

Chapter 6

PERSONNEL

6.1. Cadet Rank. There are two ranks a cadet may hold. All references to cadet rank will have the word "Cadet" as part of the rank such as Cadet Major Josh Smith. Cadets will wear the appropriate standardized AFJROTC insignia (**Figure 6.1**) on their cadet uniform to represent their rank. Cadets must also know and recognize cadet ranks. The two cadet ranks are:

6.1.1. Permanent Rank. There are two promotion opportunities each year for permanent rank. This rank is also commensurate with the number of years of successful AFJROTC completion that is awarded at the end of second semester, provided satisfactory progress has been made for the entire year. Retention of the permanent rank is contingent upon satisfactory performance and behavior.

6.1.2. Temporary Rank. Cadets will be awarded on cadet orders a temporary rank based on their performance and their cadet job responsibilities. Being a good citizen both in and out of the corps is expected for promotion especially as a cadet assumes senior rank. Since the rank is temporary, it will not necessarily be carried over from year to year since performance determines achieving and retaining rank. Officer ranks are hard to earn and reflect performance, JROTC experience, outstanding citizenship, and the confidence the cadet can assume positions of increased responsibility. Thus, a cadet officer's entire academic record and conduct will be closely scrutinized by the SASI to determine if officer ranks will be awarded and retained. A cadet will wear the cadet temporary rank insignia on their uniform. Usually, cadets will not hold a temporary rank higher than the maximum rank authorized for the job in the FL-955 Unit Manning Document (UMD).

6.1.3. Removal from Position. The purpose of discipline is change of behavior. Normally, if an issue arises the cadet will be given a verbal counseling. If the issue is not resolved than an official written counseling will be given. Then if it is still not resolved, then it goes to the SASI. If still not resolved the SASI will decide on removal from position or even removal from ROTC.

6.2. Hazing. Hazing of cadets will not be tolerated and is **STRICTLY PROHIBITED**. The SASI or ASI will deal harshly with any cadet who uses their leadership position, seniority, or rank to engage in behavior, physical or verbal, that is demeaning, retaliatory, or dangerous for personal gain or "power". **This prohibition includes directing a cadet to do pushups or other physical activities for punishment or directing comments towards a cadet that are cruel, abusive, humiliating, oppressive, harmful, threatening, demeaning, or prejudicial.**


6.3. Horseplay. Horseplay will not be tolerated within AFJROTC. Horseplay consists of hitting, slapping, or any unwanted physical contact and hiding others personal belongings. Upperclassman will not be able to participate in extracurricular activities or be able to be in AFJROTC before school or during lunch for a 9-week period. Freshman will be dealt with on an individual basis.

USAF AND AFJROTC ENLISTED INSIGNIA

Figure 6.1

Grade	USAF Rank	Abbrev/ Address as	USAF Insignia	Cadet Insignia
E-1	Airman Basic	AB- Airman		
E-2	Airman	Amn- Airman		
E-3	Airman First Class	A1C- Airman		
E-4	Senior Airman	SrA- Airman		
E-5	Staff Sergeant	SSgt- Sergeant		
E-6	Technical Sergeant	TSgt- Sergeant		
E-7	Master Sergeant/First Sergeant	MSgt- Sergeant	 	
E-8	Senior Master Sergeant	SMSgt- Sergeant	 	
E-9	Chief Master Sergeant	CMSgt- Chief	 	
E-9	Command Chief Master Sergeant/Chief Master Sergeant of the Air Force	CCMSgt CMSAF- Chief	 	No Cadet Rank

USAF AND AFJROTC OFFICER INSIGNIA

Grade	USAF Rank	Abbrev/ Address as	USAF Insignia	Cadet Insignia
O-1	Second Lieutenant	2Lt- Lieutenant or Sir/Ma'am		
O-2	First Lieutenant	1Lt- Lieutenant or Sir/Ma'am		
O-3	Captain	Capt- Captain or Sir/Ma'am		
O-4	Major	Maj- Major or Sir/Ma'am		
O-5	Lieutenant Colonel	Lt Col- Colonel or Sir/Ma'am		
O-6	Colonel	Col- Colonel or Sir/Ma'am		
O-7	Brigadier General	Brig Gen- General		No Cadet Rank
O-8	Major General	Maj Gen- General		No Cadet Rank
O-9	Lieutenant General	Lt Gen- General		No Cadet Rank
O-10	General	Gen- General		No Cadet Rank

6.4. Cadet Action System. Any cadet who has a problem, complaint, or suggestion can identify it to the SASI/ASI by completing a legible note and give it directly to one of the commanders or instructors. The most important thing in the note is a recommendation on how to fix or improve the problem. Cadets are required to identify themselves since this is the only way to contact you for more information or to inform you of the decision.

6.5. Promotion and Job Assignment System. The cadet promotion system promotes cadets to permanent ranks commensurate with the number of years of successful completion of AFJROTC and to temporary grades. The cadet job assignment system places cadets in jobs where they can show and refine their leadership skills. Promotions and assignments are not based solely on past performance, but on the cadet's potential and willingness to assume jobs of increased responsibility. Good citizenship and compliance with the units' policies is expected for promotion and assignment to leadership positions.

6.6. Responsibilities. The SASI will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from AFJROTC FL-955 UMD positions. The incoming and outgoing Cadet Group Commanders will submit staff job recommendations to the SASI who will approve all key staff and commander assignments.

6.7. Promotion and Job Assignment Selection Criteria:

6.7.1. Academic and Leadership Performance. How well does the cadet perform academically and in the AFJROTC leadership lab? Does the cadet complete assignments, seek out responsibility, and work well with other cadets?

6.7.2. Leadership and Management. How well does the cadet perform assigned cadet duties? Is the cadet considerate? Do they maximize use of their available resources? Can they motivate cadets, or do they do all the work themselves? Do they serve as a good role model? Are they good citizens? Do they manage time well? Have they shown leadership potential? Do they need an opportunity to exhibit leadership potential?

6.7.3. Leadership Development Requirements (LDR) Activities. To what degree does the cadet participate in cadet activities within constraints of work and other obligations? Do they volunteer for community, school, and Units service activities? If they are active in other school activities, do they assume and seek out leadership positions?

6.7.4. Responsibility and Conduct. How well does the cadet accept school and AFJROTC duties and responsibilities? Is the cadet punctual? Does the cadet set the example by adhering to class rules? Can the cadet follow simple instructions? Does the cadet take responsibility for their actions and other cadets assigned to them? Does the cadet serve as a positive role model for other cadets in their conduct, uniform wear, and personal appearance? Does the cadet assume training responsibilities for other cadets? Is the cadet an active spokesman for AFJROTC? Do they display a positive attitude?

6.8. Job Assignment Policies.

6.8.1. Cadets who are proven performers, have JROTC seniority, who have attended SLS, and are ready for senior leadership positions receive priority for assignment to senior cadet staff positions. Key positions will be filled with cadets who have the time and display the commitment to perform duties regardless of their year in high school. Cadets who have clearly demonstrated outstanding performance, leadership potential, and personal excellence will be assigned to commander and other key leadership positions. Leadership development to include leadership seminars will be conducted to improve leadership development in cadets.

6.8.2. Cadets initially assigned to cadet jobs will normally be awarded a rank below the maximum authorized for the job in the FL-955 UMD. This is an incentive for the cadet to continue to perform to be eligible for promotion to the highest grade authorized for the position.

6.8.3. The SASI will select the Cadet Group Commander with recommendations from the current Cadet Group Commander and the ASI. Those who wish to be group commander will submit a letter to the SASI explaining why they should be selected, what have they done for the unit, and who they would select for key leadership positions and why. Only those cadets who have completed SLS will be able to become group commander unless injuries, hardships, or extenuating circumstances prevent them from attending SLS.

6.8.4. The Cadet Group Commander and all other key staff members and commanders will normally serve in their positions for 5 months starting in October and ending in March with a new Cadet Group Commander serving from March until the following October. At completion of first and third grading period, it is time to transition from the old to the new staff, and to plan summer activities such as the Summer Leadership School, Cadet Cadre Training, Summer Leadership School, and the First Year Orientation.

6.8.5. The Personnel Officer will publish and distribute special orders each month, and after the Promotions for Exceptional Performance (PEP) Board in January. Job assignments and promotion training credit will be contained in the August promotion order. Position assignment and grade changes amendments to correct errors and to assign and change jobs will be published as required. Change of Command orders will be published as needed.

6.8.6. As a minimum, cadets promoted to cadet officers and senior noncommissioned officer (E-7 through E-9) must have at least an overall school 2.8 GPA, a 3.0 GPA in their aerospace science courses, and no course failures. Should cadets not meet these standards; the SASI will place them on probation for the next grading period. If the cadet fails to achieve these minimum standards while on probation, the SASI can reduce them in grade and remove them from their cadet job. Cadets can appeal this decision within 10 calendar days of notification to the SASI for final review and action.

6.8.7. As a minimum all other cadets must maintain an overall 2.5 school GPA and pass AFJROTC to be eligible for temporary promotion. If a cadet fails AFJROTC, then they are also ineligible for permanent promotion.

6.8.8. First year cadets who actively participated in Civil Air Patrol, SEA, Army youth programs in documented leadership positions; scouting where they were Eagle Scouts or Gold Award recipients; or attended the FL-955 freshman orientation are eligible for advanced promotion consideration and assignment to leadership jobs.

6.8.9. Cadets who transfer from another JROTC program will assume temporarily their permanent and temporary ranks they had earned in their last unit.

6.8.10. Promotions and job assignments will be announced on CADET SPECIAL ORDERS initiated by the and authenticated and reproduced by the Personnel Officer. Upon recommendation of the Cadet Group Commander, the SASI will approve all orders and no promotions, job assignments, or issue of insignia will occur until the orders are published. All probation letters, suspensions, promotions, demotions, notification letters, and orders will be filed in the office administration file and will be annotated in the cadet's personnel record which can reviewed by the cadet at any time. Cadet records are maintained and secured in the AFJROTC Instructor Office. If a cadet leaves the unit, they cannot hand carry their cadet record, but their gaining unit must request that the cadet's record be sent by mail or electronically to the new unit upon the cadet's enrollment in their program.

6.9. Promotions: Promotions are in the last 2 weeks of each month. Promotions are merit based. To be promotion eligible a cadet must not have 1 uniform miss, "D" or below on their report card, less than 70% activities and no OSS/ISS during the promotion cycle. Once you are promotion eligible you must also meet the OJT requirements and Time in Grade requirements for each grade.

6.10. Cadet Promotions for Exceptional Performers (PEP). The PEP program promotes outstanding cadets ahead of normal grade advancement. The SASI/ASI will select approximately **THREE** truly deserving cadet airmen, and **TWO** noncommissioned officers (NCO). Some factors that are looked at are weighted GPA above 3.5, activity points, and uniform wear. This usually happens after the 1st semester.

6.12. West Nassau High School AFJROTC Varsity Letter: CADETS MUST: Be in good academic standing with no history of disciplinary infractions. Also, must earn the Dress & Appearance Ribbon w/3OLC, earn the Activities Ribbon w/3OLC, earn the Service Ribbon w/3OLC, be a member of at least 1 team for 4 semesters, and earn at least a "B" in AFJROTC. **Cadets will track their own requirements and pass information to ASI when requirements are fulfilled.**

6.12.1. Initial award is the West Nassau High School AFJROTC Varsity Letter that may be worn on the West Nassau High School letter jackets. Follow on awards consist of devices which are attached to the Varsity letter which reflect participation in such AFJROTC activities as archery, color guard, orienteering teams, etc.

6.13. Cadet Awards. The SASI and ASI will determine which cadets will receive AFJROTC cadet awards and AFJROTC sponsored awards based on standards set below.

6.13.1. Outstanding Flight Competition. Competition to determine the best flight will be held each month of the school year and best overall flight for each semester.

6.13.1.1. Competition Factors. The outstanding flight for each competition will be determined based on all-around performance. The following criteria will be used in determining the outstanding flight:

- a. Uniform Wear.....25%
- b. LDR activities.....25%
- c. PT.....25%
- d. Participation in Corps Activities.....25%

6.13.1.1.2. Uniform wear will be determined by the percentage of cadets who wear their uniform on scheduled uniform days.

6.13.1.1.3. LDR will be determined by the flight's average LDR participation.

6.13.1.1.4. PT will be determined by the flight's average PT exercise for the month.

6.13.1.1.5. Participation will be determined by the flight's average participation in unit activities such as community service projects, parades, etc.

6.13.1.2. Each member of the Outstanding Flight for the semester will receive the Outstanding Flight ribbon for wear with his or her uniform and the Outstanding Flight streamer will be attached to the flight's guidon for the following semester.

6.13.2. Outstanding Cadet of the Month (TOP GUN)/Year Award.

6.13.2.1. The SASI and ASI will select the Cadets of the Month/Semester based on the "whole person concept".

6.13.2.2. Recognition. Each of the outstanding cadets will receive a certificate of recognition; maximum publicity in school, community, and Unit publications; congratulatory letter to parents; earn the Superior Performance Ribbon; and priority selection for incentive flights. Additionally, their picture will appear on the AIR WARRIOR TOP GUN recognition wall.

6.13.3. AFJROTC Sponsored and AFJROTC Cadet Awards. All awards come with medal, certificate and ribbon.

AWARD	CADET MUST:
Valor	<p>GOLD: Do Voluntary Act of Bravery and Self Sacrifice Involving Conspicuous Risk of Life Beyond Call of Duty</p> <p>SILVER: Do Voluntary Act of Heroism which Does Not Involve Risk of Life</p>
Humanitarian	Do Humanitarian Act above Call of Duty
Community Service Excellence	Significant Leadership in Major Unit Community Service Project
Air Force Association	<p>Excel in Position of Responsibility</p> <p>Exhibit Strong Attitude; Exemplary Personal Appearance, Personal Attributes, and Courtesy; and Show Growth Potential</p> <p>Be an Outstanding Cadet and in Upper 5% of AS Class</p> <p>Be in Upper 10% of High School Class</p>
Daedalian	<p>Be Patriotic and Want to Serve Country</p> <p>Show Leadership Potential and Want to Serve in Military</p> <p>Be in Upper 10% of AS Class, 20% of School Class</p>
Daughters of the American Revolution (DAR)	<p>Be in Upper 25% AS and High School Class</p> <p>Be Dependable with Good Character, Disciplined, a Strong Leader, and Committed to Importance of AFJROTC Training</p>
American Legion Scholastic	<p>Be in Upper 10% of High School Class</p> <p>Be in Upper 20% of AS Class</p> <p>Demonstrate Leadership and Participate in Student Activities</p>
American Legion General Military Excellence	<p>Be in Upper 25% AS Class</p> <p>Demonstrate Outstanding Leadership, Discipline, Character, and Citizenship</p>
Reserve Officers Association (ROA)	<p>Have a Positive Attitude, Outstanding Personal Appearance, Character, Courtesy, Growth Potential, and Strong Ethics</p> <p>Be in Upper 10% of AS Class</p>
Military Officers Association (MOAA)	<p>Be Academically in Good Standing</p> <p>Exhibit High Morals and Loyalty</p> <p>Have Exceptional Military Leadership Potential</p>

Veterans of Foreign Wars (VFW)	Show Positive Attitude towards AFJROTC Have Outstanding Military Bearing and Conduct Have Strong Positive Character Be Patriotic with Leadership Potential Have "B" in AFJROTC and "C" in All Other Classes in Previous Semester Be Active in Student Activities
Daughters of War of 1812	Academic Excellence, Leadership, Patriotism Military Discipline, Dependability
National Sojourners	Be in Upper 25% of High School Class Encourage and Demonstrate Americanism Show Leadership Potential
Scottish Rite, Southern Jurisdiction	Encourage Americanism Through Community Service and Extracurricular Activities In Top 25% of High School Class Be Dependable, Have Good Character, Be Self Disciplined, Be a Good Citizen, and Be Patriotic
Military Order of the Purple Heart	Show Positive Attitude towards Country and AFJROTC Be an Outstanding Corps Leader Be Active in School and Community Have "B" in All Subjects for Previous Semester
Sons of the American Revolution (SAR)	Currently Enrolled in AFJROTC In Top 10 % of AS Class and In Top 50% Overall Class
Military Order of World Wars (MOWW)	Excel in All Academics and Military Training Actively Participate in Extracurricular Activities Want to Serve Country and to Continue in AFJROTC
American Veterans (AMVETS)	Possess Positive Attitude, Outstanding Personal Appearance and Personal Character, and Officer Potential Have "A" in AS I and "C" in all Classes at Time of Selection and Presentation
Air Force Sergeants Association (AFSA)	Be in Top 25% of AS Class Show Outstanding Leadership, Discipline, Character, and Citizenship
Tuskegee Airman Award	“B” in AS Class with Good Academics Active in Corps Activities Active in Community Service Events

The Retired Enlisted Association (TREA)	Exceptional Leadership Serving in an Enlisted Rank
Celebrate Freedom/ Embry Riddle	Possess highest personal and ethical standards Courteous demeanor and Growth Potential
Air Commando Award	Possess the 13 critical attributes of success of the AF Special Operations Mission
Distinguished Unit Award (All Cadets)	Be Satisfactorily Enrolled in AFJROTC at WNHS During Period Outstanding Rating is Valid
Outstanding Organization	Be Satisfactorily Enrolled in AFJROTC at WNHS During Period Outstanding Rating is Valid
Outstanding Flight (All Cadets)	Be Assigned to Outstanding Flight during Designated Academic/Training Period
Top Performer Award	AFJROTC Inspector will be select cadets for Outstanding contributions to AFJROTC
Outstanding Cadet (One Cadet from Each Class)	Show High Morals, Outstanding Military Potential, and Positive Character Attain Academic and Military Excellence
Leadership (5% of Cadets Eligible)	Be Assigned and Excel in Leadership Position Exhibit Outstanding Performance
Superior Performance (All Cadets)	Render Outstanding Achievement or Meritorious Service for AFJROTC for a Single or Sustained Act of a Superior Nature (Cadet of the Month)
Achievement (5% of Cadets)	Accomplish Documented Significant Achievement for Corps, Community, or School
Academic (All Cadets)	Achieve average of “B” in all classes for the first 3 semesters. Awarded once per year.
Leadership School (All Cadets)	Successfully Complete CLC. Bronze Star as cadre for each year Silver Star for Outstanding Cadet at SLS.
Special Teams Competition (All)	Awarded to team members for placing in top 3 in Orienteering, Archery, or Raider’s competition
All-Service National Ribbon (All)	Compete in All-service National Competition

Air Force National Ribbon (All)	Compete in Air Force National Competition
Orienteering Ribbon (All)	Be Member of Team who Competes in and finishes 2 Orienteering Meets per Semester
Leadership Development Requirement (All)	Demonstrate Exceptional Leadership as Project Officer for AFJROTC LDR Activity (Dining Out, Military Ball, Archery, etc)
Drill Team Ribbon (All)	Know the 30 Command Drill Sequence and Satisfactorily Lead 30 Command Drill Sequence at CLC Silver Star if in top 10% in CLC
Color Guard Ribbon (All)	Participate in 5 Color Guard Events
Saber Team Ribbon (All)	Participate in 3 Saber Team Event
Marksmanship Ribbon (All)	Participate in the Marksmanship Program and shoot archery in state finals.
JLAB Ribbon	Be a team member in a JLAB Competition
Raiders Team Ribbon (All)	Compete in 2 Raiders Competitions
Good Conduct	Have No OSS/ISS for academic year 1 per year.
(All Cadets) Service (All)	from WNHS Staff or Faculty Achieve 10 community service hours, Show Distinctive Performance in School, or Community Events
Health & Wellness (All Cadets)	Participation earns ribbon. 1 per year. For PFT 3 times per year can year can earn additional ribbon w/ either a bronze, silver or gold device
Recruiting (All Cadets)	Enroll a Quality Cadet or Serve as Member of Cadet Recruiting Team at Middle School or High School or other Recruiting Forum
Activities (All Cadets)	Participate in 70% of LDR/ Extracurricular Events
Attendance (All Cadets)	Have No more than 3 Absences per academic term. 1 per year.

Dress and Appearance (All Cadets)	Wear Uniform on All Designated Uniform Days and Conform with Dress and Appearance Standards in a Semester NO UNEXCUSED FAILURE TO WEAR UNIFORM
Longevity (All Cadets)	Successfully Complete Aerospace Science Course
Bataan Death March Ribbon	Complete 14-mile hike Support local non-profit organization
Patriotic Ribbon	Participation in 3 flag raising events or Flag ceremonies
Kitty Hawk Air Society (All)	Be Inducted into KHAS
AEF Academic Cadet (Rising Jr and Sr Cadets)	Attain an Overall 3.3 Grade Point Average unweighted with No Grades Below "C" on Transcript
Distinguished AFJROTC Cadet	Possess High Morals, Demonstrate Positive Personal Attributes, Display Outstanding Military Potential, and Maintain Academic and Military Excellence Be Awarded Achievement, Leadership, Superior Performance, Academic, Cocurricular Leadership, and Service Ribbons
Aviation Ground School Badge	Complete the FAA Private Pilot Practical Test
Flight Solo Badge	Possess a solo flight certificate
Flight Certificate Badge	Highest aviation badge awarded to cadet who possess a valid FAA pilot's certificate