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Personnel

AIR FORCE JUNIOR ROTC OPERATIONS

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Chapter 1

MISSION, GOAL, AND DEFINITIONS

1.1. Mission. The mission of Air Force Junior Reserve Officers Training Corps (AFJROTC) is to “Develop citizens of character, dedicated to serving their nation and community.”

1.2. Goal. The goal of the AFJROTC program is to instill in high school cadets the values of: citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

1.3. Definitions. See Attachment 1 for a list of terms and their definitions used throughout this instruction.

Chapter 2

UNIT OPERATIONS

2.1. Cyber Campus. The usage of Cyber Campus is mandatory as it is the primary tool used for communication between the unit and Air Force Junior ROTC headquarters to relay guidance, news and information, and to conduct other operational requirements. All units are expected to access Cyber Campus daily to utilize this resource and to ensure school, unit, and instructor information are continually updated.

2.2. Establishing AFJROTC Units. Candidate school districts interested in hosting an AFJROTC unit must initiate the application process by formally requesting consideration for an AFJROTC unit using the AFJROTC Form 59, *Application for Establishment of Air Force Junior ROTC Unit*, available on the World Wide Web. The application is validated, and AFJROTC action begins upon receipt of the signed signature page from the superintendent of the applying school.

2.3. Satellite Units. Satellite units are not authorized since they are tantamount to establishing new units without SECAF approval. AFJROTC instructors will not teach at any facility other than the contractually identified location (i.e. host school) or at any facility not under the jurisdiction of the host-school principal. The only exceptions are:

2.3.1. Instructors at three-year high schools may teach ninth graders at feeder school locations.

2.3.2. Instructors may teach displaced cadets at locations other than the contractually identified location (i.e. host school). Displaced students are defined as those who were previously enrolled in AFJROTC at the contractually identified location (i.e. host school), and were subsequently forced to relocate to a different school due to new school openings, closures, or consolidations. Instructors may not teach any new AFJROTC enrollees at these

other locations and may only teach at these other locations until all displaced cadets have left the AFJROTC program.

2.4. Cross-Town Agreements. Students from other schools (including home schooled students) may participate in the AFJROTC program at the host school under the following provisions:

2.4.1. Students from other schools must be transported to the host school at no expense to the Air Force.

2.4.2. Students from other schools must participate in the complete AFJROTC curriculum.

2.4.3. Students from other schools must officially enroll in the AFJROTC program at the host school.

2.4.4. The course must count on the student's transcript for credit towards graduation (not applicable for home school students).

2.4.5. Both school principals must agree to the participation in writing. This agreement must be on file at the host school (not applicable for home schooled students).

2.4.6. The agreement must be discontinued at any such time the superintendent or principal of the host school deems necessary.

2.5. Contract Compliance. Each school must continually meet the requirements of the signed contractual agreement between the Air Force and the school district superintendent (or equivalent) (see definitions).

2.5.1. Compliance is verified annually by an internal or external contract compliance assessment.

2.5.2. The HQ AFOATS/JR notifies school officials, in writing, of the specific nature of deficiencies and date by which the deficiencies must be corrected. Units not correcting discrepancies within the specified timeframe may be placed on probation or disestablished.

2.6. Minimum Enrollment Requirements. To meet minimum enrollment requirements, units must maintain a cadet corps of 100 students or 10% of the school population, whichever is less. HQ may impose a minimum enrollment requirement for schools with a population of less than 800 students.

2.6.1. Student enrollment will determine Unit Viability (see definitions), funding, and instructor authorizations. For those schools not on traditional scheduling, enrollment estimates for the second half of the academic year will be used.

2.6.2. Students participating in cross-town agreements from other schools are enrolled in AFJROTC at the host school and therefore count towards Viability Headcount (see definitions).

2.6.3. Any unit in its third or subsequent year of existence that does not meet enrollment standards is placed on probationary status. HQ AFOATS/JRO will evaluate units placed on probation for low enrollment for possible disestablishment action.

2.6.3.1. If the evaluation concludes that the unit is likely to meet enrollment requirements on 1 October of the following academic year, probation will be continued through the current academic year and the unit shall be allowed to continue operation into the following academic year. If the unit indeed meets minimum enrollment requirements on 1 October of the following academic year, probation will be rescinded. If the unit fails to meet minimum enrollment requirements on 1 October of the following year, it will be targeted for possible disestablishment no later than the end of that academic year.

2.6.3.2. If the evaluation indicates that the unit is unlikely to meet enrollment standards on 1 October of the following academic year, the unit will be targeted for possible disestablishment at the end of the current academic year.

2.7. Unit Assessments. The Air Force is required by Department of Defense Instruction 1205.13 to annually evaluate the operation, administration, and effectiveness of the overall AFJROTC program and the individual units for contractual compliance, cost, and performance. All units will conduct an annual internal assessment every year they do not receive an external assessment. Units may receive a HQ AFJROTC Staff Assistance Visit (SAV) or HQ AFJROTC graded Unit Evaluation (UE). The AFJROTC instructor or principal may request an assessment outside the cycle if they believe the unit requires HQ intervention.

2.8. Probation. Probation affords the unit an opportunity to correct non-compliance with the Air Force/School Agreement, Public Law, or DOD and Air Force instructions in lieu of disestablishment. Schools will forward plans to correct the deficiency to the HQ AFOATS/JR no later than 45 days after being placed on probation. A unit is normally placed on probation for a period of one year. Probation periods may be extended or shortened by the HQ AFOATS/JR when there are sufficient mitigating circumstances and strong evidence to support such action. Extension of probationary periods must be requested in writing by the school district and accompanied by a rationale for the requested extension. Schools not correcting deficiencies within the established probationary period will be targeted for possible disestablishment at the end of the current academic year.

2.9. Unit Closures. Unit closures may be school or Air Force initiated with a one-year notice. The school superintendent or designated official may request closure of an AFJROTC unit. If closure is Air Force-initiated, HQ AFOATS/JR will notify school districts of unit closure when the unit fails to successfully complete a probationary period. Immediate unit closure may occur with less than one-year notice when directed or approved by the HQ AFOATS/JR. Upon notification of disestablishment, the unit will be phased out in an orderly manner in accordance with HQ AFOATS/JR guidance. New enrollments will not be accepted and uniforms, equipment, and supplies will be redistributed in accordance with HQ AFOATS/JR direction. The school will reimburse the Air Force for unaccounted items. Schools may reapply for an AFJROTC unit no earlier than five years after the deactivation date of the unit closing.

2.10. Waivers/Deviations. Units may be granted waivers to deviate or be exempt from policy, e.g., curriculum, ground school, E2C, uniform, etc., by submitting a request to HQ via Cyber Campus. All waiver requests received in a particular month will be reviewed by a waiver board at the end of the respective month. No later than the 5th day of each month following the board, affected units will be notified of HQ's decision to approve/disapprove. Waivers must be resubmitted to AFOATS/JRO upon 2-year anniversary.

2.11. Distinguished Unit Award (DUA). Units may be awarded DUA based on the unit's submission of the Unit Impacts associated with their goals. Units will be awarded DUA with Merit when they receive an Exceeds Standards Rating on their Unit Evaluation from their Area Administrator. All DUA units will receive an embroidered streamer.

2.12. Distinguished Visitors. Units must obtain AFOATS/CV approval prior to inviting distinguished visitors (DV) in the rank of Brigadier General and above or the civilian equivalent (active and retired) to include the AU Commander. Instructors are required to review current policy on Cyber Campus.

2.13. Media Guidance. Media coverage of AFJROTC can have a desirable effect; however, care must be given to assure it is portrayed in a positive and accurate manner. All AFJROTC units must coordinate with HQ AU/PA prior to responding to queries or granting interviews. Refer to AFOATSI 35-101, *AFOATS Public Affairs Program*, for complete guidance.

2.14. Administrative Records. The accountability of equipment, textbooks, uniforms, and supplies funded by the Air Force must satisfy current AFOATS guidance and be sufficiently documented. Whenever possible, units will organize, maintain, and dispose of files in accordance with the policies of the host school. Unit files normally consist of administrative records, supply and equipment records, and cadet academic or personnel records.

Chapter 3

CURRICULUM

3.1. Curriculum Guidance. The point of contact for all AFJROTC curriculum issues is HQ AFOATS/CRJ. Per the Air Force/School Agreement, the AFJROTC curriculum provided by the Air Force must be taught at the host school.

3.1.1. AFJROTC courses should be coded in school catalogs as AFJROTC courses unless the individual school district requires AFJROTC courses to be coded in a particular manner. The course description should clearly indicate that the course is offered by the AFJROTC department and is for AFJROTC students only.

3.1.2. Units are expected to teach AFJROTC course objectives and use the curriculum materials provided by HQ AFOATS/CR. Textbooks other than those provided by HQ AFOATS/CR are not authorized and cannot be used. This does not mean that instructors cannot use supporting materials (e.g., videos, exercises, games, etc.) not provided by HQ

AFOATS/CR as long those materials help the instructor accomplish the established course goals and objectives of the AFJROTC curriculum and are not used during more than 10% of the contact time allotted for teaching the course. Using non-AFJROTC support materials falls under the category of personalizing your lesson plans, which you are encouraged to do.

3.1.3. AFOATS-provided student textbooks are to be used for AFJROTC classes via an issue and return policy, e.g. textbooks are to be collected from cadets at the end of each credit period for reissue. Student workbooks are considered expendable items and do not have to be collected at the end of a credit period.

3.2. Academic Program. AFJROTC is a 3- or 4-year program offered to high school students, grades 9-12. The curriculum includes Aerospace Science (AS), Leadership Education (LE) and Wellness. All students will be given credit towards graduation for successful completion of the AFJROTC program per the Air Force/School Agreement.

3.2.1. Each academic course must consist of an AS component, an LE component and a Wellness component.

3.2.1.1. Aerospace Science. AS acquaints students with the elements of aerospace and the aerospace environment. It introduces them to the principles of space flight, principles of aircraft flight and navigation, the history of aviation, development of air power, contemporary aviation, human requirements of flight, the space environment, space programs, space technology, rocketry, propulsion, the aerospace industry, the science of flight, astronomy, geography, policy and organization, survival and the study of some cultures across the world.

3.2.1.2. Leadership Education. LE is the portion of the AFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills. The LE curriculum emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet corps activities, study habits, time management, communication skills, and drill and ceremonies (reference paragraphs 3.2.3.2 and 3.5 for clarification concerning drill and ceremonies).

3.2.1.3. Wellness and Physical Training(PT). The purpose of the PT/Wellness Program is to provide a standardized, facility variations minded curriculum offering substantial individual health improvements. The objective is to motivate cadets to lead healthy, active lifestyles. PT/Wellness provides leadership opportunities, builds esprit de corps, and increases cadet confidence.

3.2.2. Those units receiving elective or PE credit for AFJROTC courses will teach 40% AS, 40% LE, and 20% PT/Wellness. Units that cannot comply with 20% PT/Wellness requirement must have an approved HQ AFOATS/JRO PT/Wellness waiver (see paragraph 2.9.).

3.2.3. For classes at units that receive core credit, 60% of any academic year should be AS and 40% LE, or 60% LE and 40% AS if LE is the component justifying the core credit. For classes receiving core credit that need to continue teaching 60% AS or LE to sustain that

credit, the goal of a 40/40/20 mix does not apply; however, the unit must submit a waiver request to HQ AFOATS/JRO identifying those core classes (see paragraph 2.9.). All other non-core classes at the unit should follow the requirements found in paragraph 3.2.2.

3.2.4. All units (traditional and block) have the option to determine which aerospace science and leadership courses to offer to first-, second-, third-, and fourth-year cadets.

3.2.4.1. The AS options to select from are: AS-100: A Journey into Aviation History; AS-200: Global and Cultural Studies; AS-210: The Science of Flight; AS-300: The Exploration of Space; AS-310: Introduction to Astronomy; AS-400: Management of the Cadet Corps; AS-410: Survival and AS-500: Aviation Honors Ground School. Additionally, AS-110: Frontiers of Aviation recamins an option for units until June 2009, when it will become obsolete and totally replaced by AS-100. Three other AS course options remain on the menu, but are being phased out via attrition. AS-420: World Geography: Building a Global Perspective; AS-430: Policy and Organization; AS-440: Laboratory Manual are no longer supported by AFOATS, but may continue to be used by AFJROTC units as long as supplies last and/or as long as existing inventory remains serviceable at the units.

3.2.4.2. The LE courses are: LE-100, Citizenship, Character, and Air Force Tradition, ; LE-200, Communication, Awareness, and Leadership; LE-300, Life Skills and Career Opportunities; LE-400, Principles of Management, and Drill and Ceremonies (see paragraph 3.5 for rules regarding teaching drill and ceremonies as a separate course). The fundamentals of drill and ceremonies must be taught as a part of the LE components, to the skill level required for each cadet to be able to participate in the 30-step drill sequence, based upon their experience and position in the corps. One of these LE courses must be taught to each cadet each block/year they are in the program, but the order in which each is taught is optional. It is highly recommended that LE-100 be taught first to all new cadets.

3.2.4.3. By providing more course options, schools on block schedules have a better opportunity to retain cadets in the program for more than 2 years.

3.2.4.4. When selecting courses to offer in any given academic term, instructors should keep in mind the reading levels of their cadets since some of the course materials are written at the senior high school level. The higher the AS or LE number, the higher the reading level. Many lower level high school students will have difficulty reading and comprehending some of the upper level material, such as The Exploration of Space course material.

3.2.4.5. New units are encouraged to offer AS 100, A Journey into Aviation History, and LE-100, Citizenship, Character, and Air Force Tradition, to all first-time cadets.

3.2.4.6. Units may wish to group first-, second-, third-, and fourth-year cadets in the same AS course to reduce scheduling issues and to take advantage of the mentoring potential provided by upper level cadets.

3.2.4.7. Over a period of three years, or in some cases four, cadets must receive different AS and LE courses and be precluded from signing up for the same course twice during their years in AFJROTC.

3.3. Blended Courses. Blended courses are permitted. A blended course is defined as a course that combines lessons from two or more authorized AFJROTC courses into one course.

3.3.1. An example of a blended AS course is a combination of lessons from Astronomy, The Exploration of Space and World Geography, all taught in the same year, or in the case of block schedule schools, during the same term.

3.3.2. A blended LE course may consist of parts of LE-100, LE-200, LE-300, and/or LE-400. Blended LE courses in which first-year cadets are enrolled will have to contain portions of the LE-100 curriculum or provisions will have to be made to offer the LE-100 curriculum separately.

3.4. Aviation Honors Ground School. Aviation Honors Ground School is a stand-alone course for 3d and 4th year cadets only. Attendance is open to deserving 3rd and 4th-year honor students who the AFJROTC instructor determines as having earned the opportunity to take the course. The course should receive “honors” (i.e., advanced) credit and must have principal approval. It is not to be blended with other AFJROTC courses and may be taught without the usually required LE or Wellness component.

3.4.1. Units desiring to offer an honors ground school program must request permission from HQ AFOATS/CR before ordering materials. If permission is granted, curriculum materials for Aviation Honors Ground School may be ordered year-round via Cyber Campus.

3.4.2. Aviation Honors Ground School must be taught by someone holding a current FAA ground school instructor certificate, unless a waiver is obtained from AFOATS/CR.

3.4.3. If the SASI/ASI are not certified ground school instructors, the unit may apply for a waiver from HQ AFOATS/CR (see paragraph 2.9) to teach ground school without certification. Waiver approval will be dependent upon their Air Force flying or related experience. Non-certified ground school instructors will not be able to provide FAA certification.

3.4.4. HQ AFOATS/CR recommends that units who teach Aviation Honors Ground School teach AS-210: The Science of Flight as a prerequisite to the ground school course.

3.5. Drill-Only Class. Drill may be taught as a stand-alone course and may counted toward the duplicated headcount, if the following criteria are met.

3.5.1. Students enrolled in drill-only class must be concurrently enrolled in a regular AS/LE class. At 4X4 block scheduled schools enrollment in a standard AS/LE class during the first block is prerequisite to enrollment in a stand alone drill class during the second block, versus requiring cadets to be concurrently enrolled.

3.5.2. The drill-only class must be recognized for graduation credit by the school.

3.5.3. The drill-only class does not count toward the Complete Certificate.

3.6. Curriculum Plan. Each unit must have on file a complete three- or four-year curriculum plan that describes courses to be taught term-by-term (4x4 block) or year-by-year (traditional or A/B). As a minimum, the plan should include resources used, class sizes, and grading policy and descriptions of any blended courses. Refer to the Curriculum Guide for a “sample” curriculum plan.

3.6.1. The curriculum plan ensures a student does not take the same course, with the same material being taught, more than once. Cadets are not allowed to take the same course twice.

3.6.2. The curriculum plan will be reviewed by Area Administrators during their visits to ensure instruction is proceeding as planned and that the unit is not deviating from the intent of the AFJROTC curriculum program.

3.7. Course Syllabus. A course syllabus must be provided to each cadet for each AFJROTC course taught each school term. The syllabus should be distributed to students on the first day of the school term.

3.7.1. The course syllabus should be in the format directed by the school. When the school does not specify a particular format, instructors are encouraged to use the “sample” syllabus template provided in the Curriculum Guide. Syllabi may cover individual classes or all JROTC classes offered at a unit. If the syllabus covers all classes offered by the unit, it may be included in the Cadet Guide.

3.7.2. The syllabus should contain as a minimum: course name, instructors names; basic purpose or description of the class (be concise); course objectives; grading procedures; uniform day; textbooks and/or resources used; other rules; regulations; or requirements specific to the course or instructor.

3.8. Current Curriculum Material. Each unit must maintain a current copy of the Curriculum Materials, Publications, and Forms (CMPF) document and the Curriculum Guide. A current copy of the CMPF and Curriculum Guide can be found on Cyber Campus Library and hardcopy Curriculum Guides may be ordered via Cyber Campus | Unit to HQ | Orders.

3.8.1. Instructors must be teaching from current curriculum material as derived from the current AFJROTC Curriculum Guide and CMPF.

3.8.2. Instructors not teaching from current curriculum material during Area Administrator’s visit must provide documentation showing that current materials were not available in time for instructor preparation and use before the current term began. Videos that are removed from the CMPF list and/or Cyber Campus|Unit to HQ|Orders will remain authorized for use in the classroom at the units, as long as they remain relevant and are serviceable.

3.8.3 A curriculum materials inventory must be maintained in CIMS, as directed by headquarters, to ensure proper accountability of all items.

3.9. Disposal of Outdated/Obsolete Curriculum Material. Outdated or obsolete curriculum material may be retained as student reference material and or donated to the school library, another local public library, to a local Civil Air Patrol (CAP) unit and/or to other publicly funded entities.

Chapter 4

SPECIAL PROGRAMS AND ACTIVITIES

4.1. Safety. When conducting any AFJROTC activity, inside or outside of normal school hours, on or off school property, the AFJROTC instructors must comply with (and document when applicable) all school district safety, risk management, and supervision rules and policies. Cadets must be under direct instructor supervision during all AFJROTC activities.

4.2. Weapons Firing/Rifle Teams. Operable weapons of any type are not permitted in the AFJROTC program. The possibility of accidents, misuse, or theft of firearms overrides any potential gain from their use by AFJROTC cadets. AFJROTC units may only sponsor or organize air rifle/marksmanship teams with HQ permission. Any other activities that include the use of operable weapons are prohibited. Storage of operable firearms by AFJROTC units is strictly prohibited. Units/cadets attending activities sponsored by other Services may participate in curriculum involving operable weapons at approved/supervised Combat Arms Training and Maintenance (CATM) only with HQ permission.

4.3. Orienteering. This is an outdoor training/sport activity using a topographic map and compass for navigation. It should not be confused with, or referred to, as any type of training associated with military combat training or military tactical land navigation.

4.4. Curriculum in Action (CIA). CIA is a term used to describe school-sponsored activities (field trips) that directly support or serve as an extension of the AFJROTC curriculum. They are sponsored and approved using the same procedures as any other class/organization in the high school by the appropriate school authority. Units are directed to take 1 (preferably 2) CIA trips per academic year. Maximum participation is highly encouraged. Reference Cyber Campus for more details.

4.5. Visits to Air Force Installations. Groups of AFJROTC cadets, under the supervision and control of an AFJROTC instructor, are authorized to take part in visits to Air Force installations to enhance the AFJROTC program. Visits serve as motivational activities for cadets and provide practical experiences complementing theoretical knowledge supplied in the AFJROTC curriculum. AFJROTC instructors are authorized to coordinate visits directly with local installations. Air Force support and services may include, but are not limited to:

4.5.1. Lodging and dining facilities. Cadets are charged for rations consumed in dining facilities but will not pay the surcharge amount.

4.5.2. Hospitalization and medical care at Air Force medical facilities is authorized, on a reimbursable basis by the cadet involved, for emergencies occurring while taking part in AFJROTC/school-sponsored visits to Air Force installations.

4.6. Cadet Flight Programs. Cadet flight programs are school-sponsored activities similar to any other AFJROTC activity and must be approved by the principal according to local guidelines. Cadets must have signed parental and principal permission. Orientation flights are continuous flights performed within the local flying area and terminating at the point of origin. Airlifts are point-to-point air transportation. Flights for the cadets may be arranged through the DoD organizations or Non-DoD organizations/companies.

4.6.1. DoD Flight Program. AFJROTC students and instructors who are members of an organized AFJROTC activity, and civilian officials functioning in a chaperone capacity, are authorized flights on DoD operated (or contracted) aircraft. AFJROTC cadets are not guaranteed orientation flights or airlifts. Orientation flights and airlifts are services provided as base resources allow on a noninterference basis. Base authorities determine the availability of aircraft and resources.

4.6.1.1. AFJROTC funds are not authorized for any costs associated with DoD flights. Therefore, units must clearly indicate the mission must be a regular training mission or previously funded by another agency.

4.6.1.2. The AFJROTC instructor must contact the airfield manager, public affairs, and/or the flying unit to arrange for the flight. Units should be flexible for flight dates and departure times, understanding the flying unit makes such arrangements as their resources allow.

4.6.1.2.1. Flying units and supporting airfield managers may have different requirements for airlift. AFJROTC units must ensure the flying unit and the supporting airfield manager's requirements are satisfied. This could include, but may not be limited to, student-chaperone ratios or baggage requirements.

4.6.1.2.2. AFJROTC instructors will complete and submit DD Form 2768, *Military Air Passenger/Cargo Request* (prescribed by DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*), to HQ AFOATS/JROS. The request will be validated and forwarded to HQ CAP-USAF/XOO. The submitted request must identify the supporting flying unit in addition to dates, times, and locations. A cover memo must be included for airlift requests identifying the trip purpose and itinerary.

4.6.1.2.3. AFJROTC cadets and instructors must be in uniform. Cadets must be in groups continually supervised by an AFJROTC instructor or a school-approved chaperone. Chaperones must be approved by the airfield manager/flying unit.

4.6.1.2.4. Units should have contingency plans to ensure return to the point of origin if transportation is canceled, delayed beyond a reasonable length of time, or diverted to other locations. Such return travel will be at no expense to the Air Force or AFJROTC.

4.6.2. Non-DoD Flight Program. Possible sources include the Experimental Aircraft Association Young Eagles, Civil Air Patrol, base aero clubs, Fixed-Base Operators, and privately owned aircraft. Cadets may participate in these flights only under the following conditions:

4.6.2.1. Units are authorized to expend unit Operation and Maintenance (OM) funds to procure flights for cadets in civil aircraft.

4.6.2.2. Cadets (parents if cadet is a minor) must sign a release absolving the AFJROTC unit, school, school district, and the Air Force from liability in case of mental or physical injury or death.

4.6.2.3. Flights must be in a Federal Aviation Administration type-certified aircraft (i.e., non experimental aircraft).

4.6.2.3.1. Aircraft must be registered, have appropriate airworthiness certificate, and contain all instruments and equipment specified for the particular type of operation (i.e. VFR or IFR). (Federal Aviation Regulations (FAR) 91, General Operating and Flight Rules)

4.6.2.3.2. If privately owned aircraft are used, only fuel and oil expenses may be reimbursed.

4.6.2.4. Flight must be conducted in accordance with FAR 91.

4.6.2.5. The Pilot in Command (PIC) must meet the following criteria:

4.6.2.5.1. Appropriate category, class, and type rating for the aircraft to be flown. (FAR 61.31, Certification: Pilots, Flight Instructors, and Ground Instructors)

4.6.2.5.2. Current Class I, II, or III FAA Medical Certificate. (FAR 61.23)

4.6.2.5.3. Current biennial flight review. (FAR 61.56)

4.6.2.5.4. Recent flight experience. (FAR 61.57)

4.6.2.5.5. An AFJROTC instructor who meets these requirements may serve as PIC; however, they may not accept payment for their time even if they hold a commercial rating.

4.7. Vehicle Support. The use of government vehicles is authorized to transport AFJROTC cadets. Contact the supporting base Vehicle Control Officer (VCO) for assistance. Transportation support is not guaranteed, but is provided at the discretion of the VCO and as

base resources allow. In accordance with AFI 24-301, *Vehicle Operations*, JROTC instructors are not authorized to operate government vehicles. The exception is any instructor at Department of Defense Dependent Schools whom are government employees and therefore authorized to operate government vehicles.

4.8. Awareness Presentation Team (APT). APT is an academic endeavor designed to provide positive role models for elementary and middle school students. It also provides a practical application of the skills learned in the leadership education portion of the AFJROTC curriculum.

4.8.1. An APT team is composed of cadets selected by the AFJROTC instructor based on their demeanor, verbal abilities, and professional appearance. The teams are responsible for selecting topics, conducting research, writing, and presenting the material. The AFJROTC instructor must coordinate the topic/content with the elementary/middle school principal.

4.8.2. Team members should not be considered or advertised as experts. They should be prepared to deliver brief presentations on a topic of current interest that can include, but is not limited to, high school dropouts or drug use/abuse. All APT presentations must be cleared and approved by the high school principal.

4.9. Kitty Hawk Air Society (KHAS). KHAS is the academic honor society of AFJROTC. Its purpose is to promote high academic standards and achievement. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force role in aerospace. Reference Cyber Campus for more details.

4.10. Summer Leadership School (SLS). SLS programs are authorized as for-credit and non-credit. They are school-sponsored activities and are approved using the same procedures as other classes/organizations in the high school by the appropriate school authority.

4.10.1. Units conducting for-credit SLS report attendance as part of the Viability Headcount.

4.10.2. Non-credit SLS does not count toward enrollment.

4.10.3. SLS is normally conducted during the summer months. However, there are no restrictions on conducting a SLS equivalent at other times during the school year.

4.11. Aerospace and Technology Honors Camp (ATHC). HQ AFOATS/JR sponsors and funds weeklong camps at various locations each summer for high achieving cadets. ATHC is designed to attract future scientists, engineers, and aviators to the Air Force by introducing AFJROTC cadets to technical careers, educational opportunities, and orientation flights in small aircraft. Units nominate eligible cadets and HQ AFOATS/JR selects attendees. Site locations, eligibility requirements, and submission criteria are announced annually on Cyber Campus.

4.12. Model Rocketry. Model rocketry is the designing, building, and flying of small rockets that are made of paper, plastic, balsa wood, or any other lightweight material. Model rockets constructed in this manner are approved for use by AFJROTC cadets. Model rocket engines are solid propellant engines made by commercial manufacturers intended for use in model rockets of the construction indicated. The manufacturer furnishes these "safe" engines ready for use; there

is no need for the user to mix potentially dangerous chemical ingredients. Commercially produced engines are the only type approved for use by AFJROTC cadets. Obtain approval of school authorities before establishing a program. Reference Cyber Campus for more details.

4.12.1. Units will develop a training plan for cadets desiring to qualify for the Model Rocketry badge. The plan will provide for the completion of the Operational Performance Requirements and the Leadership Performance Requirements.

4.12.2. Contact HQ AFOATS/JROL for students who satisfactorily complete both sets of requirements for issue of the Model Rocketry badge.

4.13. Static and Flying Model Programs. Aerospace modeling is the term used to describe the development of vehicles used in the atmosphere, near space, and outer space. This may include, but is not limited to, sailplanes (gliders), helicopters, fixed wing aircraft, static models, u-controlled flying models, free flight flying models, and radio controlled flying models (please see radio control guide). Obtain approval of school authorities before establishing a program.

4.14. AFJROTC Air Force Weather Agency (AFWA) Program. The AFJROTC-AFWA program will supplement and enrich aerospace education now presented in Aerospace Science courses. The program provides a stimulating activity-based program which introduces weather terms, elements, and concepts to AFJROTC cadets.

4.15. Drill Teams, Color Guards, and Honor Guards. These activities are authorized and encouraged as they support the school and community while instilling esprit de corps. Membership criteria is determined by the AFJROTC instructors and must be posted in the unit's cadet guide. Optional use of rifles (Springfield Daisy or Demil) must be approved by the principal, in writing, and filed at the unit.

4.16. Honor Guard Participation and Religious Accommodation. Before accepting any request at political or religious event, examine the activities that will take place at the event. Reference Cyber Campus for more details.

4.17. Saber Teams. Saber Teams are authorized with approval of the principal. Approval must be in writing and on file at the unit. Safety of cadets is of paramount concern. Membership criteria are determined by the AFJROTC instructor and must be posted in the unit's cadet guide.

4.18. Physical Training/Wellness Programs. AFJROTC instructors must ensure any program implementation is done with cadet safety as the primary consideration. If implemented improperly, however, it can risk the safety of our cadets. AFJROTC should not be considered a replacement for the school's physical education (PE) program, nor should it subject cadets to strenuous physical activity in a boot camp style environment.

4.18.1. Gain parental and principal permission consistent with school policy.

4.18.2. Seek the guidance/expertise of your school's health and physical education staff.

4.18.3. Standards consist of a 36-Week Personal Wellness Program comprising 20 exercises: V-Sit Reach, Bent-Knee Push-ups, Push-Ups, Feet-Elevated Push-ups, AFJROTC Push-ups, Plank, Left-Arm and Right-Arm Planks, Sit-ups, Extended Sit-Ups, Flutter Kicks, Lunges, Arm-Extended Lunges, Reverse-Arm-Extended Lunges, Mountain Climbers, AFJROTC Squats, Body Builders, Tuck Jumps, Side-Lateral Jumps, and the 1-mile run.

4.18.3.1. Exercises can be conducted with minimal space.

4.18.3.2. Minimal climate dependency with possible exception to the mile run.

4.18.4. AFJROTC Instructors will supervise and observe all physical training/wellness activities.

4.18.4.1. Instructors are required to have Adult (ages 14-18) Cardiac Pulmonary Resuscitation (CPR) training.

4.18.4.2. HQ will provide funds to the units for the instructors' initial certification and biennial renewal certification.

4.18.5. Ensure cadets are adequately hydrated and have on site clean drinking water in sufficient quantities.

4.18.6. Be aware of the adverse effects of heat stress by familiarizing yourself with AETCI 48-101, *Prevention of Heat Stress Disorders*, which can be obtained electronically at <http://www.aetc.randolph.af.mil/im/ae48ser.html>.

4.18.7. For ambient air temperatures above 78 degrees Fahrenheit, determine the heat category (flag condition) using the AFROTC Thermal Stress Calculator which is posted on Cyber Campus. Once the flag condition is determined, carefully follow the work/rest and water intake recommendations in AETCI 48-101. If the Thermal Stress Calculator indicates a Red or Black Flag condition, use extreme caution.

4.18.8. We highly encourage the availability of an on-site first aid kit as well as a cell phone for two-way communication for emergencies.

Chapter 5

ENLISTMENT AND COMMISSIONING OPPORTUNITIES

5.1. Advanced Enlistment. In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade. For specifics, refer to Table 2.1 of Air Force Recruiting Service Instruction (AFRSI) 36-2001, *Recruiting Procedures for the Air Force*.

5.2. ROTC. A student completing at least two years of JROTC may be entitled to credit in the Senior ROTC program. See AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*, for specifics. ROTC scholarships are Senior ROTC controlled. Inquiries on scholarship eligibility, availability, and other scholarship-related issues should be made to HQ AFROTC/RRUC, 551 E Maxwell Blvd, Maxwell AFB AL, 36112.

5.3. Service Academy Nominations. Title 10 USC sets aside up to 20 nominations per Service Academy for “honor graduates of honor schools.”

5.3.1. HQ AFOATS/JROS will send a list of the AFJROTC Distinguished Unit Award winners to all three Service Academies.

5.3.2. Cadets who are not from Distinguished Unit Award winners must complete the application process for the desired Service Academy. When the cadet(s) receives notification from the academy that they are a potential candidate, the unit will forward at least one favorable responses to HQ AFOATS/JROS no later than 1 Oct of each year. HQ AFOATS/JROS will identify the unit to the Service Academies, who will then forward nomination packages to these units.

5.3.3. The Service Academies will forward packages to these units so they may nominate students for consideration.

5.3.4. Cadets are highly encouraged to pursue other nomination sources to increase their chances of nomination.

Chapter 6

UNIT ORGANIZATION AND CADET RANK AND ROTATION

6.1. Organization of the Cadet Corps. A unit’s organizational structure should be appropriate to the number of cadets enrolled. Units with 250 or less cadets may be organized as a cadet group and units with 251 or more cadets as a cadet wing. Units are authorized to deviate from the recommended organizational structure criteria to ensure an efficient organization and effective program, e.g., units with less than 175 cadets may desire a small organization structure such as a squadron.

6.1.1. A wing is comprised of two or more groups. A group is comprised of two or more squadrons. A squadron is comprised of two or more flights. A flight is comprised of two or more elements. Elements will consist of three or more cadets (including element leader).

6.1.2. The organizational structure must reflect the actual functions of the corps with command, staff, and rank identified. The functional organization can be any logical form consistent with military organizational principles. AFJROTC Instructors may add appropriate positions within the cadet corps organization as required.

6.1.3. Job descriptions are required for each cadet corps position. Titles and office symbols will conform to standard Air Force nomenclature. The AFJROTC Instructors will develop a Unit Manning Document that clearly indicates unit structure and chain of command. Additionally, provide an organizational chart showing all designated cadet corps positions and job descriptions in a location accessible to the entire cadet corps.

6.1.4. Instructors will select the cadet corps commander, subordinate commanders and key staff members required by the organizational structure of the unit. Instructors may allow cadet commanders and key staff members to propose remaining cadet staff members or may designate the remaining cadet staff members.

6.2. Cadet Rank and Rotation. Consider the strengths and shortcomings of the individual cadets when assigning them to positions to ensure they gain the greatest leadership benefits. Promotions are a motivational tool that are unavailable if rank structure is not managed properly; i.e., avoid promoting cadets to the maximum authorized rank too quickly to ensure proper progression and promotion opportunities.

6.2.1. New units should limit cadet rank during the beginning years to allow for unit growth.

6.2.2. See Table 6.1 for maximum grade authorizations for a cadet corps are:

Table 6.1. Maximum Grade Authorizations

Wing Position	Maximum Grade
Wing Commander	Cadet Col
Vice Commander	Cadet Col
Command Chief Master Sergeant	Cadet CMSgt
Operations Group Commander	Cadet Col
Operations Group Superintendent	Cadet CMSgt
Mission Support Group Commander	Cadet Col
Mission Support Group Superintendent	Cadet CMSgt
Squadron Commander	Cadet Lt Col
Squadron Superintendent	Cadet CMSgt
Squadron First Sergeant	Cadet SMSgt

6.2.3. The word “cadet” or an abbreviation must be a part of all references to cadet ranks.

6.2.4. All cadets are assigned a permanent grade commensurate with the number of AFJROTC years satisfactorily completed; i.e., the permanent grade for first-year cadets is

Airman; second-year, Airman First Class; third-year, Senior Airman; and fourth-year, if offered, Staff Sergeant. Permanent grades are awarded during the second semester of each year. Retention of permanent grades is contingent upon satisfactory performance and behavior as determined by the AFJROTC Instructors. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods. Exceptions are authorized at the discretion of the AFJROTC Instructors and in accordance with published unit guidance.

6.2.5. Cadets may be assigned a temporary grade based on a specific position. Use of a temporary-permanent grade pattern is optional and intended to serve as an administrative vehicle for rotation of responsibility and to avoid imbalances in grade structure. Cadets serving in a temporary grade may revert to their permanent grade upon completion of these duties. At the discretion of the AFJROTC Instructors, cadets in their final term of AFJROTC may retain the highest rank to which they have been promoted, regardless of course level.

6.3. Documentation. The AFJROTC Instructors are responsible for maintaining a written policy on how cadet corps positions are selected, equitable promotion, demotion, and rotation system published in the cadet guide.

Chapter 7

CADET MANAGEMENT

7.1. Student Classifications. Cadet personnel classifications are defined below.

7.1.1. AFJROTC Cadet. A student who meets eligibility requirements for participation as described in paragraph 7.2. and is currently enrolled in the AFJROTC Academic Program.

7.1.2. AFJROTC Reserve Cadet. A cadet (1) who completed the entire AFJROTC Academic Program or (2) who will complete an AFJROTC course during one semester (i.e. 4 x 4 block scheduling) but is not participating in an AFJROTC course during the current semester of the school year may be designated, with AFJROTC instructors concurrence, a reserve cadet. Reserve Cadets may participate in all AFJROTC activities (drill team, honor guard, etc). Time in reserve status does not count towards the Certificate of Completion nor a unit's Duplicated Headcount (see definitions).

7.1.2.1. Reserve Cadets who completed the entire AFJROTC Academic Program during a previous academic year/term cannot count towards unit funding. Uniforms for these Reserve Cadets must be issued out of the unit's uniform overage or obtained at no expense to the Air Force.

7.1.2.2. Reserve Cadets who will complete an AFJROTC course during one semester of the block schedule school year, but are not participating in an AFJROTC course during the current semester, may retain their uniform for the entire academic year.

7.1.2.3. The rules for Reserve Cadet participation will be outlined in the unit's cadet guide.

7.1.3. Foreign Cadet. A cadet who does not meet the citizenship or residency requirements for AFJROTC membership outlined in paragraph 7.2.4., but is permitted to receive AFJROTC instruction under Section 625 of Public Law 104-208 (i.e., F-1 visa entrant). A Foreign Cadet may participate in AFJROTC under the following provisions:

7.1.3.1. Foreign Cadets must have an approval letter from a representative of their government to preclude possible international incidents by wearing an AFJROTC uniform and participating in an American military-sponsored organization. Approval letters may be obtained from the embassy or consular office of that student's country. Contact information for foreign embassies and consular offices are available from the Department of State worldwide website. Letters documenting principal, AFJROTC instructor, and student's national government approval of each Foreign Cadet's participation in AFJROTC must be on file at the unit.

7.1.3.2. Section 625 of Public Law 104-208 requires foreign students to pay the cost of their tuition while attending secondary schools in the United States. Therefore, Foreign Cadets cannot be counted for funding.

7.1.3.3. Title 10, USC, Section 2031 only allows eligible students (see paragraph 7.2.4.) to count towards minimum enrollment requirements. Therefore, Foreign Cadets cannot be counted towards Unit Viability Headcount and the school must pay the entire salary of any additional instructors needed to teach Foreign Cadets.

7.1.3.4. Foreign Cadets will fully participate in the program and are required to meet all standards.

7.1.4. AFJROTC Graduate. A student who has successfully completed the AFJROTC Academic Program as prescribed by public law and Air Force instruction and has been awarded Certificate of Completion (see paragraph 7.5.).

7.2. Admission of Students. Cadet admission requirements are outlined in Title 10, USC, Section 2031, and DODI 1205.13. The goal of every unit should be proportionate representation of the entire student body. To be eligible to participate and continue in AFJROTC, each cadet must be:

7.2.1. Enrolled in and attending a regular course of instruction at the host school, school with crosstown agreement, or home-schooled student.

7.2.2. Selected by the AFJROTC instructor in coordination with the principal (or a designated representative) to ensure enrolled students meet acceptable standards. AFJROTC is a voluntary program. While AFJROTC instills self-discipline, it is not to be used as a remedy for chronic student disciplinary problems.

7.2.3. Above the 8th grade. Students may participate during the summer between the 8th and 9th grades.

7.2.4. A citizen or national of the United States or an alien admitted for permanent residence, or, a Foreign Cadet (see paragraph 7.1.3.).

7.2.5. Enrolled in the AFJROTC Academic Program unless designated as a Reserve Cadet see paragraph 7.1.2.).

7.2.6. Special needs and handicapped students, with the concurrence of the AFJROTC instructor and the principal, may participate. However, AFJROTC should not have a disproportionate amount of any special group of students as compared to the remainder of the student body.

7.3. Disenrollments. Disenrollment from AFJROTC is recommended by the AFJROTC instructor and approved by the principal. Disenrollment should be a last resort, preceded by substantiated documentation and corrective counseling, to maintain the morale and discipline of the unit. Disenrollment rules must be published in each unit's cadet guide. A cadet may be disenrolled for:

7.3.1. Failure to maintain acceptable standards (including uniform wear and grooming).

7.3.2. Inaptitude or indifference to training.

7.3.3. Disciplinary reasons.

7.3.4. Any other reason deemed appropriate by the principal and the AFJROTC instructor.

7.4. Transfers. Students transferring from Army, Navy, Marine Corps, Coast Guard, or other AFJROTC units are authorized full credit for training received. Transfer of rank held in another service program is determined by the AFJROTC instructor.

7.5. Completion. Passing grades in every credit-granting period of AFJROTC constitutes successful completion of the AFJROTC Academic Program.

7.5.1. Certificate Types. All cadets will be awarded an AF Form 1256, *Certificate of Training* (prescribed by AFI 36-2201 Vol 1, *Training Development, Delivery, and Evaluation*), for successful completion of 2 academic program years of AFJROTC. AFJROTC Form 310, *AFJROTC Certificate of Completion*, will be awarded to all cadets for successful completion of 3 academic program years of AFJROTC. AFJROTC instructors administering a 4-year program have the option of issuing an updated Certificate of Completion after 4 academic program years.

7.5.2. Certificate Eligibility. Cadets may be awarded certificates even if they do not graduate from high school since the certificate is based only on AFJROTC performance.

7.6. Recognition. The AFJROTC Form 308, *AFJROTC Certificate of Recognition*, is used to recognize AFJROTC cadets and organizations (units) for outstanding support and achievement. The Senior Aerospace Science Instructor presents this certificate.

Chapter 8

CADET STANDARDS OF CONDUCT

8.1. Importance of Standards. The nature of the JROTC mission, as well as its high visibility within the school and the community, requires its members to adhere to higher standards than might normally be found among the student population.

8.2. Supervision of Activities. All AFJROTC activities must be school sponsored and supervised by AFJROTC instructors. The Air Force provides no medical or liability coverage for instructors or cadets during AFJROTC activities. AFJROTC instructors must adhere to all school rules concerning trips and activities (e.g., cadets must have all parental consent/approval/release forms designated by the school). The school and the Air Force must endorse any event for cadets to participate as AFJROTC representatives.

8.2.1. For overnight activities, the cadet to chaperone ratio will not exceed 10 to 1 unless the host school policy is more restrictive. Additionally, units must adhere to gender proportionality.

8.2.2. During multi-unit activities, overall supervision of cadets is the host-unit's responsibility. The principals of each participating school must agree to allow their students to be supervised by another school's instructors/chaperones.

8.2.3. Active duty personnel, chaperoning adults, and AFJROTC instructors from other services may assist the host unit in supervising AFJROTC cadets, but will not assume overall supervisory responsibility.

8.2.4. An instructor must be physically present during all unit events. If multiple activities occur during an event, ensure adequate adult supervision is present.

8.3. Uniform Wear. The Director of AFJROTC prescribes the uniform, uniform devices, and the manner of wear for AFJROTC cadets. AFJROTC cadets will comply with the personal appearance and grooming standards prescribed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and the *AFJROTC Uniform and Awards Guide*. Reference Cyber Campus for more details.

8.4. Inappropriate Behavior. Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public display of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks.

8.4.1. Hazing is strictly forbidden. It is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm.

8.4.2. Requiring cadets to perform push-ups or any other physical activity as punishment is also forbidden. These activities may only be performed as part of a unit's regular physical training/wellness program.

8.4.3. Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned nor tolerated.

8.5. Merit and Demerit System. Merit and demerit systems are not required, but may be used at the discretion of the AFJROTC instructors and school officials and will be written and available for review by cadets. Care should be taken to ensure a punitive system does not degrade or embarrass cadets. The system must provide an opportunity to appeal demerits through the cadet chain of command.

8.6. Cadet Evaluation Boards. The use of cadet boards is not required, but can serve as a tool for cadet involvement and leadership training. The AFJROTC instructor will be present during cadet boards to offer advice and ensure proper procedures are followed. The AFJROTC instructor is the approval/review authority for all findings and recommendations of cadet evaluation boards. Cadet boards will follow written operating procedures as approved by the AFJROTC instructor. Evaluation boards will provide cadets an opportunity to appeal decisions of the board. Typical duties of cadet boards may include, but are not limited to:

8.6.1. Determine failure to meet standards of good conduct and behavior.

8.6.2. Select and screen cadets for recommended promotions with AFJROTC instructor concurrence.

8.6.3. Recognize cadets for outstanding accomplishments and achievements (awards & decorations).

8.7. Unauthorized Clubs. No unit, or school sponsoring an AFJROTC unit, may encourage, facilitate, or otherwise condone secret societies, private clubs, or "special operations/combat training" as part of the AFJROTC program.

Chapter 9

FORMS ADOPTED AND PRESCRIBED

This chapter is included in accordance with AF policy and identifies forms which are adopted (AFJROTC is not the office of responsibility) and prescribed (AFJROTC is the office of responsibility).

9.1. Adopted: DD Form 2768, *Military Air Passenger/Cargo Request*; AF Form 847, *Recommendation for Change of Publication*; AF Form 1256, *Certificate of Training*.

9.2. Prescribed: AFJROTC Form 59, *Application for Establishment of Air Force Junior ROTC Unit* (OMB Number 0701-0114); AFJROTC Form 308, *AFJROTC Certificate of Recognition*; AFJROTC Form 310, *AFJROTC Certificate of Completion*.

NORM BALCHUNAS, Col, USAF
Director, Air Force JROTC

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFRSI 36-2002, *Recruiting Procedures for the Air Force*

AETCI 48-101, *Prevention of Heat Stress Disorders*

AFI 24-301, *Vehicle Operations*

AFI 36-2010, *Junior Reserve Officers' Training Corps (JROTC) Program*

AFI 36-2201 Vol 1, *Training Development, Delivery, and Evaluation*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFOATSI 35-101, *AFOATS Public Affairs Program*

AFMAN 37-123, *Management of Records*

AFJROTCI 36-2004, *Air Force Junior ROTC (AFJROTC) Instructor Management*

AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*

AFOATSI 65-1003, *The Air Force Junior ROTC (AFJROTC) Program*

DoDI 1205.13, *Junior Reserve Officer Training Corps Program*

DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*

FAR 61, *Certification: Pilots, Flight Instructors, and Ground Instructors*

FAR 91, *General Operating and Flight Rules*

Public Law 104-208, Section 625

Title 10, United States Code, Section 2031-2033, *Junior ROTC Program*

Abbreviations and Acronyms

AA – Area Administrator

AETC – Air Education and Training Command

AFJROTC – Air Force Junior Reserve Officers' Training Corps

AFOATS – Air Force Officer Accession and Training Schools

AFOATS/CC – Commander, AFOATS

AFOATS/JR – Director of AFJROTC

AFWA – Air Force Weather Agency

APT – Awareness Presentation Team

AS – Aerospace Science

ASI – Aerospace Science Instructor

ATHC – Aerospace and Technology Honors Camp

AU – Air University

AY – Academic Year

CATM – Combat Arms Training and Maintenance

CIA – Curriculum in Action

CMPF – Curriculum, Materials, Publications, and Forms Guide

COAR – Council of Area Representatives

COSSA – Council on Secondary School Affairs

DoD – Department of Defense

DUA – Distinguished Unit Award

FAR – Federal Aviation Regulations

IFR – Instrumental Flight Rules

JROTC – Junior Reserve Officer Training Corps

KHAS – Kitty Hawk Air Society

LE – Leadership Education

OM – Operation and Maintenance

PA – Public Affairs

PIC – Pilot in Command

PT – Physical Training

ROTC – Reserve Officer Training Corps

SASI – Senior Aerospace Science Instructor

SECAF – Secretary of the Air Force

SLS – Summer Leadership School

USC – United States Code

VCO – Vehical Control Officer

VFR – Visual Flight Rules

Terms

Academic Year (AY) – The period of academic instruction at a secondary institution which results in a student progressing from one grade level to another.

Aerospace Science Instructor (ASI) – An AFJROTC instructor assisting the SASI in day-to-day unit operations. ASIs are normally NCOs, however additional ASI positions may be filled with officers. The ASI is supervised by, and reports directly to, the SASI. Detailed guidance for instructors is found in AFJROTCI 36-2004, Air Force Junior ROTC (AFJROTC) Instructor Management.

AFJROTC Units – AFJROTC programs are conducted at the secondary level of education. A unit may not be maintained by the Air Force in a school that hosts a Junior ROTC program from another service, except when located at Military Schools described in the definitions.

Air Force Officer Accession and Training Schools (AFOATS) – The single point for Air Education and Training Command (AETC) officer accessions training that includes a commissioning through Officer Training School and Reserve Officer Training Corps. It also provides citizenship education and aerospace awareness through Junior ROTC.

Air Force/School Agreement – A contract between the AFOATS Commander and the host school superintendent as a condition of unit activation and operation that stipulates standards and guidelines for unit operation.

Area Administrator (AA) – Area Administrators serve as assessment officials for HQ AFOATS/JR. AAs provide unit oversight in the forms of unit evaluations, staff assistance visits, new unit visits, and SLS evaluations.

Council of Area Representatives (COAR) – AFJROTC advisory panel. Consists of senior officer and non-commissioned officer instructors representing AFJROTC areas. Members are chosen by the Director of AFJROTC. COAR members will:

Make recommendations on/for actionable plans (versus developing them). Because COAR members have limited time due to home-unit responsibilities, HQ will create actionable plans based on approved COAR recommendations.

Be a filter to HQ from the field. COAR members will monitor concerns and recommendations from the field on HQ policy via a Cyber Campus Message Board. While one unit's concerns should not be ignored, the intent of this policy is to allow the COAR members to filter the questions and concerns from the field and forward them to HQ when a consensus is reached in their area. A COAR recommendation will accompany any unit concerns forwarded to HQ.

Be a filter to the field from HQ. COAR members will serve as an advisory panel and a field advocate to provide input to HQ before sweeping policy changes are made.

Be an advocate of HQ. COAR members will act as co-process owners, communicating and promoting HQ policies.

Be equal partners. Officer and SNCO members will have an equal status on the COAR. Both must coordinate with one another before replying to message boards or forwarding inputs to HQ.

Serve 3-year terms, with one third of the members rotating annually. No area will have both of their representatives rotate during the same year.

Meet on an 8-month schedule. The rotation will be November, July, and March. This schedule will prevent two meetings during the same school year and will decrease the likelihood of impacting summer commitments.

Council on Secondary School Affairs (COSSA) – COSSA meets as needed and is comprised of representatives from high schools hosting AFJROTC units. COSSA advises and makes recommendations to the AFOATS Commander regarding current issues and problem areas. HQ AFOATS/JR selects members.

Director, Air Force Junior ROTC (HQ AFOATS/JR) – HQ AFOATS/JR manages AFJROTC program operations, instructor management, and logistics. HQ AFOATS/JR is responsible for overall AFJROTC program content, direction, and coordination.

Duplicated Headcount – One of two components used to determine Viability Headcount. Each HQ-provided AFJROTC course (see paragraph 3.2.1.) completed during the normal school year equals a headcount of one.

EXAMPLE for schools on *traditional or A/B block scheduling*: 125 students are enrolled, all scheduled to complete 1 AFJROTC course during the academic year. Duplicated Headcount = 125.

EXAMPLE for schools on *4 x 4 block scheduling*: 125 students are enrolled, all scheduled to complete 2 AFJROTC courses during the academic year. Duplicated Headcount = 250.

Trimester scheduling: School year is typically divided into three 12-week terms, and students can take five courses per 60-day trimester and earn a year of credit in two trimesters. EXAMPLE 1: 125 students are enrolled, all scheduled to complete 1 AFJROTC course during two trimesters during the academic year. Duplicated Headcount = 125. EXAMPLE 2: 125 student are enrolled, all scheduled to complete 3 trimesters. Duplicated Headcount = 187.5.

High Schools – Public or private secondary institutions that are not operated under the concept of Military Schools.

Military Schools – Military-oriented schools at the secondary level that organize students as a corps of cadets under constantly maintained discipline. All members of the corps are required to be in uniform for most school activities, meeting standards similar to those maintained at military academies.

Principal (or equivalent) – The on-site person responsible for the AFJROTC program at the host school.

Senior Aerospace Science Instructor (SASI) – The AFJROTC officer instructor of senior rank at the host school responsible for day-to-day unit operations. The SASI reports to the principal (or equivalent) and ensures applicable instructions are complied with and the unit is operated in an efficient, military manner. The SASI will be designated as a department head (or equivalent) at the host school. The SASI acts as the unit commander providing overall direction to the ASI and cadet programs/activities. Detailed guidance for instructors can be found in AFJROTCI 36-2004, *Air Force Junior ROTC (AFJROTC) Instructor Management*.

Summer Leadership School (SLS) Headcount – One of two components used to determine Viability Headcount. Counting SLS attendance from the previous summer towards unit viability is authorized for units whose cadets receive credit for SLS on their student transcripts. (see additional guidance in Special Programs and Activities chapter concerning SLS.)

Viability credit for course *contact* hours (i.e., instructional hours) is authorized as follows:

40 Course Hours	=	0.3 Credit
60 Course Hours	=	0.5 Credit
120 Course Hours	=	1.0 Credit

Number of Cadets X Credit = SLS Headcount

Superintendent (or equivalent) – The official contracted with the Air Force for the establishment and continuation of an AFJROTC unit at a host school within the superintendent's district. Overall responsibility for AFJROTC programs rests with this individual or their designated representative.

Unduplicated Headcount – Used to determine unit funding and additional instructor positions. Each cadet participating in the complete AFJROTC curriculum during the normal school year is counted once (i.e., one nose equals a headcount of one).

Unit Viability – To meet minimum enrollment requirements, units must maintain a Viability Headcount of: a) 10% of the number of students enrolled in the school, or b) 100 cadets; whichever is less. HQ may impose a minimum enrollment requirement for schools with a population of less than 800 students.

Viability Headcount – Duplicated Headcount + SLS Headcount = Viability Headcount