadets may wear wristwatches and rings, but no more than three rings may be worn at one time. One bracelet is allowed to be worn if it is neat and conservative and does not detract from the proper military image. It should be no more than an inch wide, and cannot subject the wearer to injury.

Earrings - Only female cadets are allowed to wear earrings, which must fit tightly against the ear and may not extend below the earlobe. They must be a stud or post-type earring. Only one earring may be worn in each earlobe.

Eyeglasses - Conservative eyeglasses may be worn when safety conditions do not dictate otherwise. Glasses worn indoors must be practical for lighting conditions. Cadets may wear conservative sunglasses outdoors, but must not wear sunglasses with mirrored lenses or any other type of fad sunglasses. Only slightly tinted glasses may be worn in formation.

General Information

For the most part, any items that are not listed above are not allowed to be displayed in uniform. Display of any other items detracts from the proper military image and is not authorized.

Textbooks, paperwork, gymbags, suitcases, briefcases, attache cases, etc. must be carried in the left hand so that proper military honors may be rendered.

In general, your own common sense will serve as a good guide as to what is acceptable to wear with the uniform and what is not acceptable. If something looks strange with the uniform, then it is probably not acceptable to wear with it. In any case, ask someone who will know the answer rather than wear something that should not be worn.

Cadets must remember that the uniform is federal property. As such, they are responsible for any damage to it and must pay for all damages beyond those incurred through normal use. Failure to return Air Force property or PA-22 property will result in notification of the school office. Report cards and graduation diplomas will be withheld until the property is returned or compensation is made.

The Logistics Department keeps individual uniform records for every cadet and is responsible for logging uniform items. If a cadet has a problem with his/her uniform, he/she should see the Logistics Officer or another member of that department to correct the problem as soon as possible.

Public Display of Affection

In uniform, the rules for public display of affection are a little tougher than the schools rules. In the military, it is not proper to hold hands in uniform, have your arm around another person, and or kiss.

Cadet Ranks

Cadet Rank

The wearing of rank insignia fits in with the concept of using the uniform as a means of identification. If a cadet sees a cadet from another unit, he automatically knows his status by a quick glance at his or her shoulder boards. Rank is important to AFJROTC because it lets everybody know who is in charge of a given situation and who is capable of handling assigned tasks.

Unfortunately, there are cases throughout history of people abusing their position to force other people to do what they want. This is in no way the goal of AFJROTC. The accumulation of rank in the AFJROTC is a symbol for the accumulation of responsibility. Just as in the real military, people who have higher rank have many more responsibilities. An airman who sees a general and thinks that the general has an easy job is sorely mistaken. The differences between the responsibilities of an airman in AFJROTC and the high-ranking officers are very specific. For example, a cadet sergeant may be responsible for bringing his flight to attention or logging uniform wears. The cadet Lieutenant Colonel who is in charge of the squadron must not only rely on his/her subordinates to perform their assigned tasks to keep the unit running effectively.

Rank in AFJROTC helps show everyone how important it is to the welfare of the group. High-ranking individuals could never get anything done if it were not for the low-ranking cadets who perform the tasks assigned to them by the upper echelon.

All cadets have the obligation to perform tasks assigned to them by higher-ranking officers, whether in or out of uniform. Cadets who assign such tasks have the obligation not to abuse their position or to make unfair requests of subordinates. A wise leader knows how to integrate all of his/her subordinates into a cohesive problem-solving unit. This is the ultimate goal of leadership in AFJROTC: teamwork.

There are two types of rank in AFJROTC: permanent and temporary. Every cadet has the same permanent rank as the other members of his/her aerospace level. Promotions in permanent rank are made once per year. The highest permanent rank is C/Staff Sergeant, which is awarded to members who completed AS level I, II, III, and IV.

Rank Descriptions

Temporary rank is accrued through merit promotions. It is also the rank that is worn on the uniform, unless the permanent rank and the temporary rank are the same. For example, a cadet may have the permanent rank of C/Airman but may hold the temporary rank of C/Senior Master Sergeant. More information on promotions will be found in the next section. Here is a list of all ranks used in AFJROTC, along with abbreviations:

- C/Airman Basic (C/AB) - no stripes
- C/Airman (C/AMN) - one stripe
- C/Airman First Class (C/A1C) - two stripes
- C/Senior Airman (C/SRA) - three stripes
- C/Staff Sergeant (C/SSGT) - four stripes
- C/Technical Sergeant (C/TSGT) - five stripes.
- C/Master Sergeant (C/MSGT) - six stripes
- C/Senior Master Sergeant (C/SMSGT) - seven stripes
- C/Chief Master Sergeant (C/CMSGT) - eight stripes
- C/Second Lieutenant (C/2LT) - 1 narrow silver stripe
- C/First Lieutenant (C/1LT) - 2 narrow silver stripes

C/Captain (C/CAPT) - 3 narrow silver stripes
 C/Major (C/MAJ) - 1 wide silver stripe
 C/Lieutenant Colonel (C/LTC) - 1 wide, 1 narrow silver stripe
 C/Colonel (C/COL) - 1 wide and 2 narrow silver stripes



Officer ranks are generally reserved for upper class cadets who occupy positions in the staff. According to Unit Manning Document, assistant officers should hold a maximum grade of C/Captain, while staff officers should have a maximum rank of C/Major. The unit may have only three C/Lieutenant Colonels at one time. Bear in mind that this is just a broad guide to cadet rank.

Cadet Ribbons

Ribbons

The wearing of ribbons and awards on the cadet uniform is just as important as wearing the uniform trousers. Ribbons are not optional for the AFJROTC cadet uniform and must be worn at all times when in uniform. The sole exception to this rule is that a cadet is not expected to have a set of ribbons on beneath his/her service dress coat and does not have to wear his/her ribbons when the coat is removed during class.

Ribbons in AFJROTC add a touch of individuality to the cadet uniform because no two cadets will have the same type and number of ribbons. Ribbons and other awards should be worn proudly because the ribbon is a sign of individual accomplishment worn on the uniform that represents the "whole team" concept. Ribbons are not arbitrarily handed out. AFJROTC has set down several criteria that cadets must meet in order to be awarded specific ribbons. These criteria are found in AFJROTC regulations. Consult the ASI if you have any specific questions about criteria for the awarding of particular ribbons.

AFJROTC cadets are also eligible to receive special awards from groups related to the military. These groups include the American Legion, Sons of the American Revolution, the Air Force Association, and the Veterans of Foreign Wars. These awards come in the form of medals to be worn with the uniform. Usually there is also a ribbon of the same type of fabric by which the medal is held. Unless instructed to the contrary by the ASI, the medal should not be worn during routine uniform days. The ribbon should be worn in place of the medal. Medals are only worn for special occasions with the service dress uniform.

Ribbon Order

Ribbons and medals must also be worn in specific order. Refer to the ribbon chart posted in class or on the PA-022 web site.

Not all of these ribbons are awarded by the PA-22. The Veterans groups' awards are given to cadets on the basis of input from the SASI and ASI.



AIR FORCE JUNIOR ROTC



Wear Your Ribbons Proudly & Properly



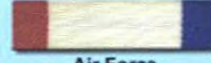
Air Force JROTC Valor Award (Gold)



Air Force JROTC Valor Award (Silver)



Cadet Humanitarian Award



Air Force Association Award



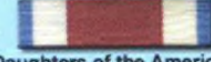
Daedalian Award



American Legion Scholastic Award



American Legion General Military Excellence Award



Daughters of the American Revolution Award



American Veterans Award



Reserve Officers Association Award



The Military Order of World Wars Medal



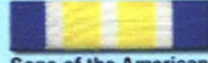
The Retired Officers Association Award



Veterans of Foreign Wars Award



National Sojourners Award



Sons of the American Revolution Award



Scottish Rite, Southern Jurisdiction Award



Military Order of the Purple Heart



Air Force Sergeant Association



Tuskegee Airmen Inc. AFJROTC Cadet Award



Outstanding Cadet Ribbon



Leadership Ribbon



Achievement Ribbon



Superior Performance Ribbon



Distinguished Unit Award



Top Performer Award



Academic Ribbon



Outstanding Flight Ribbon



Leadership School Ribbon



AFJROTC Honors Camp Ribbon



Drill Competition Ribbon



Orienteering Competition Ribbon



Cocurricular Activities Leadership Ribbon



Drill Team Ribbon



Color Guard Ribbon



Sabre Team Ribbon



Service Ribbon



Longevity Ribbon



Physical Fitness Ribbon



Recruiting Ribbon



Activities Ribbon



Attendance Ribbon



Good Conduct Ribbon



Dress & Appearance Ribbon



General Carl Spaatz Award (CAP)



Amelia Earhart Award (CAP)



General Billy Mitchell Award (CAP)



General J.F. Curry Achievement Award (CAP)

AFJROTCVA 36-4, Aug 04
Supersedes: AFOATSVA 36-4, May 00
OPR: AFOATS/JROV
Distribution: F

Cadet Recruiting Ribbon

1. Purpose: To encourage increased participation by the enrolled cadets in increasing the number of students in the AFJROTC program and establish criteria for awarding of the AFJROTC cadet recruiting ribbon.
2. Enrollment is a continuing concern of the North Allegheny Senior and Intermediate High Schools' AFJROTC program.
 - a. New students without prior AFJROTC credit are encouraged at the AS-I, II, AND III levels. New students will not be accepted in the AS-IV level, except in certain situations.
 - b. Upperclassmen who are seriously considering enlisting in any of the military services would benefit greatly from this course and are prime candidates for enrollment.
3. The AFJROTC cadet recruiting ribbon has been instituted to recognize outstanding effort in support of unit enrollment drives and is limited to 10% of the whole corps.
 - a. The ribbon will not be awarded for merely being a member of a feeder school briefing team. Outstanding effort and success of individual members of a briefing team will be eligible for the award.
 - b. Other cadets will be eligible for the award of the AFJROTC cadet recruiting ribbon when directly responsible for the enrollment of two new cadets.

Cadet Physical Fitness Ribbon

1. Purpose: To establish a procedure for awarding the AFJROTC Cadet Physical Fitness ribbon.
2. The AFJROTC Cadet Physical Fitness ribbon will be awarded for sustained participation and outstanding performance in a local physical fitness program.
 - a. North Allegheny Senior and Intermediate High Schools provide an excellent coordinated physical education program for all students.
 - b. North Allegheny sponsors both a standard and an advanced physical education class.
 - c. Both courses include progress tests of physical ability.
3. The AFJROTC Cadet Physical Fitness ribbon will be awarded semi-annually (semester basis) based on grades and the recommendation of a State-certified physical education teacher as follows:
 - a. Standard physical education students: "A" average for the semester.
 - b. Advanced physical education students: "B" average or better for the semester.
4. The AFJROTC Cadet Physical Fitness ribbon will be awarded to cadets that meet the qualifications of the Physical Training and Rock Climbing class.
5. The physical Fitness Ribbon can be awarded by the SASI or ASI for special fitness programs as deemed appropriate.

Cadet Shoulder Cords

Shoulder Cords

Shoulder cords are used in AFJROTC to show current position. Cords are always worn on the left shoulder and may be worn with any uniform. Only one shoulder cord may be worn at one time, even though a cadet may possess several cords. A cadet should wear the cord appropriate to the circumstance. A member of Color Guard should wear his Color Guard cord during parades and performances in place of any other cords. The various cords are:

Commander's Cord - This cord is maroon with two silver tips. It is only authorized to be worn by the cadet Squadron Commander.

Color Guard Cords - Color Guard Commander wears a light blue cord with two silver tips. Color Guard Flag(s) wear(s) a yellow cord with a gold tip. Color Guard rifles wear white and blue cords. These are worn to separate Color Guard members from other cadets.

Drill Team Cord - Members of the Blue Knights wear a white cord.

Traffic Control Cords - There are three different Traffic Control cords. Each one is used to display a cadet's status within Traffic Control. A controller's cord is black, while a foreman's cord is yellow. The supervisor's cord is black and yellow. Cadets shall be authorized for upgrading of cords and status by the School Services Department.

Cadet of the Quarter Cord – This cadet, one at NASH and one at NAI, are authorized to wear a green cord. The cadet will wear the cord until a new cadet of the quarter is chosen. The cadet will also have their name engraved in a plaque that is kept at NASH and NAI.

Shoulder cords are the property of the squadron and must be turned in upon completion of the course, for upgrading in status, and due to removal from the respective activity. The activities that these cords represent are designated only by the PA-22. Other units may use the same type of cord for a completely different activity.

Uniform Grading Sheet

Listed below are the point values for discrepancies found during your uniform inspection.

Item Incorrect	Points Deducted
Hair Cut	11
Shoes	11
Shave	11
Earrings	11
Ribbons	7
Jewelry	7
Ranks	5
Service Coat	5
Shirt	5
Pants/Skirt	5
Gig Line	5
Belt/Buckle	5
Name Tag	3
T-Shirt	2
Tie/Tie Tab	2
Socks	2
Patches	2
Strings	1

Each cadet starts off with a 100 for their uniform wear provided they are wearing the uniform on the proper day. Please review the Uniform Wear and Cadet Personal Appearance section for uniform wear days and grading policy. Each discrepancy noted will have the point value deducted from that grade of 100.

The points deducted will double the following week if the cadet does not correct the discrepancy, and will continue to double until the discrepancy is corrected.

Cadet Staff

Staff Positions

Cadet Staff

The purpose of the Cadet Staff is to perform all actions essential to the continued function of the squadron. Members of the staff have more opportunities for advancement in AFJROTC because they have more chances to take action and excel, as well as to demonstrate their leadership skills. However, staff members also have more responsibilities than other cadets. They must perform their duties as staff members in addition to regular class work. Members must also attend staff meetings, which are held monthly.

The structure of the squadron's staff is based upon a streamlined version of the recommended staff alignment found in AFJROTCI 36-16. Within each staff department, the same structure is followed: the primary staff officer, his/her assistant officer, the NCOIC, and one or more specialists.

Organization

1. Purpose: To establish procedures for the organization of the Cadet Corps and Position Rotation.
2. Designation of the Unit: The unit is authorized Cadet status and is designated the Pennsylvania 22nd Air Force Junior ROTC Cadet Squadron.
3. Structure: The Squadron is authorized the following primary staff positions:

- Squadron Commander
- Special Assistant to SASI
- Special Assistant to ASI
- Operations
- Financial Management
- Personnel
- Information Management
- Public Affairs
- Logistics
- Computer Technology
- Flight Leader/Commander

4. Cadet Appointment and Rotation: The Senior Aerospace Science Instructor in coordination with the ASI and Cadet Commander will appoint cadets to authorized positions. Rotation is designed to provide leadership experience to a large number of the cadets.

- a. AS-I Flight Positions: Flight Leader, through Assistant Element Leader, will be rotated every 4 1/2 weeks so that all cadets may serve in a leadership capacity by the end of the school year.

- b. Cadet Commander and Specialized Staff: Appointments will be for 18 weeks. To provide continuity, the newly appointed Cadet Commander and Staff will serve for the second and third grading periods. The next appointments will serve through the 4th grading period and summer and through the 1st grading period of the next school year.

5. Exceptions to the rotation schedule will be made when deemed necessary and in the best interest of the Squadron or Flight.

Staff Department Descriptions

The following is simply a guide to the responsibilities of each department and their members. This does not limit the responsibility of the department members, but is a brief overview of what is expected from each member.

Cadets who are interested in holding a staff position will have an opportunity to volunteer for the department in which they wish to work. Staff positions are not handed out arbitrarily, nor are they given out just because someone wants to have one. While desire to hold a staff position does enter into a cadet's assignment to a department, cadets should remember that staff positions demand some time as extracurricular activities and may conflict with sports, band, or other school activities. Furthermore, staff positions are subject to change. If a member of staff is consistently not meeting the standards of his/her job, he/she will be replaced. This does not mean that a staff member is expected to be perfect! Some unforeseen problems are always bound to occur, but also remember that the whole staff (and sometimes the whole squadron) is depending on you to do your job and do it well.

The positions covered above apply to the five basic departments of the squadron, which are Operations, Personnel, Logistics, Public Affairs, and Information Management. In addition, Drill Team, Color Guard, and School Services fall under the Operations Department. The Audio Visual Department will fall under Information Management. The Recruiting Department will fall under Public Affairs, and the Internet will fall under Information Management.

Staff Department Descriptions

Special Assistant to SASI

- This position is assigned to the past commander. Unlike most positions, there is no specific job description. This position requires a lot of initiative, self-motivation, and intuition.
- This person should be involved in all aspects of the squadron, but must maintain their distance as they are no longer the squadron commander and must not give the impression that they are interfering with the daily business of the present squadron commander.
- They must be able to see what "Special Projects" would enhance the overall operation of the squadron.
- They work directly for the SASI and must report directly to the SASI on all ongoing activities that need that "special attention".
- They are also assigned special tasks by the SASI as needed.

Squadron Commander

- Is responsible for the appearance, discipline, efficiency, training, and conduct of the Squadron.
- Makes decisions on policies and procedures which pertain to the cadets in the Squadron.
- Will review and act on information and advice contributed by the SASI, ASI, Staff Officer, and the leaders of the various groups within the Squadron.
- Helps to coordinate and to observe all Squadron functions and activities.
- Assigns specific tasks to the Staff Officers and makes sure that they are completed.
- Provides recommendations to the Cadet Promotion Board and Cadet of the Quarter Board based on inputs from Squadron Staff and members.
- Hold and conduct a staff meeting on a bi weekly basis. At least one meeting a month will be held at NAI and include all members of the staff. Other meetings can be held in class with just the senior staff present.
- Represents the Squadron at various functions.
- Hosts the annual staff inspection.

Special Assistant to ASI

- Is responsible for the appearance, discipline, efficiency, training, and conduct of the Squadron.
- Makes decisions on policies and procedures which pertain to the cadets in the Squadron.
- Will review and act on information and advice contributed by the SASI, ASI, Staff Officer, and the leaders of the various groups within the Squadron.
- Helps to coordinate and to observe all Squadron functions and activities.
- Assigns specific tasks to the Staff Officers and makes sure that they are completed.
- Provides recommendations to the Cadet Promotion Board and Cadet of the Quarter Board based on inputs from Squadron Staff and cadets.
- Hold and conduct a staff meeting on a bi weekly basis. At least one meeting a month will be held at NAI and include all members of the staff. Other meetings can be held in class with just the senior staff present.
- Represents the Squadron at various functions.
- Hosts the annual staff inspection.

Operations Officer

- Obtains permits annually for all AFJROTC scheduled functions.
- Tracks the status of all submitted permit applications.
- Oversees the Drill and Color Guard teams.
- Coordinates and oversees projects assigned to his/her staff.
- Reports to the Squadron commander at the bi-weekly staff meetings on the activities of their staff.
- Performs all other duties assigned by the Squadron Commander.

School Services Officer

- Coordinates and schedules all school service activities to include traffic control details.
- Two weeks prior to a scheduled event a detail volunteer sheet will be completed and passed out to all flights. In the event a request is made less than two weeks prior to the event the sheet will immediately be passed out. Selections shall be made no later than three days prior to the scheduled event.
- With the assistance of the school services staff, will update the wall charts within three days after the completion of the detail.
- Will review all requests for upgrade and make recommendations to the SASI and ASI.
- Will notify the ASI when a cadet qualifies for a service, superior performance, achievement ribbon, or school letter.
- Will post monthly the total hours of school service for each cadet.
- Will keep the operations officer informed of all traffic control details.
- Reports to the Operation Officer on the activities of their staff.
- Performs all other duties assigned by the Squadron Commander or Operations Officer.

School Services Assistant Officer

- Assist in all tasks assigned to the School Services Officer.
- Coordinates with the flight you are in for the posting and accuracy of the school service hours/details and communicates any errors to the School Services Officer.
- Notifies the School Services Officer when a cadet reaches the minimum number of details/hours for a service, superior performance, achievement ribbon, or a school letter.
- Maintains the attendance charts at NASH for the flight assigned as well as the independent study flight. These charts are to be updated within three school days after the completion of a traffic control detail.
- Performs all tasks assigned by the School Services Officer.

NCOIC of School Services

- Assist in all tasks assigned to the school service staff.
- Coordinates with the flight that you are in and the independent study flight at NASH for the accuracy in the posting of school services hours/details and communicates these errors to the School Services Officer.
- Maintains the attendance charts at NAI for the flight assigned to as well as the Independent Study Flight. These charts are to updated within three school days after the completion of a traffic control detail.
- Performs all tasks assigned by the Officer and/or Assistant School Services Officer.

School Services Specialist

- Performs all task assigned by the NCOIC of School Services.
- Assists in all tasks assigned under School Services Officer.
- Coordinates with the flight that you are in for the accuracy in the posting of school services hours/details and communicate these errors to the School Services NCOIC.
- Maintains the attendance charts at NAI for the flight assigned. These charts are to updated within three school days after the completion of a traffic control detail.

Drill Team Commander

- Will hold regular practice for all drill teams to include First Year IDR, Second Year IDR, Blue Knights, and Weapons Team.
- Will make arrangements for travel to all away drill meets.
- Will train all members of the drill teams.
- Will conduct, in a timely manner, tryouts for commanders of all teams.
- Will over see the Competition Color Guard.
- Will report directly to the Operations Officer.

Color Guard Commander

- Is responsible for choosing qualified cadets to perform as part of first and second year competition color guard as well as a team to perform with the marching band.
- Will conduct practice including practicing with the band the Thursday before a home football game.
- Will choose commanders for all teams.
- Performs when requested.
- Will report directly to the Operations Officer.

Personnel Officer

- Coordinates and oversees all projects assigned to the Personnel Staff.
- Ensures that ALL personnel files are updated within three schools days after special orders have been read in class.
- Ensures that the database is updated within five school days after special orders are read in class.
- Spot checks 201 files on a routine basis to ensure they are up to date and accurate.
- Reports to the Squadron Commander at the bi-weekly staff meetings on the activity of the department.
- Perform all other tasks assigned by the Squadron Commander.

Assistant Personnel Officer

- Assist the Personnel Officer in all the above tasks.
- Ensures that assigned flight's, including Independent Study, 201 files are updated within three - school days after the special orders have been read in class.
- Spot checks all 201 files for completion and accuracy.
- Perform all task assigned by the personnel officer.

NCOIC of Personnel

- Assist in all tasks under the Personnel Officer.
- Maintains assigned flights 201 files to include NAI Independent Study Flight within three school days after special orders have been read in class.
- Spot checks the files at NAI for completion and accuracy.
- Performs all tasks assigned by the Officer and/or Assistant Personnel Officer.

Personnel Specialist

- Assist in all tasks under the Personnel Officer.
- Maintains the assigned flights 201 files.
- Performs all task assigned by the NCOIC of Personnel.

Public Affairs Officer

- Gathers stories of local interest and attempts to get them published in the local and school newspapers.
- Keeps the student body, school administrators, and school board advised of our activities and awards.
- Post Announcements.
- Oversees the Recruiting Department.
- Oversees all community service projects.
- Coordinates all other tasks assigned to the department.
- Reports to the Squadron Commander at the bi-weekly staff meetings on the status and activity of the department.
- Performs all task assigned by the Squadron Commander.

Public Affairs NCOIC

- Assist in all tasks under the Public Affairs Officer.
- Performs all task assigned by the Public Affairs Officer.

Recruiting Officer

- Reports to the Public Affairs Officer.
- Responsible for all open houses and ensures we are represented. Must make contact with the appropriate principal for permission and scheduling of a table.
- Responsible for move up day and ensures we are represented.
- Responsible for developing a recruiting program to attract students to our program.
- Performs all task assigned by that officer.

Recruiting NCOIC

- Assist in all tasks under the Recruiting Officer.
- Performs all task assigned by the Recruiting Officer.

Iron Eagle Editor

- Publishes the squadron newspaper
 - Gathers stories from cadets on past/current/future events or stories of interest to the cadet Corps
 - Coordinates with the copy center to arrange for copying of the paper
 - Perform all other duties assigned by the Information Management officer
- Distributes copies to all cadets, school administrators, parent groups and veterans organizations

Assistant Iron Eagle Editor

- Assist with all tasks assigned by the Iron Eagle Editor
- Coordinates with the cadets at NAI for stories on past/present/future events or stories of interest to the cadet Corps
- Perform all other duties assigned by the Iron Eagle Editor
- Assists with the distribution of copies to all cadets, school administrators, parent groups and veterans organizations

Information Management Officer

- Gathers stories of local interest and attempts to get them published in the local and school newspapers.
- Keeps the student body, school administrators, and school board advised of our activities and awards.
- Post Announcements.
- Oversees the publication of the Iron Eagle.
- Takes the minutes of all Staff Meetings, types and distributes them to the flight commanders the Friday after the staff meeting.
- Maintains and updates the Special Orders folders and the Staff Meeting Minute folders at both NAI and NASH.
- Publishes the Annual Inspection Booklet.
- Oversees the Audio Visual Department.
- Reports to the Squadron Commander at the bi-weekly staff meetings on the activity of the department.
- Performs all tasks assigned by the Squadron Commander.

NCOIC of Information Management

- Assist in all tasks under the Information Management Officer.
- Ensures that all Special Orders and Staff Meeting Minutes are posted in the appropriate books at NAI.
- Performs all tasks assigned by the Information Management Officer.

Audio Visual Officer

- Reports directly to the Information Management Officer.
- Responsible for maintaining the cadet video and book library
- Assists cadets with their request for borrowing books and videos.
- Maintains the accuracy of the Chain of Command posters.
- Performs all tasks assigned by the Information Management Officer.

Audio Visual Assistant Officer

- Assist in all tasks under the Audio Visual Officer.
- Responsible for maintaining the cadet video and book library
- Assists cadets with their request for borrowing books and videos.
- Performs all tasks assigned by the Audio Visual Officer.

Audio Visual NCOIC

- Assist in all tasks under the Audio Visual Officer.
- Maintains the cadet video and book library at NAI.
- Assist cadets with their request for borrowing books and videos.
- Maintains the accuracy of the Chain of Command Posters at NAI.
- Performs all task assigned by the Audio Visual Officer and/or Assistant Officer.

Audio Visual Specialist (Classroom Photographer)

- Assist in all task assigned to the Audio Visual Officer.
- Maintains the cadet video and book library at NAI.
- Assist cadets with their request for borrowing books and videos.
- Performs all task assigned by the Audio Visual NCOIC.

Logistics Officer

- Assist the ASI in the issuance and collection of uniforms.
- Ensures the storage room located at NAI is clean and arranged properly at all times.
- Ensures a proper stock of items such as ribbons, clusters, holders, belts, buckles, hats, and ties are maintained in the Squadron.
- Ensures that the storage cabinet is inventoried for proper stock.
- Issues ribbons, clusters, ranks, cords, and any other items a cadet needs or has been issued by way of special orders.
- Reports to the Squadron commander at the bi-weekly staff meetings on the activities of their staff.
- Assists the cadets in his/her flight in the issuing of uniforms.
- Helps maintain proper fitting uniforms.
- Collects all uniforms from their flight at the end of the school year.
- Coordinates and oversees all projects assigned to the logistics staff.
- Performs all other duties assigned by the Squadron Commander.

Assistant Logistics Officer

- Assist the Logistic Officer in all the above tasks.
- Ensures a proper stock of items such as ribbons, clusters, holders, belts, buckles, hats, etc. are kept in the cabinet at NASH.
- Ensures that the storage cabinet is inventoried for proper stock.
- Issues, ribbons, clusters, ranks, cords, and any other items a cadet needs or has been issued by

way of special orders.

- Assist the cadets in his/her flight in the issuing of uniforms.
- Helps maintain proper fitting uniform.
- Collects all uniforms from their flight at the end of the school year.
- Performs all tasks assigned by the logistics officer.

NCOIC of Logistics

- Assist in all of the tasks under the logistics officer.
- Ensures a proper stock of items such as ribbons, clusters, holders, belts, buckles, etc. at NAI.
- Issues, ribbons, clusters, ranks, cords, and any other items a cadet needs or has been issued by way of special orders.
- Assist the cadets in his/her flight in the issuing of uniforms.
- Helps maintain proper fitting uniform.
- Collects all uniforms from their flight at the end of the school year.
- Performs all task assigned by the Officer and/or Assistant Logistics Officer.

Logistics Specialist

- Assist in all of the tasks under logistics officer.
- Ensures that the storage cabinet is inventoried for proper stock.
- Issues, ribbons, clusters, ranks, cords, and any other items a cadet needs or has been issued by way of special orders.
- Assist the cadets in his/her flight in the issuing of uniforms.
- Helps maintain proper fitting uniform.
- Collects all uniforms from their flight at the end of the school year.
- Performs all tasks assigned by the NCOIC of Logistics.

Finance Officer

- Monitors the cadet/student account in conjunction with the school and state requirements.
- Provides the cadet staff and cadet corps with a ledger of all transactions at the staff meetings.
- Ensures that all expenditures are approved by the cadet staff and are documented in the staff meeting minutes.
- Will set a budget for the current school year.
- Reports to the Squadron Commander at the bi-weekly Staff Meetings on the activity of the department.
- Performs all tasks assigned by the Squadron Commander.

STAFF MEETING PROCEDURES

Staff Meeting

1. Purpose: To standardize and formalize procedures for the conduct of Cadet Group and Squadron Staff Meetings.
2. Responsibility: It will be the responsibility of all the cadets required to attend staff meetings to be familiar with the procedures outlined in this section.
3. Procedures: The Cadet Squadron Commander is in charge of, and will conduct, all staff meetings in a business-like manner. In his/her absence, the Operations Officer assumes these duties.
 - a. Meetings will start promptly at the scheduled time. Cadets will be at their designated places (seats). The senior cadets will be responsible for keeping order prior to the arrival of the commander.
 - b. As the Squadron Commander enters the meeting, the Special Assistant to ASI will call the staff to attention. The Commander will announce "Staff, seats," and "This meeting will now come to order."
 - c. The Information Management Officer will conduct a visual attendance check and record those not present. Absences will be determined excused or unexcused by the Commander. Two successive absences will be examined by the Commander and a report given to the Aerospace Science Instructor.
 - d. Following opening remarks by the Squadron Commander, the Information Management Officer will read the minutes of the previous meeting. He/she will ask for corrections or additions. Following this, the Commander will announce, "These minutes stand as read/corrected."
 - e. The Commander will then invite each staff member to advise the staff of his/her activities since the previous meeting. The Commander may require weekly departmental reports.
 - f. The Commander will then proceed with general comments and squadron business. The Commander will then ask if there are more comments for the good of the order. The calendar of events and dates will then be discussed.

Traffic Control

TRAFFIC CONTROL

Purpose of Traffic Control

The PA-022 has always attempted to maintain a good public image. Service to the School District and community is the best way to keep up this image. While the School Service Department (or any other department for that matter) cannot be deemed as the most important, the School Service Department is the facet of AFJROTC which the community, in general, observes the most, and for this reason we must take extra care to do our jobs efficiently and attractively. It is the purpose of this manual to set down a group of basic ground rules which will be observed during Traffic Control details, as well as provide instruction for new cadets.

The purpose of this manual is to establish a truly uniform training system and to build a foundation which can be expanded and improved. Everyone who attends a class should receive a manual which can be used for personal reference. This manual covers safety rules, hand signals, equipment, AFJROTC uniforms, infractions, position duties, and the skill levels. In addition, it includes diagrams of flow patterns and hand signals.

I. Safety Rules

- A. No horseplay. Foolish actions endanger all cadets in the vicinity and will not be tolerated.
- B. Do not turn your back to traffic. If you are not facing the flow of traffic, the movements of vehicles can cause injury and/or confusion.
- C. Safety equipment must always be in proper use. The equipment is designed for maximum visibility so that the drivers can see you and respond to your signals. Not using the equipment can endanger your life and the flow of traffic. All equipment must be returned to the proper corresponding numbered bag.
- D. Obey the commander. The detail commander is the final cadet authority on any detail, and his/her orders will be followed by all.

II. Hand Signals

A. Turns

1. A turn is judged as left or right by the driver of the vehicle.
2. Right Turns
 - a. Lift left arm to a position parallel to the ground, facing traffic.
 - b. Move right hand which is holding the flashlight straight across the chest, holding the upper arm vertical against the body.
 - c. After the movement has been completed, return the arm to the original position. Repeat if necessary.

3. Left Turns

- a. Lift right arm to a position parallel to the ground, facing traffic.
- b. Move left hand which is holding the flashlight straight across the chest, holding the upper arm vertical against the body.
- c. After the movement has been completed, return the arm to the original position. Repeat if necessary.

B. Proceed

1. Given when you want the vehicle to move forward.
2. When you are facing traffic: Place both arms in front of your body with the palms facing upward. By moving the elbow, bring the hands as close to the shoulders as possible. Return to the original position. Repeat if necessary.
3. When you are at a right angle to the flow of traffic:
 - a. Place the right or left arm (depending on the direction of travel desired) in a horizontal position pointing in the direction in which the vehicle is to proceed.
 - b. Bring the other arm across the chest in the same manner outlined in "Turns".
 - c. Variation - The other arm may be brought up in a circular motion if the vehicle has to travel a long distance.

C. Stop (can also be used to slow an approaching vehicle)

Face traffic.

Extend your arms outward, then bend both arms at your elbows and cross to make an X.

D. Indication of Space (used when pulling a vehicle into a parking space)

Place your hands so that the palms face each other.

The distance between the palms indicates how much space is left, but never place yourself between these vehicles.

III. Equipment

A. Vest/Coat - The vest is the main element of the visibility equipment.

It is worn at all times during a detail. It will be folded in a neat fashion when it is being stored.

B. Flashlight - It is used for visibility at night and for directing the flow of traffic. Make sure your flashlight is working before the detail begins. If it is not, tell your foreman/supervisor immediately. It will not be tossed or spun. It will be turned off when not in use.

- C. Radios - The commander, supervisor, and point should use radios for communication. The only communication that should be discussed is traffic flow. No other discussion should be conducted.

IV. Attendance

- A. Tardiness - If a cadet is late without permission from the commander, he/she will lose double the amount of time he/she is late with a minimum of one-half hour. (Example: If you are 20 minutes late, you will lose 40 minutes.) After being late for three details, a suspension of no less than three months will be enforced. No letters or ribbons will be awarded to that person for Traffic Control for that year.
- B. Absence - If a cadet is absent without permission, he/she will lose the number of hours lost. Also, no awards of any kind will be made to that person for any School Services functions during that school year.
- C. Being Excused from a Detail - In order to be excused from a detail, the cadet must notify the School Services Officer or the ASI at least 48 hours in advance. If this is not possible, the cadet must find a substitute who meets the approval of the detail commander. However, if you were legally absent from school on the day of the detail, you are excused from the detail.
- D. AFJROTC Regulations - All AFJROTC regulations will be enforced. All orders from the commander must be followed. Failure to comply with these or any regulations could result in a loss of rank, hours, suspension, or any combination thereof.
- E. All school rules and local government rules will be enforced. While on school grounds, all school rules are in effect; this includes the no-smoking policy. All township, state, or other laws will also be enforced. All punishments will be in accordance with the code of the law. In addition, the School Services Officer and the ASI reserve the right to make and enforce any additional rules as they see fit.

V. Duties

- A. School Services Department Commander - He/she is responsible for Traffic Control functions, flag details at the Intermediate and Senior High Schools, and any other school-related services rendered by the squadron. In addition, he/she is also responsible for the following:
 1. Maintaining an adequate number of Traffic Control personnel to meet the normal requirements imposed upon the department throughout the school year.
 2. Establishing a continuous training program for cadets of all levels of Traffic Control proficiency.
 3. Maintaining permanent records of all Traffic Control details. The records will include the duration, purpose, place, date, and time of the detail and a list of participants.

4. Maintaining the safety, appearance, and discipline of all cadets on Traffic Control details.
 5. Establishing a schedule of events for Traffic Control details in advance for all known events requiring them, including:
 - a. Home Football Games
 - b. School Plays and Musicals
 - c. North Star Player Productions
 - d. Open House
 - e. Commencement
 6. Upkeep and control of all equipment.
 7. The selection and coordination of the assignment of cadets to details.
- B. Assistant School Services Officer - He/she is to help the School Services Officer in fulfilling the responsibilities outlined above, especially in the coordination of the assignment of lower classmen to details.
- C. Detail Supervisor - He/she is responsible for the following:
1. Keeping track of and noting the condition of all equipment given to him/her by the School Services Officer or ASI.
 2. Accomplishing successfully the detail that he/she was assigned to command.
 3. Assuring that proper records are kept and that the School Services Officer is informed of those cadets in attendance and those who failed to show.

VI. Steps to be taken in providing Traffic Control Services

- A. Volunteer lists will be passed to all flights at a reasonable time before the detail.
- B. Notification of Traffic Control selections from the volunteer lists will be done by the School Services Officer or ASI.
- C. On-site instruction and post assignments will be done by the Detail Supervisor.

D. The Detail Supervisor will decide what equipment is to be used, and when.

UPGRADE Procedures to:

Controller: All cadets start out as observers. To be upgraded to controller status, a cadet must have a minimum of 10 hours in traffic control and at least 3 details. A Controller is awarded a black cord.

Foreman: A Cadet must have at least 45 hours of traffic control. A foreman is awarded a gold cord.

Supervisor: A Cadet must have at least 75 hours of traffic control. A supervisor is awarded a black and gold cord.

Once a cadet has met the minimum required hours, he/she must request an upgrade form from the school services department. The cadet must complete the form and submit it to the school services officer for approval. Once the request is approved, the cadet is upgraded by way of special orders.

If a cadet is not recommended, the request form will be returned to the requesting cadet with a reason for the disapproval.

Downgrading policy:

A cadet must perform the following hours in order to remain at their current status:

September 1 thru December 31:

Controllers: 6 hours

Foreman: 12 hours

Supervisors: 20 hours

January 1 thru the second week in June:

Controllers: 6 hours

Foreman: 8 hours

Supervisors: 10 hours

If a cadet does not perform the required amount of hours, they will be downgraded to the next lowest level. If they do not meet the required hours for that level, they will be downgraded again.

Hours to Regain Cords:

A cadet must accumulate the following hours before they can regain their status:

Controller: 4 hours

Foreman: 20 hours

Supervisors: 30 hours

RIBBONS

Service Ribbon is awarded for performing five traffic details in one school year.

Superior Performance Ribbon is awarded for performing 10 traffic details in one school year.

Achievement Ribbon is awarded for exceptional dedication with completion of 20 traffic details in one school year.

CADET UPGRADE REQUEST FORM

Please fill out this form completely and turn into School Services Commander.

Minimum required hours:

Controller: 10

Foreman: 45

Supervisor: 75

Hours to regain lost status:

Controller: 4

Foreman: 20

Supervisor: 30

Name: _____

Date: _____

Phone #: _____

Flight: _____

Rank: _____

Current Status: _____

Number of:

No shows: _____

Late: _____

Signature: _____

Comments to Commander: _____

=====

COMMANDER'S SECTION

(to be completed by commander)

APPROVED - Send to ASI

DISAPPROVED - Send back to cadet

Entered into computer: _____ (date) - File at NASH

Comments: _____

Activities

Activities

Calendar of Events

This is a typical calendar of events that the PA-022 normally does. Dates may change due to weather, availability of buildings, and other events. Use this only as a guide.

Event	Monday	Tuesday	Wednesday	Thursday	Friday
Model Rocketry	NAI 2:30 – 4:00				
Rock Climbing/PT		NASH 2:30 – 4:00			
Drill Team			MES 6:00PM - 9:00PM		
Volley Ball				NAI 6:00pm – 8:00PM	
Bowling		Perry Park Lanes 3:00 – 5:00			

Model Rocketry and Rock Climbing/PT is conducted in the spring and fall. They run for about the first 6 weeks (weather permitting) of school and the last 6 weeks of school.

Drill Team starts the beginning of October and runs until the 1st week in March

Volley Ball starts the 1st week in December and ends the 3rd week in February

Major Events

Along with the above events, we have several events that are competitions, trips, or banquets. The actual date changes from year to year, but the month and weekend is usually the same throughout the years. Not all events are listed here.

Fall Picnic/field day – held during the school day either the last week of September or the 1st week in October.

C-130 Flight – held during the school day in mid October

Science Center Trip – held during the school day in mid December

Volleyball Tournament – 3rd Saturday in February at NAI

Drill Tournament – 1st Saturday in March at NAI

Ball & Banquet – 3rd or 4th Saturday in March

Big Trip – 3 or 4 day trip (during school days) to a military base. Usually the end of April or beginning of May

Spring Picnic – 3rd Saturday in May

Electronic Device Policy

North Allegheny Senior & Intermediate High School
Policy Letter PA022-02

03 May 06

This policy letter covers the use and explanation of electronic devices while on JROTC School sponsored field trips. **All JROTC field trips are school sponsored.**

The following is the electronic device policy for the PA-022 and is as follows:

No cadet is allowed to bring or use radios, walkmans, cd players, dvd players, sound reproducing devices, computers, electronic games, musical instruments, MP3 players or similar devices on any JROTC school sponsored trip. If you have any questions as to what constitutes an electronic device, you are required to check with your SASI or ASI.

I further understand that the use of cell phones to send **or receive** calls is prohibited as well as sending **or receiving** text messages and/or e-mails, using it for web sites, downloading or playing games or any other use is also prohibited. Permission for use of a cell phone for an emergency must be received from the SASI or ASI prior to using a cell phone.

I understand that failure on my part to adhere to these requirements constitutes demotion action and possibly further disciplinary action.

Cadet Signature

Printed Name

Date

Uniform Wear Policy Letter

North Allegheny Senior & Intermediate High School
Policy Letter PA022-01
03 May 06

This policy letter explains the uniform wear, grading system, and promotion opportunities related to the uniform wear.

I _____ have been briefed by MSgt Denault on the uniform wear policy as prescribed by AFROTC Regulations. I understand that the Air Force uniform must be worn at least one (1) day per week to satisfy the requirement prescribed by AFROTC regulations.

I further understand that the uniform is to be worn the entire school day.

I have also been briefed by MSgt Denault about the grading policy for Air Force uniform wear. **This policy is as follows:**

-Tuesday is designated by the SASI as uniform wear day. You have the opportunity to earn a grade of 100% on this day. The appropriate grade will be determined by the proper wear of uniform items, cleanliness, and accuracy of items, as well as other items on the uniform grade checklist.

-If you do not wear your uniform on Tuesday, and you are in school, you are required to wear your uniform on Wednesday. However the maximum grade that you can earn will be an 89%. The appropriate grade will be determined by the proper wear of uniform items, cleanliness, and accuracy of items, as well as other items on the uniform grade checklist.

-If you do not wear your uniform on Wednesday, and you are in school, you are required to wear your uniform on Thursday. However the maximum grade that you can earn will be a 79%. The appropriate grade will be determined by the proper wear of uniform items, cleanliness, and accuracy of items, as well as other items on the uniform grade checklist.

-If you fail to wear your Air Force uniform on, Tuesday, Wednesday, and Thursday, a grade of zero (0)% will be earned.

-If you are absent or school is closed on Tuesday, the very first day back to school is a uniform wear day. You will NOT be deducted eleven (11) points for being absent. In other words, the first day back from being absent will be considered a Tuesday. However if you fail to wear your uniform the first day back, the point deductions will apply, as stated above.

I also understand that along with the appropriate grade being assigned, promotion opportunities also apply and are as follows:

- A cadet MSgt and above and all Cadet officer's – one (1) missed uniform is an automatic one rank deduction per occurrence.
- A cadet TSgt and below – one (1) missed uniform wear renders you ineligible for the current promotion cycle. Two (2) missed uniform wears for the current promotion cycle is an automatic one rank deduction per occurrence.

(A missed uniform is: *Not wearing the uniform at all for the week – or changing out of your uniform during the school day*)

I have been briefed that the uniform must be worn the entire school day. I understand that I am NOT permitted to change out of my uniform, except for gym class. After gym class the uniform must be put back on.

I also understand that is the corps is on a field trip on a uniform day, cadets not attending the field trip are still required to wear their uniform. The uniform inspection is to be conducted by the cadet that is appointed by MSgt Denault. If no cadet is appointed, the highest ranking cadet in class will conduct the uniform inspection. Written results of the uniform inspection will be given to MSgt Denault upon his return from the field trip.

If school is closed due to weather or other emergency, the first day back to school is a uniform day. If there is a delay to the start of the school day, uniforms are still required to be worn.

Failure to adhere to the all day policy will be considered a missed uniform wear for your grade and promotion opportunities.

Any requests for deviation from this policy must be submitted in writing to MSgt Denault at least 2 school days prior to the uniform wear day.

Cadets at NASH are permitted to wear BDU's the last Tuesday of the month only if you did not miss your uniform wear on Tuesday, or if absent – your 1st day back for that week.

I understand that failure on my part to adhere to these requirements constitutes dismissal from the aerospace/aviation science class.

Cadet Signature

Printed Name

Date

Kitty Hawk Air Society

The Kitty Hawk Air Society (KHAS) was established in 2003 for the PA-022. This is a National Honor Society for JROTC cadets. To be admitted to this society a cadet must maintain a 3.0 GPA and must maintain that GPA to remain an active member. Report cards are to be turned into the ASI for verification at the end of the SEMESTER marking periods. Cadets that have a GPA of 3.0 or higher are awarded an academic ribbon – which signifies that qualifications have been met to be inducted to the KHAS. Cadets are also required to attend meetings and participate in community service projects.

Website

Web Address

Our website address is <http://www.pa022.com>

Our website offers information about the squadron's progress and upcoming events. Cadets are encouraged to visit the site after major events to view pictures which are usually available for viewing. Every attempt is made to update the event's page as dates and times are approved or changed. Cadets are also required to check the board in class for events.

Uniform Diagrams

AIR FORCE JUNIOR ROTC BADGES



LAPPEL INSIGNIA
(METAL)



OFFICERS
FLIGHT CAP
AND BERET
INSIGNIA



FLIGHT CAP
AND BERET
INSIGNIA



SERVICE CAP
INSIGNIA



OFFICERS
SERVICE CAP
INSIGNIA



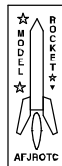
GROUND SCHOOL
BADGE



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



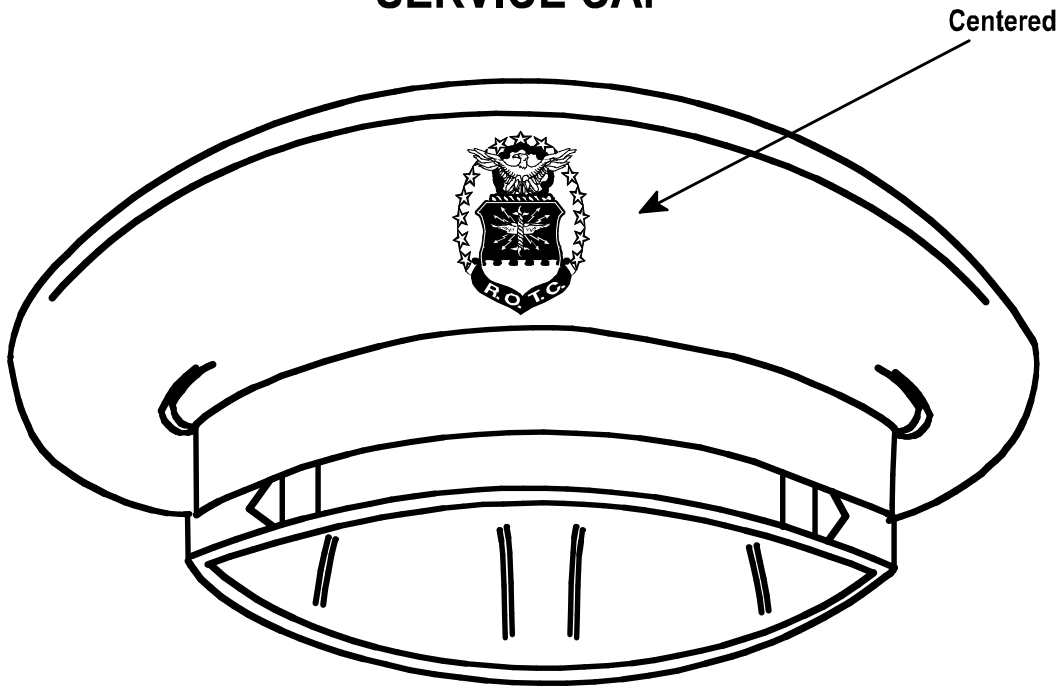
AEF BADGE



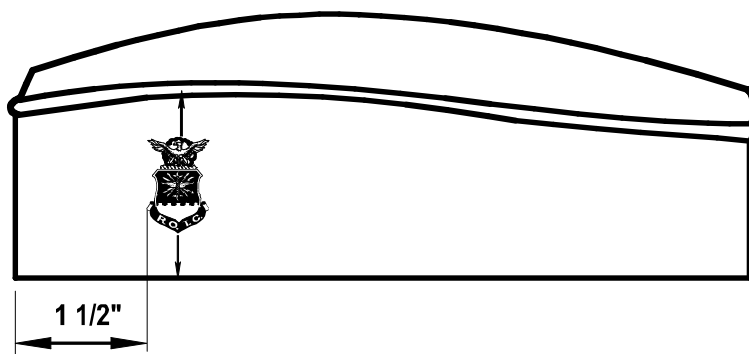
SHOULDER TABS

CADET MALE HEADGEAR

SERVICE CAP



FLIGHT CAP

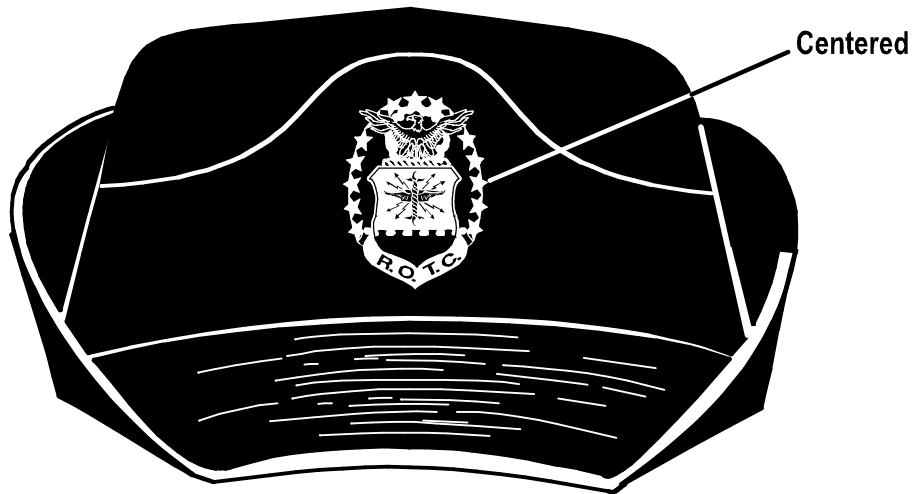


centered top to bottom and
1 1/2 inches from front of cap

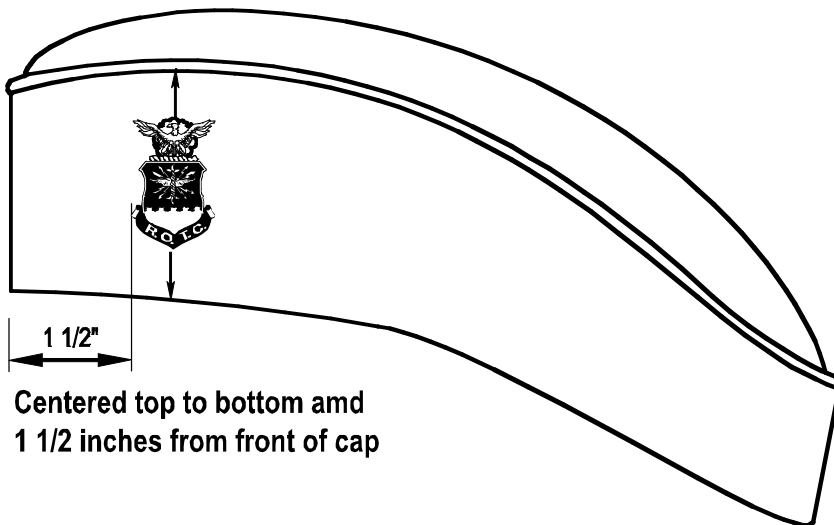
Officers wear hat insignia with stars
Insignia without stars is worn by enlisted

CADET FEMALE HEADGEAR

SERVICE CAP

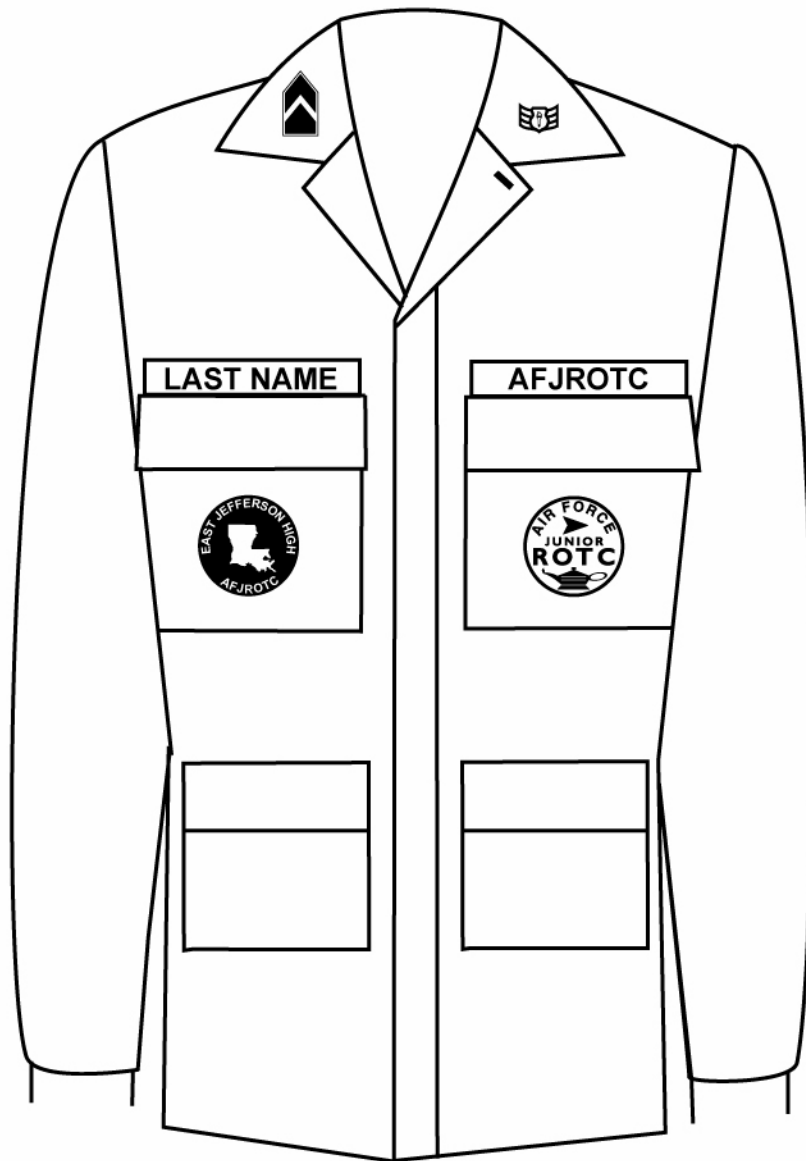


FLIGHT CAP



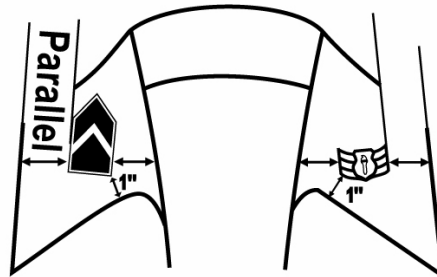
Officers wear hat insignia with stars
Insignia without stars is worn by enlisted

CADET BATTLE DRESS UNIFORM (BDU) Male and Female



1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered

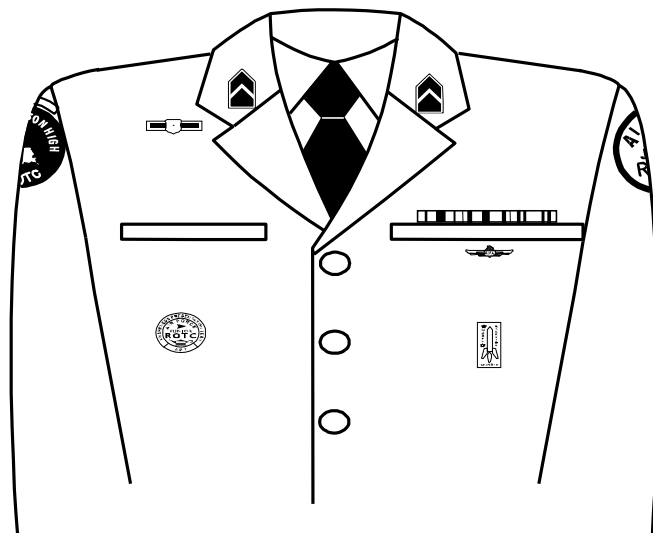
CADET LIGHTWEIGHT BLUE JACKET



1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
6. AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

Note: 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.

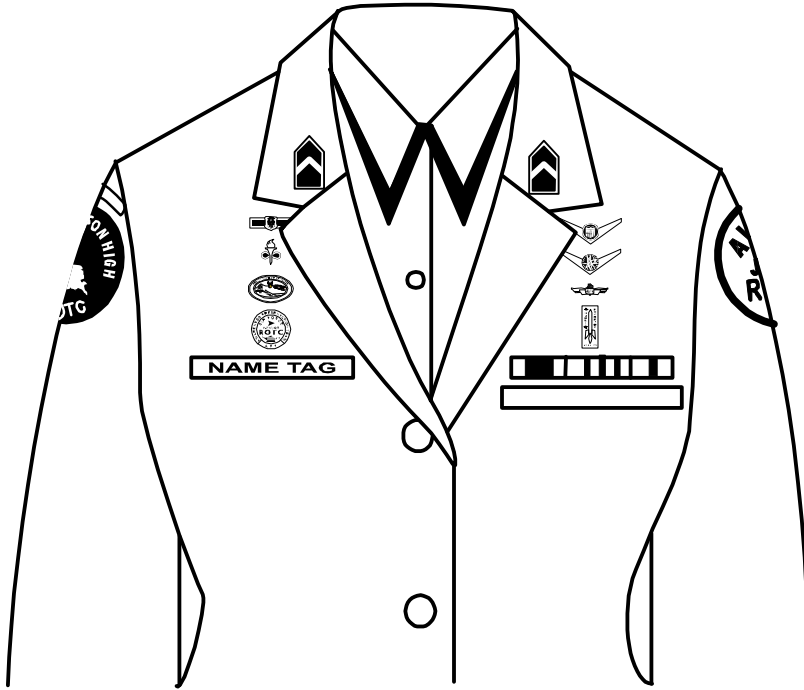
CADET MALE 1620 SERVICE DRESS



1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

Note: 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



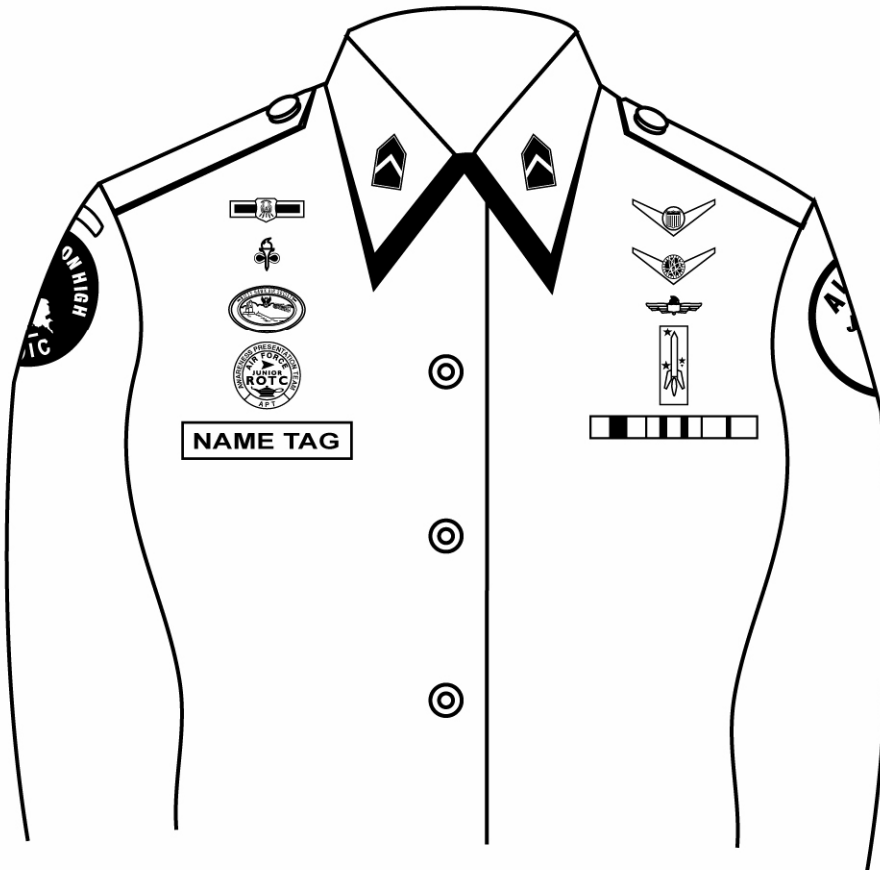
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

CADET MALE BLUE SHIRT



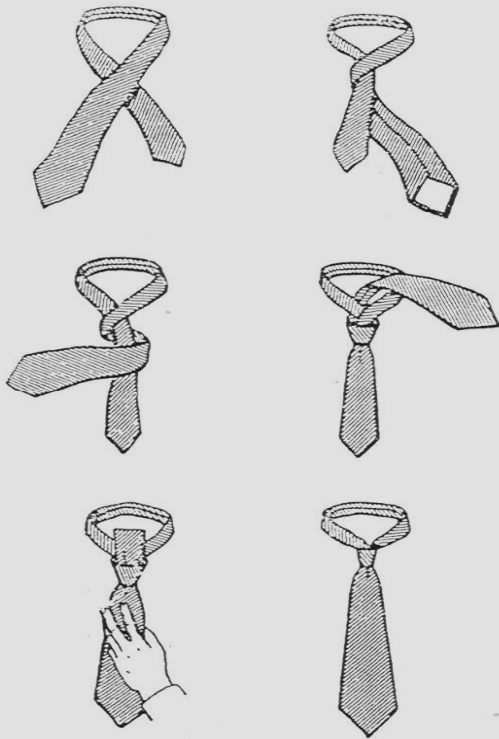
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's 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.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

CADET FEMALE BLUE SHIRT



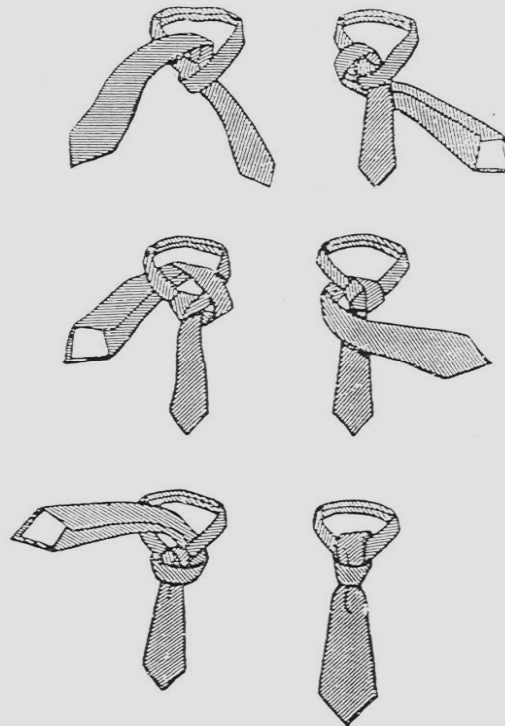
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's 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.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

Male Tie



Four-in-Hand Knot

Start with the wide end of the tie on the right side; then cross the wide end over in back and to the left; bring it completely around the front to your right; bring it back and up through the center; pass it through the loop in front; tighten the knot neatly, forming a "dimple" with your index finger.



Windsor Knot

With the wide end of the tie about 12 inches longer than the narrow end, make a loop as shown. Bring the wide end around and behind the narrow end in the position illustrated; turn the wide end up and put it through the loop and around in front of the narrow end; bring it through the loop of the tie; pull the wide end through the knot and shape carefully.