

# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

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1 August 2013

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 1

1 August 2013

SUBJECT: Class Management Procedures

PURPOSE: Establishes procedures for the conduct of all AFJROTC classes.

**1. Start of Class Period.** The flight sergeant will stand in front of the room and command, “**\_\_ FLIGHT, PREPARE FOR INSTRUCTION.**” At this time, the class has officially begun. Cadets will stand behind their seats and assume the position of parade rest. Then the flight sergeant commands, “**\_\_ FLIGHT, ATTENTION.**” Cadets will then snap to the position of attention. The flight sergeant will then command, “**REPORT.**” In turn, starting with the first element leader, the element leaders will face the flight sergeant, salute, and report, “**SERGEANT, \_\_\_\_\_ ELEMENT ALL PRESENT OR ACCOUNTED FOR.**” If there are absent cadets, element leaders will add, “**WITH THE EXCEPTION OF CADET(S) \_\_\_\_\_.**” The flight sergeant will return each element leader’s salute, record the attendance, then turn to the flight commander, salute, and report, “**SIR/MA’AM, \_\_ FLIGHT ALL PRESENT OR ACCOUNTED FOR (WITH THE EXCEPTION OF CADET(S) \_\_\_\_\_).**” The flight commander will return the salute and command, “**TAKE YOUR PLACE IN THE FLIGHT.**” The flight sergeant takes his/her place in the flight. The flight commander reports to the SASI/ASI, salutes and says, “**SIR/SERGEANT, \_\_ FLIGHT ALL PRESENT OR ACCOUNTED FOR (WITH THE EXCEPTION OF CADET(S) \_\_\_\_\_).**” The SASI/ASI will return the salute, direct the flight commander to have the flight take their seats, grant flight time and/or begin the lesson. If a cadet is late for class, they will assume the position of parade rest at the classroom door. After they have successfully answered a knowledge question, they may take their place in the flight.

**2. Asking/Answering Questions.** When cadets wish to ask questions or provide answers during a class, they will remain seated and raise a hand. When the SASI/ASI recognizes the cadet, he/she asks the question/gives the answer, unless directed to do otherwise by the SASI/ASI. Proper military customs and courtesies, including “**SIR/MA’AM/SERGEANT**” will be used.

**3. Leaving Class Temporarily.** When the SASI/ASI indicates they are ready for the flight to fall out, the flight commander will stand and command, “**\_\_ FLIGHT, PREPARE TO FALL OUT.**” At this time, cadets will set aside class materials, stand behind their seats and assume the position of parade rest. Then the flight commander commands, “**\_\_ FLIGHT, ATTENTION.**” Cadets will snap to the position of attention. The flight commander salutes and reports to the

SASI/ASI, **“SIR/SERGEANT, \_\_\_ FLIGHT IS READY TO FALL OUT.”** The SASI/ASI will return the salute and direct the flight commander to have the flight fall out. The flight commander will command, **“\_\_\_ FLIGHT, FALL OUT.”** The class will loudly echo, **“MY SCHOOL.”** The class has NOT officially ended. It is leaving the classroom temporarily and will return for dismissal. The flight always departs the classroom in an orderly manner. If the guidon is to be used, it departs the classroom first.

**4. Returning to Class.** The flight enters the classroom in an orderly manner. If the guidon was used, it enters the classroom first. Cadets will enter and stand behind their seats. The flight commander will enter and command, **“\_\_\_ FLIGHT, PREPARE FOR INSTRUCTION.”** Cadets will stand at parade rest behind their seats. When the SASI/ASI enters, the flight commander commands, **“\_\_\_ FLIGHT, ATTENTION.”** Cadets will snap to the position of attention. The flight commander salutes and reports to the SASI/ASI, **“SIR/SERGEANT, \_\_\_ FLIGHT IS READY FOR INSTRUCTION.”** The SASI/ASI will return the salute, direct the flight commander to have the flight take their seats, and the lesson will continue.

**5. Dismissal.** Once the SASI/ASI indicates they are ready to end class, the flight commander will stand and command, **“\_\_\_ FLIGHT, PREPARE FOR DISMISSAL.”** At this time, cadets will set aside class materials, stand behind their seats and assume the position of parade rest. Then the flight commander commands, **“\_\_\_ FLIGHT, ATTENTION.”** Cadets will snap to the position of attention. The flight commander salutes and reports to the SASI/ASI, **“SIR/SERGEANT, \_\_\_ FLIGHT IS READY FOR DISMISSAL.”** The SASI/ASI will return the salute and direct the flight commander to dismiss the flight. The flight commander will command, **“\_\_\_ FLIGHT, DISMISSED.”** The class will loudly echo, **“\_\_\_ FLIGHT.”** The class has officially ended. The flight departs the classroom in an orderly manner.

**NOTE: The AFJROTC classroom will be maintained in inspection order at all times.**

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 2

1 August 2013

SUBJECT: Local Uniform Wear Policy

All AFJROTC uniforms are considered AAE school uniforms; however, there are rules for when to wear the uniform:

1. Normally on Mondays, Tuesdays, Wednesdays and Fridays, cadets wear the AAE school uniform. On Tuesdays and Wednesdays, cadets will change into physical training (PT) attire during AFJROTC class.

2. Every Thursday is designated as the uniform day for CA-20068. This is 25% of each cadet's AFJROTC grade. The available uniforms for cadets to wear on uniform day are:

- the AFJROTC Blue Uniform (Blues)
- the Blue Uniform with the Blue Zip-Up Jacket (Blues, Zip up Jacket)
- Blues with the Service Dress Coat with or without medals (Service Dress)
- the Battle Dress Uniform (BDU)
- Air Battle Uniform (ABU)
- Flight Suits

3. BDUs are authorized to be worn no more than 3 uniform days each month. Only 12th grade cadets may wear flight suits. 12<sup>th</sup> grade female cadets may be issued the Blue Uniform Skirt to wear with the Blue Uniforms. Two-line names tags are authorized for wear by cadet staff officers while on campus. Berets are authorized for wear only as part of a ceremonial team performance uniform. Shoulder cords are authorized for wear while the cadet is an active member of the respective team.

4. ABU's are exclusive to the Exhibition Drill Team. They are only to be worn on special occasions by the decision of the SASI or the ASI.

5. On extremely cold days, civilian coats may be worn over the uniform while transiting to and from school. However, once on campus, all civilian coats must be removed.

6. On uniform days, cadets WILL wear the uniform the entire day; they may NOT change out of the uniform for any reason. To ensure that all cadets wear the same uniform as much as possible, the cadet staff will determine the weekly uniform combination. Cadets who have an **excused**

absence on a uniform day must wear the uniform on the next day back at school. No other make-up days will be permitted. Refer to the cadet handbook for individual uniform wear guidelines.

7. On block days, cadets wear the royal blue (with white lettering) AAE AFJROTC polo shirt. First year cadets who have not yet been issued uniforms must wear the polo shirt on Thursdays and comply with cadet grooming standards. The blue (with white lettering) AAE AFJROTC T-Shirt may only be worn on Knightly Dress Day (currently Friday only).

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 3

1 August 2013

SUBJECT: Uniform Inspections

PURPOSE: Establishes an outline, structure, and guidelines for conducting an AFJROTC cadet inspection, but does not contain the specific uniform wear standards which can be reviewed in the cadet handbook. It only describes a formal way to conduct weekly inspections.

How to conduct a head-to-toe uniform inspection:

When inspecting a cadet, a general rule is the rule of a "head-to-toe" inspection. After the cadet sounds off with rank and name, the inspector (normally the flight commander) should start the inspection by viewing the cadet's hat, working down the cadet's head until the hair can be inspected. After this, the inspector should work their way down the cadet's body, inspecting the shirt, down the belt, and then down the pants to the shoes. The cadet should be instructed to lift up their right pant leg so the inspector can verify the cadet is wearing black socks. After inspecting the shoes for dirt (as outlined later), the shirt should once again be inspected while the cadet in showing his/her knowledge (as outlined in the "Knowledge Question" section). The cadet will use the seven basic responses at all times during the inspection.

#### 1. Military Bearing

Cadets will not move, talk, laugh, or itch in formation at parade rest or attention. If a cadet must move, talk, laugh, or itch in formation, he/she will snap to attention and raise his/her right hand. When the inspector recognizes them, the cadet will ask permission to ask a question. If granted, the cadet will ask permission to adjust. If granted, only then is the cadet allowed to move, talk, laugh, or itch in formation. Excessive movement will result in point deduction from the "knowledge" category according to the discretion of the inspector. Moreover, if a cadet misbehaves at any time on uniform day, additional points will be deducted from the "knowledge" category.

#### 2. Hat and Hair

The cadet's hat, according to the "head-to-toe" inspection format, will be inspected first. The hat should be properly placed on the head in accordance with the type of hat that belongs with the uniform. The hair for males should not touch the top of the collar or the top of the ears. An appropriate number of points will be deducted, starting at one (1) and rising depending on the

severity of the problem. The hair on females should not touch the bottom of the collar, and also depending on the severity, points should be deducted.

### 3. The Shirt: Rank, Nametag, Ribbons and other miscellaneous uniform items

No military crease is allowed on the shirt. Normal problems that associate the uniform shirt include the position of rank insignia on the collars. Other problems also include the nametag and the ribbons. These items should be in line with the top of the pockets on either side of the male shirt and in line with bottom of the third (3rd) button on the female shirt. Points may be deducted for each of these individual problems. If the ribbons appear to be loose against the shirt, the cadet should be informed to use cardboard backing. Changes should be made by the next uniform day. If they are not made, the inspector will deduct at least 2 points from the cadet and the number of points taken should double each subsequent uniform day until the problem is corrected.

### 4. Ribbons

The correct number, order, and ribbons should be worn on each individual's uniform on each "blue" uniform day in accordance with the ribbon chart posted on the wall of the AFJROTC classroom. Element leaders will assist the flight commander and flight sergeant in assuring proper wear of ribbons. Every ribbon a cadet wears must be documented in the cadet's records.

### 5. Pants: dirt and lint

If the cadet arrives with dirty pants, the cadet must do their best to clean them with a lint roller or wet cloth before the inspection. If the cadet has not noticed and fixed this problem, the inspector will deduct a reasonable number of points, up to five (5). Any stains should be identified and result in the loss of points and a warning for the following week. If a problem in the uniform is too severe for the cadet to take care of on their own, the cadet should seek the help of the LG. Stains present for more than one uniform day will result in a double point loss each week.

### 6. Shoes/Socks

Upon arrival of the time to fix ones uniform, cadets should always pay attention to their shoes. They may become dusty or dirty over the period of a day and are the easiest item to take care of in the classroom. A deduction of one to three points should be taken from the cadet's uniform score for the improper cleaning and upkeep of the cadet shoes. As the inspector arrives in front of each cadet, and makes his/her way down to his/her shoes following the "head-to-toe" routine, the cadet should be instructed to lift his/her right pant leg to check the color of their sock. The correct uniform sock is black. Several points should be deducted by the inspector for this uniform offense.



## 7. Knowledge Questions

While inspecting the cadet, the flight commanders should ask at least one knowledge question for the cadet to answer while the inspector continues his/her job. All cadets will be asked AFJROTC chain of command, group goal, honor code, mission statement and/or Air Force Core Values questions. In response to each question asked by the inspector, the cadet should “sound off loud and proud” with a response of "Sir/Ma'am, the [restate the question] is the [answer], Sir/Ma'am." (ex. "Who is the Commander in Chief?" "Sir, the Commander in Chief is the Honorable President Barack Obama, Sir.") Points will be deducted based on the correct response, as well as the correct format of the response. A perfect score (ten out of ten) should be given to a cadet who can do both correctly (see example above), while a cadet who answers the question with the wrong format should be given a seven out ten (ex. "the Commander in Chief is President Obama."). If the cadet does not get the answer right, or states, "Sir, I do not know, Sir," with the correct format, the cadet should be awarded a three out of ten. A cadet who expresses no interest in the proper format or answer will be awarded no points. To answer the question correctly, the cadet must restate the question and give the full answer (including rank if applicable). Cadets with attitude problems will be reported up the chain of command to the SASI/ASI.

## 8. Flight Sergeant role during uniform inspection

While inspecting, the flight sergeant may and should point out items that the inspector may have missed (hair, shaving, stains, dirt, socks, etc.). The flight sergeant should also remind the inspector of any repeat write-ups. Finally, the flight sergeant should tally up the uniform scores and write them down on each cadet's uniform inspection sheet.

## 9. Uniform Inspections in Inclement Weather

Bad weather (hot, cold or rainy) occurs throughout the year, and in which case the uniform inspections will be held inside one element at a time. If the inspector feels that this is necessary, he/she must verify with the SASI/ASI. When and if the SASI/ASI approves, it becomes the job of the flight sergeant to fall each element out of the classroom and into the hallway where the inspector will be waiting. After the element has been inspected, the flight sergeant will return the cadets to the classroom and fall out the next element. The cadets remaining in the classroom will be in the position of "rest," in which case the cadet may lower their arms and move their left foot (only); the cadet may not talk or continue to prepare their uniform.

## 10. Take pride in your uniform and the people around you will also.

AFJROTC units around the world are all required to wear their uniform at least once a week. On this day, all cadets in the CA-20068 cadet corps will look and behave professionally. There will be no PDA with/between any cadets. This is one day to act like we are a part of something

bigger than just a high school class and we need to show it. Anyone who sees this occurring should ask the cadet to stop what they are doing for just one (1) day. Cadets who violate this policy will have points deducted from their uniform score. Violations will be reported up the chain of command to the SASI/ASI.

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## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 4

1 August 2013

SUBJECT: Cadet Performance Reports (CPRs)

PURPOSE: The purpose of the CPR is to document each cadet's progress in areas such as classroom academics, participation in corps activities, acceptance of individual responsibilities, and adherence to standards of personal appearance and conduct. The OIC, Personnel (DP) shall be responsible for management of the CPR program.

#### PROCEDURES:

1. Once every nine (9) weeks, a written CPR will be prepared on each member of the California 20068th Cadet Group. CA-20068 Form 2 will be used for each enlisted member CPRs, and CA-20068 Form 3 will be used for cadet officer CPRs. All reports must be completed and submitted to the SASI for review within five (5) days of the end of the respective reporting period. After SASI review, DP will file CPRs in individual cadet records.

2. Cadets writing CPRs are referred to as "Raters." Cadets whom the CPR is written on are referred to as "Ratees." Once the Rater completes the report, additional comments will be written by the cadet in the next level of command (known as the "Endorser"). As a final step, the ratee will sign all reports.

3. Mandatory feedback sessions are an integral part of the CPR program. Feedback will be conducted in accordance with (IAW) the following schedule:

- Six (6) weeks before CPRs are due: DP will distribute blank Forms 2 and 3 to all flights; Ratees will fill out the top of the form, and then submit it to their Rater.
- Four and one half weeks (4 1/2) weeks before CPRs are due: Using the CPR form, the rater will conduct an *informal* interim feedback session with the ratee. The Rater will give their honest opinion about the Ratee's performance and what the Ratee would expect to have written on their CPR at that point in time. Any necessary Ratee counseling occurs with ample time for the Ratee to make changes in their performance before the written CPR is completed. The Rater will also discuss and make note of the Ratee's next desired leadership position. Finally, the Rater will document the date of the feedback session on Form 2 and/or 3.
- A final written CPR will be submitted on or before the due date.

4. Cadet Performance Reports will not affect academic grades. However, they will be used in the cadet recognition selection; cadet leadership position application and selection; and cadet promotion processes.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 5

1 August 2013

SUBJECT: Selection of the Cadet Corps Staff

GENERAL: This Operating Instruction outlines the process for selection of the cadet senior and support staffs. Cadet staff positions are demanding and time consuming. Cadets selected for these positions must be of excellent character and completely dedicated to the goals of the AFJROTC program, as evidenced by past academic and performance record. To give cadets the greatest opportunity to compete for staff positions, many of these positions will rotate at the end of each semester.

#### PROCEDURES.

1. Application – During each semester, a *Cadet Leadership Application* (see attachment to this OI) will be handed out to each cadet. These will be filled out and returned to the SASI or ASI by the specified due date.

- a. Senior Staff includes the positions of Group Commander (GP/CC), Deputy Group Commander (GP/CD), Operations Squadron Commander (OPS/CC), Mission Support Squadron Commander (MSSQ/CC), Special Teams Squadron Commander (ST/CC) Standardization and Evaluation Officer (GP/SE), and Group Superintendent (GP/SP).
- b. Additional Staff: Flight Commanders (Flt/CC); Special Team Commanders/Leaders; OIC Color Guard and Support Staff, including the OIC Public Affairs (PA); OIC Personnel; OIC Logistics (LG); Kitty Hawk Air Society Commander (KHAS/CC); OIC Accounting (AC); and Airmanship Officer (AO).

2. Eligibility – Cadets applying for officer positions must have earned candidacy through Officer Candidate Training School (OCTS). Senior Staff applicants must have an “A” grade in AFJROTC for the current semester, completed at least two semesters of the program, be actively involved in all cadet corps activities, present a clearly professional image, and be approved by the SASI. Additional Staff applicants must have an “A” grade in AFJROTC, completed at least one semester of the program, be actively involved in all cadet corps activities, and be approved by the SASI. Exceptions to these criteria may be approved by the SASI.

3. Process – Using the completed cadet job applications, the SASI and ASI will confer with the senior staff on recommendations for selection. The recommended cadets will attend a selection

board composed of the senior staff, the SASI, and the ASI. Selected cadets who accept staff positions must sign the *CA-20068 Cadet Group Staff Contract* (see attachment to this OI) before they assume the staff position. Additionally, they will be issued an AFJROTC Staff Identification Card (see sample attached to this OI).

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 6

1 August 2013

SUBJECT: Cadet Staff Meetings

**PURPOSE:** The goal of staff meetings will be to plan, develop, and organize programs and actions necessary to ensure the smooth and efficient operation of the cadet corps, within AFJROTC guidelines. Cadet Staff Meetings include: “closed” meetings, which only include the senior staff and AFJROTC instructors; “open” meetings in which the senior staff may invite cadets to observe the meeting; and Full Staff meetings, which include all staff members. The Deputy Group Commander will schedule all meetings and plan all meeting agendas. The day and time for all cadet staff meetings must be approved by the SASI. Staff members who miss more than two meetings within a semester without prior approval are subject to removal from their staff position.

**“Closed” Staff Meetings.** Closed Staff Meetings will be held on a weekly basis determined by the senior staff and the SASI. The purpose of these meetings is to inform the Group Commander of all the cadet corps activities and for the Group Commander to disseminate information to the rest of the corps through the senior staff. The Group Superintendent acts as the “sergeant at arms” during these meetings. Every member of the senior staff will give a brief report to the Group Commander about their respective positions.

**“Open” Staff Meetings.** Open Staff Meetings are held by the Group Commander decision. The purpose of these meetings is to allow cadets the opportunity to directly convey information to the senior staff.

**Additional Staff Meetings.** Smaller scale staff meetings lead by the squadron commanders. The purpose of these meetings is to inform the respective squadron commander about the activity within their squadron so that the squadron commanders can relay the information to/from the rest of the cadet senior staff. These meetings will be held on a weekly basis on a day and time decided by the squadron commander and approved by the SASI.

**Full Staff Meetings.** Held once a month. All staff members (senior and additional) are required to attend and it is every staff member’s responsibility to be present. Staff members will NOT be late for full staff meetings. If a staff member is unable to attend a meeting, they are responsible to have a representative attend in their place. The purpose of these meetings is to familiarize every staff member with each other’s positions and inform every staff member of their current

activities. This in turn will improve communication within the entire cadet corps. The Deputy Group Commander will ensure each staff member comes to the meeting prepared to brief the Group Commander on activities within their respective area of responsibility.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 7

1 August 2013

SUBJECT: Cadet Promotions

PURPOSE: This operating instruction outlines the requirements for cadet promotions.

1. All promotions are earned through sustained quality performance. The surest path to promotion is dedication to the cadet corps, active involvement in co-curricular activities, and demonstrated leadership potential. Promotions with the California 20068th Cadet Group are patterned after the active duty Air Force promotion system, and conform to guidance provided by Headquarters AFJROTC. Normally cadets will not become officers until their junior year.

2. There are two types of promotions that may be earned: Permanent and Temporary.

a. Permanent Promotions. These promotions are earned primarily through regular, active participation in cadet corps activities. In addition to active participation, a cadet must maintain a GPA of 2.0 or higher in all subjects with no failing grades before a permanent promotion is granted. The SASI has final approval on permanent promotions. Time in service requirements are as follows:

- 1) Airman - 1 full semester
- 2) Airman First Class - 2 full semesters
- 3) Senior Airman - 3 full semesters
- 4) Staff Sergeant - 4 full semesters
- 5) Technical Sergeant - 5 full semesters
- 6) Master Sergeant - 6 full semesters

Note: The ranks of permanent grade Cadet Senior Master Sergeant and Cadet Chief Master Sergeant are awarded by the SASI on a “most fully qualified” basis.

b. Temporary Promotions. These promotions are earned through selection to a cadet leadership position. As the name implies, the rank is worn while the position is occupied. At the discretion of the SASI, a cadet’s temporary rank may become permanent once the cadet has held

the temporary rank for two consecutive semesters. The "range" of temporary rank for each leadership position is as follows:

- 1) Group Commander - Cadet Maj to Lt Col
- 2) Deputy Group Commander - Cadet Capt to Maj
- 3) Standardization and Evaluation Officer - Cadet Capt to Maj
- 4) Group Superintendent - Cadet CMSgt
- 5) Squadron Commander - Cadet 1Lt to Capt
- 6) Squadron First Sergeant - Cadet SMSgt
- 7) Flight Commander - Cadet 2Lt to 1Lt
- 8) Kitty Hawk Air Society, Drill Team and Color Guard Commanders - Cadet 2Lt to 1Lt
- 9) Logistics, Personnel, Public Affairs, Cyber, Finance, Marksmanship, Academic and Airmanship Officers - Cadet 2Lt to 1Lt
- 10) Co-Curricular Activity Commander, Team Officers and staff NCOs - (Rank as determined by the SASI)
- 11) Flight Sergeant - One grade higher than the ranking cadet NCO within the flight (with exception of the Group Superintendent)
- 12) Element Leader - One grade higher than the ranking cadet NCO within the element (with exception of the Flight Sergeant and Group Superintendent)

c. Meritorious Promotions. At any time during the semester, the SASI may promote a cadet and/or the cadet senior staff may recommend to the SASI a cadet deserving a meritorious promotion. Cadet staff officers may be promoted up to the authorized rank limit for his/her position. Airman and NCO cadets may be promoted to the next higher rank under this program. Normally meritorious promotions will be rare and only achieved by exceptional cadet performance.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 8

1 August 2013

SUBJECT: Board Procedures – Interview Boards

PURPOSE: To facilitate open communication between a cadet and the Senior Staff. Interview Boards are also a tool for a selection process.

#### PROCEDURES:

1. Interview Boards are based on a specific situation brought to the Senior Staff by any cadet. The cadet must take the initiative to contact the Group Superintendent about scheduling a board with the Senior Staff, the ASI, and the SASI.
2. The board room is the AFJROTC classroom. The room set up will require three tables and up to ten chairs. The three tables will be arranged in a crescent formation facing the door. The order that the Senior Staff sit is as follows from right to left from a head-on view: GP/SP, MSSQ/CC, GP/CD, OPS/CC, ST/CC, GP/SE, and GP/CC. A single chair will be on the opposite side of the formation for the cadet to be seated. The SASI and/or ASI will be present as advisors.
3. The cadet will arrive to the interview in Service Dress uniform.
4. To begin the interview, the cadet will knock once on the door and wait to report to the GP/SP. After reporting, they will be allowed to take a seat. The Group Commander serves as the board president and proceeds with the board.
5. The cadet being interviewed has the freedom to speak freely and express their opinion.
6. At the end of the board, the cadet will be dismissed to allow the Senior Staff time to discuss the details of the board.
7. If the cadet requests an interview for a specific assistant position, the Officer in Charge (OIC) is allowed to observe the interview but is not allowed to participate during the interview.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 9

1 August 2013

SUBJECT: Board Procedures – Selection Boards

PURPOSE: To quickly, efficiently and fairly fill vacancies within the Cadet Corps.

#### PROCEDURES:

1. Unlike Interview Boards, cadets are not allowed to approach the Senior Staff with a request for a Selection Board. Senior Staff in conjunction with the SASI/ASI will determine if and when a new staff position is necessary or an existing staff position is vacant. They will announce to the Cadet Corps that there is an available position and allow sign-ups.
2. The cadets who sign up will be evaluated. Not every cadet who signs up will be invited to meet a selection board unless decided otherwise by the Senior Staff, the ASI, or the SASI. Consider submitting a resume.
3. Cadets invited to meet a selection board will be notified by the Senior Staff.
4. The board room is the AFJROTC classroom. The room set up will require three tables and up to ten chairs. The three tables will be arranged in a crescent formation facing the door. The order that the Senior Staff sit is as follows from right to left from a head-on view: GP/SP, MSSQ/CC, GP/CD, OPS/CC, ST/CC, GP/SE, and GP/CC. A single chair will be on the opposite side of the formation for the cadet to be seated. The SASI and/or ASI will be present as advisors.
5. Cadets with a scheduled board must arrive promptly wearing the Service Dress Uniform.
6. To begin the board, the cadet will knock once on the door and wait to report to the GP/SP. After reporting, they will be allowed to take a seat. The Group Commander serves as the board president and proceeds with the board.
7. The Senior Staff will review the cadet's files, specifically focusing on their Cadet Performance Reports (CPR's). If the position is an officer position, the Senior Staff must confirm the cadet has earned their candidacy from Officer Candidate Training School (OCTS).
8. At the end of the board, the cadet will be dismissed to allow the Senior Staff time to discuss the details of the board.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 10

1 August 2013

SUBJECT: Board Procedures – Honor Boards

PURPOSE: This Operating Instruction outlines the process for convening and conducting Cadet Honor Boards to deal with violations of the Cadet Honor Code. Cadet Honor Boards discover the truth of any violation in the Cadet Honor Code. The Honor Board's purpose is to emphasize the importance of the code each cadet commits to memory, "I shall not lie, cheat, or steal, nor will I condone those who do." The Honor Board will only be convened for serious offenses involving lying, cheating, stealing and/or condoning as well as three missed uniform days (MUDs). The board will not convene for day-to-day corrective situations such as improper wear of the uniform, missing a detail, cadet grades, etc.

#### PROCEDURES:

1. Board Composition - The Cadet Honor Board consists of the cadet senior staff. The cadet Group Commander acts as Board President. The SASI and ASI are advisors to the board.
2. Normally the Group Superintendent will notify the Group Commander that a cadet may have violated the Cadet Honor Code (and by extension Academy for Academic Excellence Rules, AFJROTC regulations, or municipal, state, or federal law). Upon notification, the cadet Group Commander will make a recommendation to the SASI that a board be convened to investigate. If the SASI approves convening a board, the board will consider evidence relevant to the matter and invite the cadet under review to present matters in his/her defense.
3. The Honor Board will be scheduled on Thursdays (uniform days) at 0700 hours, but the time will vary. The accused, the Senior Staff, and the advisors must wear the Service Dress uniform.
4. The board room is the AFJROTC classroom. The room set up will require three tables and up to ten chairs. The three tables will be arranged in a crescent formation facing the door. The order that the Senior Staff sit is as follows from right to left from a head-on view: GP/SP, MSSQ/CC, GP/CD, OPS/CC, ST/CC, GP/SE, and GP/CC. A single chair will be on the opposite side of the formation for the cadet to be seated. The SASI and/or ASI will be present as advisors. The Principal and/or Vice Principals may be invited as observers. A single chair will be on the opposite side of the formation for the cadet to be seated. The board members will begin the board at the position of parade rest.

5. When the time has arrived, the accused will knock once on the door and wait for the GP/CD to open the door. They will march at quick time into the room and report to the Board President. After reporting, the board will be seated and the Group Superintendent proceeds to read the charges against the accused. Afterwards, the GP/SP will take their seat. The Board President will proceed with the board and will normally be the only board member one speaking while the accused is present.
6. At the end of the board, the cadet will be dismissed to allow the board members time to discuss the details of the board.
7. After the Board has gathered the evidence it needs to make a decision, it will deliberate and make a recommendation to the SASI regarding the matter. After a final decision is made, the GP/SP will open the door and the accused will report to the Board President. The Board President will render the decision and consequences to the accused and then dismiss the accused. The Board is officially ended and dismissed.
8. Everything related to cadets boards are to be held in strictest confidence (names, parties involved, etc.) Board recommendations are to be held as confidential and not released by board members until authorized by the SASI. The SASI may approve, modify, or nullify the board recommendations.
9. Any cadet who has met the Honor Board and been found guilty twice for the same offense, or been brought to the board for three offenses in one school year (including MUDS), will be removed from the cadet corps.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 11

1 August 2013

SUBJECT: Cadet Commander's Calls

PURPOSE: To communicate information to the entire Cadet Corps at one time.

#### PROCEDURES:

1. The Group Superintendent organizes the unit by flights within the meeting place. The remaining members of the senior staff will sit in rank order to the right of the stage (from the position of facing the stage).
2. The GP/SP calls group to attention and gives the command, "PREPARE TO REPORT." After this command, the Flight Commanders will take attendance for their respective flights. The GP/SP gives the command, "REPORT." Beginning with A Flight, the Flight Commanders will report their flight attendance to the GP/SP.
3. The Group Superintendent reports to the Group Commander and then takes their seat.
4. The Group Commander speaks to the group. Afterwards, the other members of senior staff may speak with the permission or direction of the GP/CC. The SASI, ASI and/or a guest speaker may also speak.
5. At the close of the Commander's Call, the Group Commander directs the Group Superintendent to dismiss the Group. The GP/SP will call the group to attention and dismiss them. For Commanders Calls only, the group loudly echoes, "MY SCHOOL." This officially concludes the Commander's Call.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 12

1 August 2013

SUBJECT: Extra-Curricular Activities – Leadership Camp

PURPOSE: The purpose of Leadership Camp is to instill the values of leadership into all cadets and provide an experience unlike any other event (inside and/or outside of AFJROTC) available during high school. Holding Leadership Camp off site provides a setting unrelated to the school environment. Experienced Leadership Camp cadets (2<sup>nd</sup> and 3<sup>rd</sup> year campers) may be put into a position that will:

- Test their ability to operate under large amounts of stress.
- Teach them Time Management skills.
- Test their capabilities as both a leader and a follower.

#### 1. Procedures:

- a. Leadership Camp is normally held during the 2<sup>nd</sup> Semester of the school year.
- b. Health and Medical Emergencies will always be the number one concern.
- c. Cadets in their junior year of high school (2<sup>nd</sup> or 3<sup>rd</sup> year cadet) may be eligible to hold the position of Squadron Commander while attending Leadership Camp.
- d. Cadets in at their sophomore year of high school (1<sup>st</sup> and 2<sup>nd</sup> year cadets) may be eligible to hold the position of Flight Commander while attending Leadership Camp.
- e. Every cadet must eat at every meal.
- f. Every cadet must have a filled canteen on them at all times.

#### 2. Cadet Training Officer Requirements:

- a. A cadet must meet the following requirements to be a Cadet Training Officer (CTO) at Leadership Camp:
  - 1) The Cadet must be in their senior year of high school.
  - 2) The Cadet must have attended at least one Leadership Camp.
  - 3) The Cadet must be approved by the Senior Staff, ASI, and SASI.
- b. Hazing of cadets in any form is strictly prohibited and will result in immediate removal of the CTO at fault.
- c. CTOs may not touch a cadet unless performing a uniform inspection and may only do so after granted permission from the cadet.



3. Completion of the AAE AFJROTC Leadership Camp grants the privilege of wearing BDUs to all graduating cadets. Only cadets who have attended and graduated from Leadership Camp may wear the BDUs.

4. Leadership Camp is a training camp and falls under the responsibilities of the Standardization and Evaluation Officer in cooperation with the rest of the Senior Staff.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 13

1 August 2013

SUBJECT: Extra-Curricular Activities – Officer Candidate Training School

PURPOSE: The purpose of Officer Candidate Training School (OCTS) is to challenge cadets both mentally and physically to rightfully earn their candidacy to be a cadet officer. Normally a cadet will be selected to attend OCTS for two days during the summer between their sophomore and junior year. OCTS is modeled after the active duty Air Force Officer Training School (OTS). Challenges will be designed around each individual cadet's stated strengths and weaknesses. Cadets will be evaluated on their performances as an individual, and not necessarily on their ability to cooperate as a team.

#### 1. General Rules

- a. OCTS will be held during the Summer Break before the start of the academic year.
- b. Cadets will be invited to an OCTS interview during the 4<sup>th</sup> quarter of the school year.
- c. Cadets will be interviewed before they are selected to attend OCTS.
- d. Every activity and challenge at OCTS must have a purpose.
- e. Cadets are equal while at OCTS. Grade level and previous AFJROTC experience hold no value while at camp.
- f. Health and Medical Emergencies must always be the number one concern.
- g. Every cadet must eat at every meal.
- h. Cadets must be able to access water at all times.

#### 2. Cadet Training Officer Requirements

- a. A cadet must meet the following requirements to be a Cadet Training Officer (CTO) at OCTS:
  - 1) The Cadet must be in their 3<sup>rd</sup> or 4<sup>th</sup> year of JROTC.
  - 2) The Cadet must have attended OCTS.
  - 3) The Cadet must be approved by the Senior Staff, ASI, and SASI.
- b. Hazing of cadets in any form is strictly prohibited and will result in immediate removal of the CTO at fault.
- c. CTO's may not touch a cadet unless performing a uniform inspection and may only do so after granted permission from the cadet.

3. Completion of the AAE AFJROTC Officer Candidate Training School grants the privilege of holding the candidacy to be a cadet officer. Having officer candidacy does not guarantee an officer position; it only indicates that a cadet is eligible to become an officer. Normally, only OCTS graduates may become officers at the AFJROTC unit CA-20068. Only the SASI can waive this standard. Cadets complete OCTS one time, usually after their second year in AFJROTC.

4. Officer Candidate Training School is a training camp and falls under the responsibilities of the Stan/Eval Officer in cooperation with the rest of the Senior Staff.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 14

1 August 2013

SUBJECT: Extra-Curricular Activities – Summer Advanced Leadership Training School

PURPOSE: The Summer Advanced Leadership Training School (ALTS) is a mandatory two day camp for all cadets who have attended OCTS. Its purpose is to:

- Familiarize all attendees with the Operating Instructions.
- Teach the cadets about the responsibilities of all positions within the unit.
- Instruct cadets on the importance of proper drill and ceremonies.
- Teach cadets how properly instruct fellow cadets in both drill and day to day activities.

#### 1. General Rules

- a. The Summer ALTS will be held during the Summer Break or within the first two weeks of the school year.
- b. The Summer ALTS should be conducted as a relaxed learning environment.
- c. The Senior Staff and selected 4<sup>th</sup> year cadets will be the Cadet Instructors at the Summer ALTS.

2. The Summer Advanced Leadership Training School is designed so that second and third year cadets can begin the year fully prepared to assume their respective leadership positions and knowledgeable in every aspect of the AFJROTC program in order to create a more stable knowledge base within the unit.

3. The Summer Advanced Leadership Training School is a training camp and falls under the responsibilities of the Stan/Eval Officer in cooperation with the rest of the Senior Staff.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 15

1 August 2013

SUBJECT: Extra-Curricular Activities – Winter Advanced Leadership Training School

PURPOSE: The Winter Advanced Leadership Training School (ALTS) is a mandatory two day camp for all Flight Commanders, Flight Sergeants, and Staff Members. This includes the Drill Team Commander and Sergeant at Arms, the Color Guard Commander, and Mission Support Squadron assistants. Its purpose is to:

- Review knowledge work, rules, and standards from the first semester.
- Build cooperation skills through Project Adventure and team building exercises.
- Provide practice for drilling and cooperating as a flight.

#### 1. General Rules

- a. The Winter ALTS will be held during the Winter Break between first and second semester.
  - b. The Winter ALTS should be conducted as a structured team building environment.
  - c. The Senior Staff and selected 4<sup>th</sup> year cadets will be the Cadet Instructors at the Winter ALTS.
2. The Winter Advanced Leadership Training School is designed to be a review on all knowledge work and standards in order to prepare for the upcoming semester.
3. The Winter Advanced Leadership Training School is a training camp and falls under the responsibilities of the Stan/Eval Officer in cooperation with the rest of the Senior Staff.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 16

1 August 2013

SUBJECT: Extra-Curricular Activities – New Cadet Orientation Camp

PURPOSE: Orientation Camp is a voluntary four day camp available for all incoming first year cadets. Its purpose is to:

- Introduce to incoming cadets the variety of events and activities available in AFJROTC.
- Teach cadets about the basic functions in AFJROTC such as the Chain of Command, Ranking System, Inspections, and the proper procedure for Raising/Lowering the Flags.
- Familiarize the cadets with the Senior Staff members and other cadets in the cadet staff.
- Introduce cadets to the Air Force Core Values and the Cadet Honor Code.

#### 1. General Rules

- a. All incoming cadets must be notified of the camp.
- b. Orientation camp should be a relaxed and fun environment.
- c. Cadets must be able to access water at all times.

#### 2. Cadet Training Officer Requirements

- a. Cadets are given the opportunity to sign up to be a Cadet Training Officer (CTO) during the 4<sup>th</sup> quarter of their current year.
- b. The Senior Staff will recommend the CTOs based on past AFJROTC performance
- c. CTOs must be approved by the ASI and SASI.
- d. CTOs at Orientation Camp act as Instructors.
- e. CTOs may not be on AFJROTC Probation.

3. Completion of Orientation Camp grants cadets the privilege of receiving their first AFJROTC Polo Shirt, along with their first promotion to Cadet Airman.

4. The New Cadet Orientation Camp is a training camp and falls under the responsibilities of the Stan/Eval Officer in cooperation with the rest of the Senior Staff.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 17

1 August 2013

SUBJECT: Extra-Curricular Activities – Drill Team Camp

PURPOSE: Drill Team Camp is mandatory camp for cadets wanting to join the Drill Team. Its purpose is to:

1. Teach Cadets how to properly and safely perform rifle movements both as individuals, and as part of the team.
2. Prepare for the parades, performances, and Drill Competitions for the upcoming year.
3. Introduce Cadets to the high standards expected of Drill Team members.

#### 1. General Rules

- a. Drill Team Camp will be held during the Summer Break or within the first two weeks of the school year.
  - b. Drill Team Camp will be run by the Drill Team Commander and Sergeant at Arms.
  - c. Senior Staff may be present but are not allowed to interrupt the camp in any way; they must be given permission by the Drill Team Commander or Sergeant at Arms to participate in the camp.
2. Due to the limited amount of time during the school year, the Drill Team must have as much time as possible to put together performances. Drill Team Camp is used for training incoming Drill Team members and providing practice to experienced Drill Team members.
3. Drill Team Camp is a training camp and falls under the responsibilities of the Stan/Eval Officer. However, the Drill Team commander and Sergeant at Arms are in charge of planning, setting up and executing Drill Team camp.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 18

1 August 2013

SUBJECT: Extra-Curricular Activities – Color Guard Team Camp

PURPOSE: Color Guard Team Camp is mandatory camp for cadets wanting to join the Color Guard Team. Its purpose is to:

1. Teach cadets how to properly and safely perform color guard movements both as individuals, and as part of the team.
2. Prepare for the parades, performances, and competitions for the upcoming year.
3. Introduce Cadets to the high standards expected of Color Guard Team members.

#### 1. General Rules

- a. Color Guard Team Camp will be held during the Summer Break or within the first two weeks of the school year.
  - b. Color Guard Team Camp will be run by the OIC Color Guard and NCOIC Color Guard.
  - c. Senior Staff may be present but are not allowed to interrupt the camp in any way; they must be given permission by the OIC Color Guard and/or NCOIC Color Guard to participate in the camp.
2. Due to the limited amount of time during the school year, the Color Guard Team must have as much time as possible to put together performances. Color Guard Team Camp is used for training incoming Color Guard Team members and providing practice to experienced Color Guard Team members.
3. Color Guard Team Camp is a training camp and falls under the responsibilities of the Stan/Eval Officer. However, the OIC Color Guard and NCOIC Color Guard are in charge of planning, setting up and executing Color Guard Team camp.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 19

1 August 2013

SUBJECT: Co-Curricular Activities – Drill Team

1. The AAE AFJROTC Drill Team represents the best of AFJROTC. All cadets on the Drill Team will be challenged to the fullest throughout the year due to the extreme levels of dedication and commitment to the team. Drill Team is the best example of teamwork at its finest.

2. Drill Team will perform for a variety of events which include:

- Parades
- Drill Competitions
- Community Events
- The Annual Awards Ceremony

3. In order for a cadet to join Drill Team, they must meet the following requirements:

1. They must be in their sophomore year of high school.
2. They cannot be on academic probation.
3. The cadet must not have any major disciplinary problems with the school in the past.
4. The cadet must attend the mandatory Drill Team Camp.

4. Exhibition Drill Team: The Exhibition Drill Team is a separate section within the team that trains specifically for Drill Competitions. Cadets will be selected for the Exhibition Drill team based on their experience, skill level, and commitment.

5. Unarmed Drill Team: The Unarmed Drill Team is a separate section within the team that trains and performs without drill rifles. Cadets will be selected for the Unarmed Drill team based on their experience, skill level, and commitment.

6. The Drill Team is the responsibility of the Drill Team Commander and the Sergeant at Arms.

7. The Drill Team will be evaluated quarterly by the Standardization and Evaluation Officer on their progress as a team, drilling capabilities both as a team and individually, and on maintaining the high standards set for Drill Team. The results of the evaluation will be briefed to the Special Teams Squadron Commander.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 20

1 August 2013

SUBJECT: Co-Curricular Activities – Color Guards

PURPOSE: Color Guards are performed to present the colors at any event where the colors are displayed to honor our nation and its flag.

#### PROCEDURES:

1. The OIC Color Guard and NCOIC Color Guard have the responsibility of recruiting cadets to create a color guard detail for every event. The CG can choose the method of creating a detail, but it must be a fair process that allows every cadet the chance to earn the Color Guard Ribbon.
2. The OIC Color Guard and NCOIC Color Guard will be responsible for ensuring that cadets are scheduled to raise the school flags on Monday mornings at the beginning of first period and lower the school flags on Friday afternoons (no later than 3:00 PM) each week school is in session.
3. The CG and color guard detail must arrive at the event with adequate time to plan out and teach the movements to the detail.
4. Every Color Guard is performed in the AFJROTC Blue Uniform. The CG decides if the detail wears the Blues or Service Dress (blue zip-up jackets and BDUs are not an option).
5. It is the responsibility of the OIC Color Guard and NCOIC Color Guard to prepare all the equipment necessary to perform the color guard. This includes the flags, color guard rifles, white berets, helmets, the officer's service hat, the commander's sword, and any other items needed for the event.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 21

1 August 2013

SUBJECT: Co-curricular Activities – Kitty Hawk Air Society

PURPOSE: Kitty Hawk Air Society (KHAS) is the Air Force Junior ROTC equivalent to the National Honor Society. KHAS is the academic honor society of AFJROTC that promotes high academic standards, school and community service, self-confidence, and initiative. KHAS also develops leadership abilities, recognizes academic excellence, and furthers knowledge of the Air Force role in aerospace.

1. The CA-20068 KHAS chapter is known as the “Knighthawk” chapter and its president reports directly to the MSSQ/CC. Its objective is to recognize and promote academic and personal excellence. KHAS members work to support each other in pursuit of higher education goals, as well as provide a support base for other cadets who may be struggling academically.
2. The goals of KHAS are to both demonstrate and promote:
  - a. Academic excellence
  - b. Service to the school and community
  - c. Service to all AFJROTC cadets
  - d. Leadership and patriotism
  - e. Self-confidence and initiative
  - f. Post-high school educational development
3. Qualifications for membership in KHAS are as follows:
  - a. Be a 9th through 12th Grade AAE AFJROTC cadet.
  - b. Grade of “A” or “A-” in all AFJROTC classes for the past semester.
  - c. Overall grade average of “B” in all subjects for the past semester.
  - d. No semester grade below a “C” in any subject.
  - e. Be an active participant in corps activities.
4. Membership will be opened at the beginning of each semester. Cadets who meet the qualifications in paragraph 3 above will be invited to interview for KHAS membership. Current KHAS members who fail to meet the qualifications in paragraph 3b to 3e above are subject to removal from KHAS.
5. Regularly scheduled KHAS meetings will be held to determine club activities.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 22

1 August 2013

SUBJECT: Co-Curricular Activities – Marksmanship Team

PURPOSE: Competitive shooting has one of the best safety records of any organized sport. Consequently, AFJROTC units are authorized form marksmanship teams and to conduct training in marksmanship and the safe handling of an air rifle.

1. The CA-20068 marksmanship team is led by the marksmanship officer, who reports directly to the ST/CC. All individuals using firing range facilities will receive training on rules, safety precautions, and commands for the firing range. This training is to be documented in the cadet's training record and maintained current.
2. Qualifications for the marksmanship team are as follows:
  - a. Be a 9th through 12th Grade AAE AFJROTC cadet.
  - b. Grade of "A" or "A-" in all AFJROTC classes for the past semester.
  - c. No semester grade below a "C" in any subject

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 23

1 August 2013

SUBJECT: Co-Curricular Activities - Aerospace Modeling Class

PURPOSE: Static Modeling is the designing and/or building of small model rockets or planes

1. The AFJROTC Aerospace Modeling Class provides students with a "hands on" environment to understand the forces of lift, drag, thrust, and weight as they relate to flight. Through the building of static models, radio controlled aircraft, and model rockets, students will learn about the basic principles of aeronautics and aircraft design. The Airmanship Officer is directly responsible to the MSSQ/CC to lead the Aerospace Modeling Class.
2. Qualifications for the Aerospace Modeling Class are as follows:
  - a. Be a 9th through 12th Grade AAE AFJROTC cadet.
  - b. Grade of "A" or "A-" in all AFJROTC classes for the past semester.
  - c. No semester grade below a "C" in any subject

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 24

1 August 2013

SUBJECT: Co-Curricular Activities - Academic Competition Team

PURPOSE: To compete in academic competitive events for the first time.

1. The AFJROTC Academic Competition Team provides cadets who wish to compete academically with an environment in which to do so. Throughout this competitive process, cadets will learn how to meet the academic challenges presented to them. The Academic Officer is directly responsible to the ST/CC to assemble and lead the Academic Competition Team.
2. Qualifications for the Academic Competition Team are as follows:
  - a. Be a 9th through 12th Grade AAE AFJROTC cadet.
  - b. Grade of "A" or "A-" in all AFJROTC classes for the past semester.
  - c. No semester grade below a "C" in any subject

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 25

1 August 2013

SUBJECT: Co-Curricular Activities – Cyber Patriot Team

PURPOSE: The purpose of the AAE Cyber Patriot Team is to compete in the annual national Cyber Patriot cyber defense competition.

1. Qualifications for the Cyber Patriot team are as follows:
  - a. Be in 10th through 12th Grade at in the school year the competition will occur.
  - b. Grade of “A” or “A-” in all AFJROTC classes for the past semester.
  - c. No semester grade below a “C” in any subject
2. To join the Cyber Patriot team, computer knowledge, good team work and commitment to the team is required. At tryouts held by the Cyber Officer and Cyber NCO, traits such as good communication and problem solving should be targeted. As the practices will teach the computer knowledge that is necessary, the traits that foster good problem solving should be sought out much more than raw technical talent.
3. Tryouts should be held sometime in May by the Cyber Officer and Cyber NCO to provide adequate time to prepare for the yearly start in August.
4. It is imperative that the cyber patriot team has a technologically trained coach (at the time of writing Mr. Dorsey, AAE Information Technology Department) to assist in teaching.
5. At each practice, either teaching, practice, or both will occur. The teaching will be done by experienced team members, the Cyber Officer, and the teaching coach. Teaching will encompass the various operating systems and how to use systems such as the local security policy and services. Practicing will consist of run-throughs with flawed virtual machines for the team members to fix as well as simple practice virus scans to get the team trained.
6. Team members are also expected to do independent research, both at practice when building new orders of operations for competitions as well as at home to prepare for the next practice.
7. Any questions should be directed to the Cyber Officer and/or Cyber NCO.

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ACADEMY FOR ACADEMIC EXCELLENCE  
Air Force Junior ROTC

California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 26

1 August 2013

SUBJECT: Flight Recognition Program

GENERAL: This operating instruction provides guidance for flight recognition awards for superior performance within the California 20068th Cadet Group.

1. The GP/CD will be responsible for administering this recognition program.
2. The flight with the highest overall average in each of the four sub-categories listed below will earn the AFJROTC Outstanding Flight ribbon. Each cadet who was a member of the flight during the past year will be authorized to wear the ribbon.
  - a. **Flight Academics.** The flight with the highest overall AFJROTC academic average.
  - b. **Flight Physical Fitness.** The flight with the highest overall average in physical fitness testing.
  - c. **Flight Spirit Award.** The flight with the greatest level of participation in extra-curricular, community service, and co-curricular activities for the year.
  - d. **Flight Warrior Award.** The flight with the highest average score on uniform inspections for the year, and best score on the 30 command drill exercise.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 27

1 August 2013

SUBJECT: Cadet of the Quarter/Outstanding Cadet Program

#### PROCEDURES:

1. Eligibility. Minimum qualifications include an overall grade of “C+”, no “F” grades, and a “B” in AFJROTC at the time of selection. Cadets nominated will be judged in the following areas:

- Leadership - Performance and demonstrated leadership that enhance the cadet program.
- Scholarship - Classroom conduct and overall personal achievement in academic curriculum.
- Unit Support - Active participation in corps duties such as flag ceremonies, unit fund drives and parades, Color Guard, Drill Team, recruiting, etc.
- Appearance and Military Bearing - Demonstrate outstanding wear of the uniform and exhibit appropriate military bearing, protocol, and customs.

2. Nomination and Selection Process.

- a. During the last week of each grading period, Flight Commanders will nominate in writing one flight member to the OPS/CC for consideration for Cadet of the Quarter. The cadet senior staff will consider the nominations and submit a selection for final approval to the SASI. The selection must be approved by the SASI **prior** to release.
- b. Cadets selected as Cadet of the Quarter are eligible to compete for Outstanding Cadet.
- c. The GP/CD will convene a board of at least 3 staff officers to interview the candidates for Outstanding Cadet. The board results must be approved by the SASI **prior** to release.
- d. One Outstanding Cadet from each grade level will be selected annually.

3. Awards/recognition - Cadet of the Quarter will be awarded a red and white shoulder cord and certificate from the SASI. The cord may be worn for the quarter following selection.

Outstanding Cadets will be awarded the Outstanding Cadet Ribbon. If the cadet already holds the Outstanding Cadet Ribbon, he/she will be awarded an oak leaf cluster.

George A. Armstrong, III, Colonel, USAF (Retired)  
Senior Aerospace Science Instructor

# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 28

1 August 2013

SUBJECT: Award of the AFJROTC School Letter

GENERAL: The Academy for Academic Excellence Varsity School Letter (scroll-type) is earned and awarded for outstanding participation in the AFJROTC programs and activities. Similar to school sports and other activities, cadets can “letter” through the AFJROTC program. This award will provide increased motivation for student involvement by providing a tangible goal and reward.

#### PROCEDURES.

1. The AAE Varsity School Letter will be awarded to cadets who have been enrolled for two years; are in good academic and disciplinary standing in the Air Force Junior ROTC program and within the school; have a "C" grade or better in all school subjects, and who have accumulated at least 300 points through their AFJROTC activities. The letter will be awarded at the completion of each semester.
2. Letters will be awarded only once; devices denoting additional "letters" can be earned and awarded more than once. Additional "letter" devices will be earned for each additional 300 activity points earned, up to a total of three "letters." Devices will be worn on the letter, affixed in an attractive manner.
3. Eligible cadets must accumulate a total of 300 points by achievement or participation in the activities listed on the attached tally sheet to earn a letter (see attachment 1).
4. Once the required number of points is accumulated, the SASI must sign the tally sheet to verify the cadet is eligible to receive the award. The tally sheet (attachment 1) will remain in the cadet's personnel record.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 29

1 August 2013

SUBJECT: Cadet Credit Cards

PURPOSE: To award extraordinary performance in an ordinary setting decided by the individual members of the Senior Staff.

1. Each member of Senior Staff has five Cadet Credit Cards, each labeled with their names. The Senior Staff awards cards to deserving cadets. Senior Staff are the only ones authorized to award Credit Cards.
2. Cadet Credit Cards have a \$1.00 value at the AFJROTC Snack Bar. They can also be used to acquire a missing piece of the uniform on uniform days.
3. Cadet Credit Cards must be redeemed within the week that they are given out.
4. Senior Staff is encouraged to award Credit Cards on uniform days.
5. Senior Staff must coordinate with the Logistics OIC (LG) and the Accounting OIC (AC) to take note of which cadets redeemed the Credit Cards and how, as well as to return them to their specific owners.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 30

1 August 2013

SUBJECT: Academic Issues

PURPOSE: The cadet group goal is, “No failing grade for any cadet in any class.” This operating instruction outlines removal from AFJROTC for academic performance.

1. Semester grades will determine whether a cadet is allowed to participate in AFJROTC the following semester. The SASI is the final authority on a cadet’s continuance in AFJROTC.
2. Each failing cadet and his/her failing grade(s) will be handled on an individual basis; however there are two general courses of actions for failing grades:
  - Probation documented on a Cadet Counseling Form
  - Removal from AFJROTC
3. If any cadet has a failing grade in any class at the end of the fall semester, they are removed from AFJROTC for the spring semester and they must make up the failing grade before they are allowed back into AFJROTC. The SASI is the final authority for cadet removal.
4. If any cadet has a failing grade in any class at the end of the spring semester, they are removed from AFJROTC until they make up the failing grade in summer school. The SASI is the final authority for cadet removal.
5. Cadets who make up failing grades are allowed back into AFJROTC on probation for a quarter. If they have failing grades at the end of the quarter, they are removed from AFJROTC. Cadets removed a second time for failing grades are not normally allowed to return.

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# ACADEMY FOR ACADEMIC EXCELLENCE

## Air Force Junior ROTC

### California 20068th Cadet Group

AFJROTC OPERATING INSTRUCTION NO. 31

1 August 2013

SUBJECT: Cadet Counseling Form

GENERAL. This form will be used for documenting sub-standard performance. Timely reporting of sub-standard individual performance is critical to maintaining a high level of esprit de corps within our program. Cadets in leadership positions who witness a cadet violating stated performance standards are strongly encouraged to use the CA-20068 Form 1 to document the sub-standard performance. Completed forms will be filed in the individual cadet's records.

#### PROCEDURES.

1. Minor infractions of cadet regulations will be referred to the respective flight commander, and dealt with through verbal counseling. Repeat (or more serious) violations will be documented on CA-20068 Form 1. Completed forms will be filed in the individual cadet's records.
2. When the respective flight commander is not available, disciplinary action will be referred to the next ranking cadet officer within the chain of command. Infractions committed by cadet staff members will be referred to the GP/CC.
3. If a cadet feels the disciplinary action is unjust, they may appeal those actions through their chain of command, with the SASI/ASI acting as the final decision authority.
4. The GP/SP should be involved in regards to issues relating to cadet health and welfare.

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