



NAME: \_\_\_\_\_

FLIGHT: \_\_\_\_\_



# DURANGO HS

## NV-941

### CADET GUIDE

### SY 2024-2025

**SEMPER SUPRA** **"ALWAYS ABOVE"**

**The Symbol**  
First used in 1961, the Delta symbol honors the heritage of the USAF and Space Command

The silver outer border of the delta signifies defense and protection from all adversaries and threats emanating from the space domain. The black area inside embodies the vast darkness of deep space.

Inside the delta, the two spires represent the action of a rocket launching into the outer atmosphere in support of the central role of the Space Force in defending the space domain.

The four beveled elements symbolize the joint armed forces supporting the space mission: Air Force, Army, Navy and Marines.

In the center of the delta is the star Polaris, which symbolizes how the core values guide the Space Force mission.

UNITED STATES  
**SPACE FORCE**

***Lt Col Jason W. Kimbel Senior Space Science Instructor***

***CMSgt Timothy V. Jordan, Space Science Instructor***

***MSgt Jice Orr, Space Science Instructor***

Durango HS AFJROTC/SFJROTC, 7100 W. Dewey Dr., Las Vegas NV 89113

Ph. 702-799-5850 ext. 4068

## **PREFACE**

- i. Table of Contents
- ii. Listing of Attachments
- iii. Purpose of this guide
- iv. Letter from the Principal and instructors

## **TABLE OF CONTENTS**

### **SECTION-1, GENERAL INFORMATION**

1. General Information
  - 1.1. SFJROTC Program Vision
  - 1.2. Cadet Classification
  - 1.3. Cadet Eligibility/Enrollment Status
  - 1.4. Benefits of Successful Completion of SFJROTC
  - 1.5. Career and Technical Education (CTE)

### **SECTION-2, NV-941 Policies**

2. NV-941 Policies
  - 2.1. Removal from the Program
  - 2.2. School Area Policies
  - 2.3. Instructor Office Policies
  - 2.4. JROTC Classroom Policies
  - 2.5. JROTC Classroom Policies (Non-Instruction)
  - 2.6. Logistics Area
  - 2.7. Clothing and Equipment Policies
  - 2.8. Weapon Policies

### **SECTION-3, Corps Operations**

3. Corps Organization
  - 3.1. Chain of Command
  - 3.2. Cadet Chain of Command
  - 3.3. NV-941 Positions Descriptions
4. Classroom Operations
  - 4.1. Flight Designations
  - 4.2. Beginning of Class Procedures
  - 4.3. Classroom Protocols
  - 4.4. Office Reporting-In Procedures
  - 4.5. Military Science Knowledge
5. Promotions
  - 5.1. Promotion Philosophy
  - 5.2. Rank and Progression in the Corps
  - 5.3. Promotions System Scoring and Eligibility
  - 5.4. Demotions (Reduction In Rank)
6. Awards Program
  - 6.1. Introduction
  - 6.2. National Awards
  - 6.3. Non-National and other Local Awards
  - 6.4. Annual Unit Awards
  - 6.5. JROTC Ribbons and Badges

- 6.6. Outstanding Flight Competitions
- 6.7. Cadet of the Quarter Award
- 6.8. Durango HS Varsity Letter Program

### **SECTION-4, Cadet Expectations**

7. Cadet Conduct
  - 7.1. Cadet Responsibility
  - 7.2. Inappropriate Cadet Behavior
  - 7.3. Prohibition on Physical Discipline and Hazing
  - 7.4. Unauthorized Clubs and Bullying
  - 7.5. Military Courtesies & Saluting
  - 7.6. Public Display of Affection (PDA)
  - 7.7. Excellence/Discipline Reporting System (AETC Form 341)
  - 7.8. Cadet Disciplinary Board
8. Academics
  - 8.1. NV-941 Academic Objectives
  - 8.2. Curriculum
  - 8.3. Cadet Guide
  - 8.4. Grades
  - 8.5. Assignments and Examinations
  - 8.6. Citizenship Grading
  - 8.7. Curriculum in Action (CIA)/Field Trips
9. Uniform wear and Grooming Standards
  - 9.1. Introduction
  - 9.2. Appearance Standards
  - 9.3. Uniform Wear (All Genders)
  - 9.4. Male Uniform Wear
  - 9.5. Female Uniform Wear

### **SECTION-5, Corps Activities**

10. Events and Leadership Development Requirements
  - 10.1. Introduction
  - 10.2. Tier I (STEM Based)
  - 10.3. Tier II (Activity Based)
  - 10.4. Tier III (Unit Based)
11. Extra-Curricular Corps Events
  - 11.1. Introduction
  - 11.2. Military Ceremonies, Formations, and Events
  - 11.3. Fundraising
  - 11.4. Other Corp Events

## 11.5. Community Service

### ATTACHMENTS

1. Cadet Male Hair Grooming Standards
2. Cadet Female Hair Style Examples
3. Authorized Female Ponytails/Equivalent And Long Braid(s) Examples
4. Unauthorized Female Ponytails/Equivalent Examples
5. Authorized Space Force JROTC Badges and Insignia
6. Authorized Space Force JROTC Badges and Insignia
7. Space Force JROTC Rank Insignia
8. Cadet Male Headgear
9. Cadet Female Headgear
10. Cadet Beret Headgear
11. Cadet ABU Male and Female
12. Cadet ABU and OCP Headgear
13. Cadet Light Weight Blue Jacket
14. Cadet Male Service Dress
15. Cadet Female Service Dress
16. Cadet Male Blue Shirt
17. Cadet Female Blue Shirt
18. Space Force JROTC Blue Shirt
19. Semi-Formal Dress Uniform
20. Sample Exhibition Uniform
21. Sample Exhibition Uniform
22. Sample Uniform Pictures
23. Sample Uniform Pictures
24. Military Chain of Command
25. Civilian Chain of Command
26. NV-941 Cadet Chain of Command
27. Rank Insignia of the Space Force
28. Rank Insignia of the Air Force
29. Rank Insignia of the Army
30. Rank Insignia of the Navy
31. Rank Insignia of the Marines
32. Rank Insignia of the Coast Guard
33. Phonetic Alphabet
34. Cadet Creed
35. Durango NV-941 Historical Information
36. Flag Information
37. Misc. Information
38. Air Force Junior ROTC Ribbon Chart

## **PURPOSE OF THIS GUIDE**

The NV-941 Cadet Guide is intended as a reference for cadets and highlights expected conduct, actions, responsibilities, and obligations. All cadets are expected to know, understand, and comply with all unit policies and procedures that are outlined in this guide. This guide will be updated as unit and headquarters guidance changes. Cadets are always expected to stay informed and meet the guidance provided by the program. Ignorance is not an acceptable excuse for failure to comply with unit directives. This cadet guide may not cover every possible situation that a cadet may encounter. In those situations, it is expected that a cadet will use common sense and good judgment. If there are any questions about the cadet guide contents or direction, cadets should use their chain of command for assistance. If the cadet still has questions, they should feel free to contact one of the instructors.

This guide will include references from AFJROTCI 36-2010, the AFJROTC Operational Supplements, AFI 36-2903, AFMAN 36-2203, the AFJROTC Curriculum Guide, and any associated AFJROTC policy letters and references. If the Cadet Guide needs to be updated during the school year due to significant policy changes or directives, the information will be edited as appropriate within the guide and cadets will be notified of the details of the changes.

This guide may be replicated in hard copy form, however, realize that at nearly 100 pages it is a large document to print. Cadets should have permission from a parent or guardian before proceeding to print the document.

**NV-941**

**ESTABLISHING  
SUPREMECY**

**LEAVING  
A LEGACY**

# **Nevada 941 Space Force Junior ROTC – Durango High School**

## **MESSAGE FROM THE PRINCIPAL**

Welcome to the 2024-2025 school year at Durango High School! I want to, first and foremost, thank you for your interest in our SFJROTC program. Your dedication to our school, community, and country demonstrates your strong character, leadership, and integrity. I am proud to share that Durango High School has the only Space Force JROTC unit in the Clark County School District. In addition, our unit is also the first U.S. Space Force (USSF) JROTC in the state of Nevada. My expectation is that you utilize the opportunities provided to you, throughout your time here at Durango High School, to continue to grow your leadership skills and expand them in service to others.

Synergy, communication, and trust are backbones of high performing teams. We, at Durango High School, look forward to all of the amazing contributions you will make across the student community. We hope that you will engage those around you in a shared philosophy of service, gratitude, and commitment to others and our country.

Please know that I am personally committed to supporting you and your unit, and I wish you all success throughout your time here at Durango High School and beyond. GO BLAZERS!

Committed to Excellence,

Stacie Nelson  
Principal

## **MESSAGE FROM THE STAFF**

Our program is focused on providing cadets an opportunity to learn skills that will hopefully propel them to future success. The cadet guide is the foundation of our program and was prepared to establish a standard of performance and a personal reference source for all cadets of NV-941. This guide will allow all cadets to work toward common goals of high achievement, teamwork, and esprit de Corps. We are confident that having common goals and standards will encourage all cadets to willingly and actively work for the betterment of Durango High School, the unit, and yourselves. Our total efforts while working together can only result in one of the finest units and programs.

As a part of the unit standards and for your guidance, you will always follow the honor code, in or out of uniform, on- and off campus.

### **HONOR CODE**

**“I will not lie, cheat, or steal,  
nor tolerate anyone who does.”**

Each cadet is morally obligated to uphold the standards set by this honor code. To fail in this, to allow fellow cadets to lower the integrity of the Corps of Cadets, is to tolerate dishonor. The Honor Code belongs to each cadet. The code also applies to policies and regulations set by the Clark County School District, Durango High School Administration, and the Space Force JROTC Department. Cadets should remember they are a member of the finest Space Force JROTC unit in the world. This is an unbeatable combination!

INSTRUCTOR STAFF  
NV-941

## SECTION -1

# GENERAL INFORMATION

# CHAPTER-1 GENERAL INFORMATION

## 1.1. SFJROTC Program Vision:

### SFJROTC Mission:

To Develop Citizens Of Character

### SFJROTC Objective:

Instill in cadets the values of Citizenship, Service to the United States, Personal Responsibility, and Sense of Accomplishment

### SFJROTC Core Values:

Character, Connection, Commitment, and Courage

The SFJROTC Program will enable cadets to:

- Develop a high degree of strong morals, self-esteem, self-reliance, personal appearance, and leadership.
- Adhere to the Space Force core values of character, connection, commitment, and courage.
- Increase their understanding of patriotism and responsibilities as US citizens.
- Participate in service activities in support of the local community.
- Expand their skills of critical thinking and problem solving, communication and collaboration, and creativity and innovation.
- Recognize the importance of attention to detail, ensuring cadets address both micro and macro elements of tasks.
- Demonstrate military customs, courtesies, and traditions and develop habits of order, discipline, and social skills.
- Acquire a broad-based knowledge of aerospace studies and leadership education.
- Strive to graduate from high school and prepare for college and careers in the 21st century.
- Cultivate a commitment to physical fitness and a healthy lifestyle.

## NV-941 SFJROTC Unit Goals for SY2025:

### Cadet Impact Goals

---

---

---

### School Impact Goals

---

---

---

### Community Impact Goals

---

---

---

## 1.2. Cadet Classification

- **1st Year Cadet:** Any cadet in the first year of the program. They can be in any school grade 9-12. 1st Year cadets are also referred to as **NOVICES** until the end of year parade.
- **2nd Year Cadet:** Any cadet who has previously completed one year of JROTC. They can be in school grades 10-12. 2nd Year cadets are also referred to as **VETERANS**.
- **3rd Year Cadet:** Any cadet who has previously completed two years of JROTC. They can be in school grades 11-12. 3rd Year cadets are also referred to as **VETERANS**.
- **4th Year Cadet:** Any cadet who has previously completed three years of JROTC. 4th Year cadets will be grade 12. 4th Year cadets are also referred to as **VETERANS**.

## 1.3. Cadet Eligibility/Enrollment Status

### Eligibility

Basic Eligibility:

- Must be enrolled at Durango High School
- Must be in good academic standing
- Must in good behavioral standing
- Must be physically qualified

### Regular Cadet Enrollment

A regular cadet receives both Space Force and CCSD credit and may participate in all scheduled activities sponsored by the Unit. The Standards for Regular Cadets include:



- The cadet meets the Eligibility Requirements
- The cadet wears the issued uniform as specified
- The cadet complies with Space Force grooming standards

### **Reserve Cadet Enrollment**

Reserve cadet status will be addressed/used on a case-by-case basis. If used, it will be done in accordance with AFJROTCI 36-2010.

### **Special Cadet Enrollment**

A special cadet receives only school district academic credit and may not participate in any activities other than school scheduled Space Force JROTC class sessions. Special cadets may be allowed to re-enroll at the discretion of the Senior Aerospace Science Instructor (SASI).

### **Transfer Cadet**

Transfer of cadets from any other JROTC unit or program may be permitted with full credit for training completed in the previous program. The cadet will initially be awarded one rank lower than was previously held. Officer rank will be handled on a case-by-case basis.

## **1.4. Benefits of Successful Completion of SFJROTC**

There are **two (2)** types of **Certificates** that may be awarded to a cadet who completes at least two years of JROTC: The Certificate of Training or the Certificate of Completion. Considerations for these awards are given to total performance, attitude and involvement in school and unit activities, as well as uniform wear. The final determination for awarding either of the above certificates is determined by the Senior Aerospace Science Instructor. These certificates are awarded to each cadet one time only immediately prior to graduation. Duplicates will not be issued.

**Certificate of Training:** This certificate is presented to cadets in good standing who **successfully complete at least TWO years**, but less than three full years of the

course requirements. This certificate is awarded to a cadet based on their compliance with all course and program requirements as discussed above.

**Certificate of Completion:** This certificate is presented to cadets in good standing who **successfully complete all course requirements for THREE full years** of the program. The benefits that a cadet is offered for receiving this certificate include:

- Accreditation for the General Military Course (requested from the professor of Aerospace Science, at Senior ROTC detachment of enrollment or the first year of another service Senior ROTC.)
- If the cadet enlists in the armed forces, they may receive promotions based on this certificate. Promotions vary per service.

In addition to these certificates, graduating cadets are also eligible for available Durango SFJROTC scholarships.

## **1.5. Career and Technical Education (CTE)**

In 2018 CCSD, in partnership with Nevada Department of education and military services JROTC, was included in CTE for the purpose of developing career and technical standards and assessments in a collaborative effort. As found in the CTE State Military Science Standards, Durango HS and CCSD catalogs, CTE applies to cadets enrolled in Military Science I, II, III and III-Honors courses (currently 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year cadets).

The standards are designed to clearly state what cadets should know and be able to do upon completion of an advanced high school military science program. It is designed for a 3-credit course sequence that prepares cadets for a technical assessment directly aligned to the standards that will be given **at the end of the 3<sup>rd</sup> year**. **Cadets who pass this assessment will be given a CTE stamp on their High School Diploma.** At this time there will be no grade impact on those cadets who fail to receive a passing score on this assessment.

## SECTION-2

# NV-941 Policies

## CHAPTER-2, NV-941 POLICIES

### 2.1. Removal from the Program

A cadet may request **voluntary** removal from the SFJROTC program. To be moved from Military Science and placed into an alternate elective, **a valid written request for release must be provided to the instructors that is EMAILED by a parent or guardian.** Depending on factors such as timing and elective availability, a cadet may not be moved until the start of the next quarter.

A cadet may be **involuntarily** dis-enrolled from the SFJROTC program for the following reasons:

- **Academic:** Excessive number of assignments not completed, or a 'D' or 'F' SFJROTC grade
- **Attendance:** Excessive absences from Military Science Class
- **Behavior:** Failure to maintain acceptable course standards, inaptitude, indifference, disciplinary reasons, or reason involving undesirable character traits
- **Non-Uniform Day (NUD) Wear:** Excessive number of days missed wearing the proper uniform

If a cadet is dis-enrolled, they cannot earn any certificates for participating in JROTC for academic or future military purposes as discussed in Paragraph 1.4.

Cadet removal process for **Academic** or **Attendance** reasons is as follows:

- **First Offense:** Official notification to the cadet and parent/guardian of the concern and that they are at risk of being removed from the program.
- **Second Offense:** Notification to the cadet's parent/guardian and cadet's counselor of the concern and that they are in danger of being removed from the program.
- **Third Offense:** If the situation has not been rectified to the instructors' satisfaction, the cadet's parent/guardian and counselor are notified of formal cadet removal.

Unless under extenuating circumstances where the offense is sufficiently grievous directing immediate cadet removal, cadet removal process for **Behavior** reasons is as follows:

- **First Offense:** Official notification to Cadet either through AETC Form 341, official memorandum, or Cadet Disciplinary Board.

- **Second Offense:** If appropriate, a Cadet Disciplinary Board will be held. Parents will be notified of the issue and informed of potential removal from the program. Counselors and Administrative staff are also notified if necessary.
- **Third Offense:** The cadet's parent/guardian and counselor are notified of formal cadet removal.

Cadet removal process for **Non-Uniform Wear** reasons is as follows:

- **First NUD Offense:** Official notification to Cadet through AETC Form 341.
- **Second NUD Offense:** Notification to the cadet's parent/guardian of the concern and that they are in danger of being removed from the program.
- **Third NUD Offense:** A Cadet Disciplinary Board will be held. If necessary, the cadet's parent/guardian and counselor are notified of formal cadet removal.

All appeals must be made through the Principal and/or designated administrative official, however the SASI has final authority.

### 2.2. School Area Policies

To sustain an academic environment conducive to learning on campus, Durango High School focuses on simple, yet important, standards for dress code, tardiness, public display of affection, language, and cell phones/earbuds/headphones. It is Durango High School's desire to cultivate a learning environment on campus that recognizes that there is an appropriate time and a place for certain types of clothing, certain types of items, and certain types of behavior. Cadets must remember that although procedures in the JROTC area are often different from other classrooms, all Durango High School policies still apply.

### 2.3. Instructor Office Policies

- **The Instructors' Office is not a primary pathway between Rooms 406 and 410.**
- The instructors' office is not a break area.
- Cadets should not arbitrarily enter the instructors' office nor interrupt unless urgent business must be discussed.
- During lunch periods cadets should not enter the instructors' office unless on official business that cannot wait until class or after school.
- No cadet will sit in or use any instructor's office chair or desk unless given specific permission.

- If no instructor is present, cadets should remain out of the office.
- Cadets should not attempt to answer the telephone unless directed by an instructor.

#### **2.4. JROTC Classroom Policies**

- Cadets must not leave personal items in the classrooms overnight.
- Cadets must not loiter in the areas at times other than authorized. Cadets must not loiter outside the JROTC classrooms should they be excused from other classes with or without passes unless they are requested by the instructors. The instructors will make advanced arrangements with the teachers should the need arise. This is to protect the instructors' privilege to call cadets when they are really needed.
- Cadets or Cadre will not stand in the open doorways leading to the office.
- Cadets are strongly advised to use the restroom during the regular scheduled breaks between classes. Restroom passes given during class periods will be limited.
- Only instructors and cadre are allowed to use the aisle on the right side of the classrooms or the area in front of the desks. Cadets may only enter these areas when given permission.
- Cadets will only exit and enter their desks from the left side. Under no circumstances will a cadet cross over a desk to move from one aisle to the other or to enter their desk. If a cadet must go to another aisle, they will do so at the back of the room.

#### **2.5. JROTC Classroom Policies (Non-Instruction)**

- The classrooms will not be used by Durango students as a lounge or place to loiter. It may be used by cadets enrolled in the program as a place to socialize. If other students want to use the facility, they should join the program.
- Excessive noise will not be tolerated. The ranking cadet present will be held responsible for all cadets' conduct anytime the classroom is being used for socializing. There will be no horseplay (wrestling, jumping around, throwing items, yelling, etc.).
- Cadets will not write or mark on the boards in the classrooms unless they are authorized to do so by the SASI or ASI.

- Cadets will not disturb the instructor's instructional material. This applies to material left on the lecture stand and table in the classroom, or any material found in Canvas and/or Google Classroom.
- Cadets will not touch the smart monitor, TV, computer, or any other audio/visual equipment unless permission is given by the instructor.
- Cadets must leave the classroom exactly the way they found it, clean and organized!
- Cadets using provocative or abusive language will be disciplined and asked to leave the classroom at once.

#### **2.6. Logistics Area**

The logistics area in the back of the instructor office is used for government property storage. **NO ONE** is allowed in this area except on official business. The only exception to this policy will be during team practices when team equipment will be obtained. Team commanders must make sure that the entire area has been picked up and everything is put back (neatly) after every practice session. **There will be no changing of clothes or storing of personal items** such as the uniform, PT gear, books, etc. in this area, or will it be used as a workplace or lounge without the **PERMISSION OF AN INSTRUCTOR**. Absolutely no eating in this area!

#### **2.7. Clothing and Equipment Policies**

Protecting government property is everyone's responsibility. The entire uniform, except for shoes, socks, and undershirt are loaned to cadets by the United States Space Force. All other equipment used by the SFJROTC program belongs to or is the responsibility of Durango High School.

If a cadet needs to sign-out an item of equipment, they will sign the items out in Destiny. Each item then becomes the cadet's responsibility. Should the cadet willfully lose or negligently destroy the item, they will be required to pay for it. Replacement cost will be reflected in Destiny.

One complete Space Force uniform with all accessories and insignia will be issued to every cadet enrolled in the program once they meet the required standards. Cadets will sign a **SFJROTC Cadet Hand Receipt** where the cadet acknowledges the uniform items they have been given. The uniform items will also be scanned into CCSD's Destiny database under the cadet's name to ensure the correct items issued are returned at the end of

the year and to allow the proper fines to be issued to the cadet if they are not returned. The Space Force uniform must be **DRY CLEANED** and returned at the end of the year or when the cadet leaves the program. In the event of loss or damage, the cadet will be expected to pay a replacement cost for the uniform. A cadet will not be awarded the SFJROTC Certificate of Completion or Training Certificate unless all items and equipment have been returned or paid for.

To avoid unnecessary expenses to the cadet and/or delay of diplomas, the following suggestions are offered to cadets:

- Do not leave uniform items in unlocked or unattended lockers.
- Do not lend the uniform or items, to anyone; *this includes Corps hoodie, shirt and shorts.*
- Do not leave your uniform in classrooms.
- Be alert for uniform items and equipment left or misplaced by other cadets. If found, immediately turn the items in to the logistics/supply cadet officer, or the SASI/ASI.
- Uniform items that become worn or unserviceable should be turned in to the instructor as soon as possible. If uniform items no longer fit, they should be exchanged prior to uniform day, **No Exceptions!**
- Uniform Day will be designated each week. Should your uniform need cleaning, allow enough time to get it cleaned and back in time to wear it when required. Excuses like, "My uniform is in the cleaners or at another parent's house," or, "My mom forgot to pick up my uniform from the cleaners" are **not valid excuses** for not wearing the uniform on specified uniform days. Such a situation shows a lack of responsibility and poor planning.
- If a cadet transfers from Durango High School to another school, the SFJROTC Unit will request that the cadet's transcripts not be forwarded to the new school until issued items have been turned in or paid for and all debts are cleared.

## 2.8 Weapon Policies

### Weapons Issue:

Only team commanders and deputies will issue weapons (rifles/swords) from the weapons storage area. Under no circumstances will a weapon be removed from the designated drill area unless the cadet is accompanied, and has permission, of one of the instructors. Each team member and two alternates will be issued one rifle. The rifles are not capable of firing ammunition; and therefore, cadets will not have access to live weapons or ammunition.

### Care and Handling:

Weapons must be carried from place to place at **port arms**. Under no circumstances will a cadet misuse the assigned weapon. Any misuse or improper handling will result in a cadet's withdrawal from the team and if necessary, face disciplinary actions. Misuse or improper handling includes but is not limited to breaking or losing a rifle due to negligence or carelessness, striking a person or object, or pointing the rifle at another person. Blind tosses are prohibited; rifles will not be thrown around for any reason except for below-the-head or lateral exchanges. No modifications will be made to any rifle without specific authorization from the SASI/ASI. When transporting weapons, they must be covered or placed in a concealed case.

### Security:

When weapons are not used, they must be properly secured in the weapons storage cabinet. The weapons will be physically counted each time the cabinet is secured. When the safe is opened, the issuing commander will sign the **SF702** highlighting that the safe has been opened. When the last rifle has been secured, the commander will close the safe and again sign the SF702 acknowledging that the safe has been secured. When the weapons are out of the storage cabinet but not actually in the personal possession of an assigned team member, they will be field stacked and guarded. The team commander is responsible for counting weapons before and after each performance and after each transport. Weapons will never be left unguarded when not in the storage cabinet. Team members should know the weapon number they are assigned because they are responsible for that weapon while it is in their possession.

## SECTION -3

# Corps Operations

## CHAPTER-3, CORPS ORGANIZATION

### 3.1 Chain of Command

Every organization has some type of Chain of Command. The Chain of Command provides a mechanism for communications to be moved throughout the organization (both up and down) as well as highlighting authorities when orders or instructions need to be given. It also shows where each member fits in the organization and who has responsibility over each section, specific personnel, etc. A commander, director, owner, etc. is at the top, with subsequent personnel 'levels' broken out as you progress down the Chain. Each level usually has its own 'boss' with ownership of tasks that fit in the larger organizational structure.

Every organization sets up and handles the Chain of Command differently. In the military, the Chain of Command is very formal. Orders will come down through the Chain of Command and members are expected to follow them. Communication travels both up and down the chain with most interaction occurring with those members immediately above and below an individual.

JROTC Units have a unique Chain of Command because of the relationship between JROTC Headquarters and the School where the unit is located. This primarily impacts the Instructors. The Chain of Command for cadets on the other hand is relatively stable and straight forward and is executed like most military units.

When dealing with official Corps issues, cadets should first contact the appropriate Commander in the role above them. If their issue pertains to that individual, the preference is to still start with that person to try and resolve the problem, but if that can't be accomplished the cadet is able to take the issue to the next level of the Chain of Command.

Cadets are **NOT** prohibited from skipping the Chain of Command (such as going directly to the Space Delta Commander for example), however if there is no reason to do so the Commander will direct the cadet to discuss with their immediate supervisor.

For issues that are outside official Corps business, a cadet is able to come directly to an Instructor to discuss their problem. If the instructor feels that the issue can be handled within the Corps Chain of Command, they will

direct the cadet to discuss with their supervisor. If the cadet is not content with the Instructor's actions, they can go above the instructor in the Chain of Command per Durango Policies and Procedures.

As discussed earlier, the Instructors are part of two separate Chain of Commands. The first begins with the President of the United States and finishes with the Instructors via the JROTC Headquarters. This Military Chain of Command can be seen in **Attachment 24**. The second Chain of Command begins with the Superintendent of the Clark County School District and finishes with Durango High School Administrative Staff. This Civilian Chain of Command can be seen in **Attachment 25**.

The NV-941 Cadet Chain of Command starts with the three Commanders and is laid out in the Cadet Organization Chart discussed starting in Paragraph 3.2

### 3.2 Cadet Chain of Command

The generic NV-941 Cadet Chain of Command is shown in Attachment 26. The unit is led by three Commanders. Each Commander is responsible for a distinct function that is needed for the unit to function properly. Each Commander has Officers and NCOs to execute the responsibilities of each portion of the unit. There are **18 Corps Officers** within the unit, each with a **Command Chief, Superintendent, or NCOIC**. The responsibilities associated with each position listed on the organizational chart and their nominative ranks are covered in detail starting in Paragraph 3.3 below. Each cadet must know all the job descriptions as they relate to the organizational chart to gain a complete understanding of how various functions relate to the mission of the unit.

### 3.3 NV-941 Position Descriptions

#### Space Delta Commander (C/Col):

The NV-941 Space Delta Commander is **responsible for all the cadets in the Corps**. They are the 'face' of the Corps and must track the appearance and efficiency of the entire unit. Through the Squadron Commanders, they oversee all the flights in the unit. The Space Delta Commander **tracks cadet progress in academics, athletics, and drill** to ensure all cadets are meeting NV-941 standards. They are responsible for unit moral, ensuring Corps Nights and other events and activities are

offered to the cadets of the Corps. Additional responsibilities include Recruiting and Retention and leading the Cadet Leadership Course (CLC).

#### **Garrison Commander (C/Col):**

The NV-941 Garrison Commander is **responsible for the overall command and control of NV-941**. This includes making sure operations are running smoothly, concerns of the cadets are heard, and all tasks and suspensions are being accomplished. The Garrison Commander leads the majority of the Corps Staff which is responsible for the day-to-day operations of the unit. The Garrison Commander is responsible for the cadet goals being accomplished and running Staff Meetings to allow the Corps to share concerns and track the Unit's progress.

#### **Star Delta Commander (C/Col):**

The NV-941 Star Delta Commander is **responsible for the academic, athletic, and drill training of the Corps**. For those cadets struggling to meet standards, the Star Delta Commander ensures cadets can receive additional training through tutoring, after school PT, or after school drill practices. The Star Delta Commander oversees the academic and drill teams established by the Corps. This includes managing and deconflicting schedules, establishing practices, and tracking equipment. The Star Delta Commander is responsible for the advertising of the various teams to the cadet Corps and recruiting members throughout the year.

#### **Executives:**

Each Commander will be assigned an Executive Guardian to learn and observe under them. Three Novice Cadets will be selected and remain in the position for 8 weeks. In this position, potential future Corps leaders will learn how the unit is run and how decisions are made. In addition, each Executive position will be responsible for working with their respective commanders to ensure the following morning tasks are accomplished properly:

**Space Delta Exec:** Responsible for ensuring three individuals are scheduled to raise and lowering the US and Nevada flags before school each day

**Garrison Exec:** Responsible for ensuring someone is scheduled to fill the hot water heaters in the Cadet Store before school each day

**STAR Delta Exec:** Responsible for ensuring someone is scheduled to update the uniform day and schedule on the white board in the classroom before school each day

These positions will also provide motivation to the cadets and help them understand what it takes to be a good leader within the Corps.

#### **Command Chiefs (C/CMSgt):**

Each Delta Commander will also be assigned a Command Chief to help them execute their duties. Each Chief Master Sergeant will be **responsible to manage the Superintendents and NCOs within their part of the organization and help maintain Esprit de Corps and discipline**. They will report personnel concerns to their respective commanders and provide advice to ensure the unit is running as successfully as possible. The Command Chiefs will work together to address potential concerns that cross over between the commanders.

#### **Training Officer (C/Lt Col):**

The Training Officer is **responsible for supporting the Star Delta Commander in the selection, upkeep, morale, participation, and deconfliction of the teams of NV-941**. They are responsible for collecting Varsity Letter data for all cadets. In preparation for the Annual Awards Ceremony, the Training Officer will compile the data and make a recommendation to the SASI of those cadets who have earned their Varsity Letter. The Training Officer is responsible for Novice Knowledge Bowl competitions.

#### **Training Manager (C/SMSgt):**

The Training Manager supports the Training Officer in running the NV-941 teams. They work with the team captains and training NCOICs to **schedule practices, maintain rosters, and take forward any issues the teams may have**. The Training Manager is also responsible for **tracking Varsity Letter data** of team members. The training manager will execute the Novice Knowledge Bowl program.

#### **Training NCOIC (C/MSgt):**

The Training NCOIC supports the Training Manager by **scheduling and running Novice Drill practices and participations for NV-941**.

#### **Squadron 1 Commander (SQ1) (C/Lt Col):**

The Squadron 1 Commander is responsible for the **appearance, performance, and conduct of the Novice cadets in the Squadron**. They ensure Novice Cadets are knowledgeable about the Corps and works to help them be ready to become Veteran Cadets at the end of the 3<sup>rd</sup> Quarter. They are also responsible for planning and



executing Squadron 1 events to help build camaraderie and morale within the Novice Cadets.

#### **Squadron 1 First Sergeant (C/MSgt):**

The Squadron 1 First Sergeant is responsible for ensuring the duties of the Squadron 1 Commander are accomplished properly. In addition, the Squadron 1 First Sergeant **works with the Squadron 2 First Sergeant to maintain the proper appearance and state of the SFJROTC Classroom, Instructors Office, Concessions/Curricular Programs Room, and around the Cadet Area through the After School Clean-up Program.**

#### **Squadron 2 Commander (SQ2) (C/Lt Col):**

The Squadron 2 commander is responsible for the overall **appearance, performance, and conduct of the Veteran cadets that are in the Squadron.** They ensure that the Veteran Flights are following proper procedures and maintaining cadet classroom standards. They also ensure that the Veterans are being good role models for the Novices and helping to properly train them. The Squadron 2 Commander is also **responsible for the Merit System and ensuring 341s are dealt with in a timely manner.** They also plan and execute Squadron 2 events to help build camaraderie and morale within the Veteran Cadets.

#### **Squadron 2 First Sergeant (C/MSgt):**

The Squadron 2 First Sergeant is responsible for ensuring the duties of the Squadron 2 Commander are accomplished properly. In addition, the Squadron 2 First Sergeant **works with the Squadron 1 First Sergeant to maintain the proper appearance and state of the SFJROTC Classroom, Instructors Office, Concessions/Curricular Programs Room, and around the Cadet Area through the After School Clean-up Program.** The Squadron 2 First Sergeant focuses on the Room 406 area. They ensure the room is available for instruction and that it is ready for cadets running the Cadet Store during lunches and ensure the Cadet Store is properly manned each day.

#### **Mission Squadron Commander (C/Lt Col):**

The Mission Squadron Commander reports to the Garrison Commander and is **responsible for the logistics and security needs of the unit.** They manage the female and male logistics officers, a supply officer, an armory officer, and the financial management officer.

#### **Female Logistics Guardian (LG1) (C/2<sup>nd</sup> Lt):**

The Female Logistics Guardian is **accountable for and maintains all female uniform items.** They distribute female cadet uniforms at the start of the year and track the items assigned to each cadet in the Wings database. They regularly track the inventory of female items, and work with the Instructors to purchase new items as necessary. At the end of the school year, they ensure the cadets have dry cleaned the uniforms before turning them in and will verify all items are in good condition and have been returned to inventory.

#### **Male Logistics Guardian (LG2) (C/2<sup>nd</sup> Lt):**

The Male Logistics Guardian is **accountable for and maintains all male uniform items.** They distribute male cadet uniforms at the start of the year and track the items assigned to each cadet in the Wings database. They regularly track the inventory of male items, and work with the Instructors to purchase new items as necessary. At the end of the school year, they ensure the cadets have dry cleaned the uniforms before turning them in and will verify all items are in good condition and have been returned to inventory.

#### **Financial Management Guardian (FM) (C/2<sup>nd</sup> Lt):**

The Financial Management Guardian is **responsible for the finances held by the Corps.** They work with Instructors to coordinate the financial aspects of fundraising activities, to include the Cadet Store. They are **responsible for ensuring all funds have been counted after an activity and that the money has been deposited with the School Banker.**

#### **Security Guardian (LG3) (C/2<sup>nd</sup> Lt):**

The Security Guardian is responsible for ensuring school-owned property is tracked and stored properly in the various classrooms. This includes being **responsible for end-of-day Security Checks and the completion of forms SF 701 and SF 702.** The Security Guardian is also responsible for determining if any personal belongings have been left in the classrooms prior to the Instructors departing for the day.

#### **Supply Guardian (LG4) (C/2<sup>nd</sup> Lt):**

The Supply Guardian is **responsible for tracking and storing the products kept in the Cadet Area for use by the Corps or the Cadet Store.** This includes working with the Instructors to purchase additional items when inventory is low. They are responsible to make sure all the items are stored and locked at the end of the day, and any

packaging has been taken to the trash/recycles. They are responsible for the appearance and upkeep of the Cadet Store shelves, ensuring they have been stocked and locked at the end of the day, as well as ensuring the refrigerator has been filled and locked as well. **They will work with the Instructors and Event Planning Officers to utilize or purchase items needed for Corps Events.**

#### **Service Squadron Commander (C/Lt Col):**

The Service Squadron Commander reports to the Garrison Commander and is **responsible for the non-logistics officers of the staff that manage the remainder of Corps functions.** These include Physical Fitness, Plans and Programs, Public Affairs, Financial Management, and Personnel operations.

#### **Plans & Programs Guardian (XP) (C/2<sup>nd</sup> Lt):**

The Plans and Programs Guardian is primarily **responsible for community service.** They look for opportunities throughout the school year and coordinate with the Instructors for approval to support each event. The Guardian then selects an Event POC for each event to coordinate all aspects of the opportunity. They ensure cadets are available to attend the event and record the service hours in Wings. If needed, they will help the POC coordinate cadet transportation with the IM Team.

#### **Public Affairs Guardian (PA) (C/2<sup>nd</sup> Lt):**

The Public Affairs Guardian is **responsible for ensuring a positive image of the Corps is represented outside the unit.** They will look for opportunities to present outside publicity and work with the Instructors to address any instances of bad publicity. They will ensure photos and videos are taken of Corps activities and that they are available on social media and the unit website. They are also **responsible for providing necessary daily announcements to the flights about upcoming events and activities.**

#### **Manpower & Personnel Guardian (DP) (C/2<sup>nd</sup> Lt):**

The Manpower & Personnel Guardian is **responsible for promotions, managing rank changes cadets within the Corps, ribbons, awards, and tracking the information within Wings.** This includes managing the physical rank devices and ribbons within the unit inventory. They will work with Instructors to order new devices as necessary.

#### **Information Management Guardian (IM) (C/2<sup>nd</sup> Lt):**

The Information Management Guardian is **responsible for managing the paperwork and forms of the Corps.** This includes all the new cadet packets signed at the beginning of the year, health forms, and field trip forms. They will ensure the paperwork is filled out properly and filled within the filing cabinets. The Information Management Guardian is also **responsible for arranging transportation for cadets and helping Instructors with activities paperwork and procedures.** For cadet transportation, they track which cadets are in need of transportation to specific events and then reach out to other cadets attending to see who can help with transportation. For cadet activities, they work with school Activities Staff to ensure appropriate checklists have been followed and paperwork has been submitted properly. This includes obtaining buses for local CCSO events, as well as paperwork for Curriculum in Action trips.

#### **Wellness Guardian (PT) (C/2<sup>nd</sup> Lt):**

The Wellness Guardian is **responsible for ensuring everyone is up to date with their PT testing and that their scores are entered into the Wings database.** They work with the Instructors to implement a training plan as part of the curriculum. They **also schedule and implement after school PT** for those cadets that would like additional physical conditioning.

#### **Superintendents (C/SMSGt):**

Each Squadron Commander will be assigned a Superintendent. The Superintendents are **responsible for ensuring each officer can accomplish their duties.** They work with the NCOICs/1<sup>st</sup> Sergeants within their part of the organization and help maintain Esprit de Corps and discipline. They will report personnel concerns to their respective commanders and provide advice to ensure the unit is running as successfully as possible.

#### **Non-Commissioned Officer In Charge (NCOIC) (C/MSgt):**

Each Staff Officer under the Garrison Commander will be assigned a NCOIC. The NCOICs are **responsible for ensuring each officer can accomplish their duties.** They are also responsible for recruiting and managing junior cadets to support their duty position. The NCOICs are the key element of ensuring that current junior cadets will be knowledgeable and prepared to execute unit functions in the future.

**Drill Team Training Non-Commissioned Officer In Charge (NCOIC):**

Each Drill Team will select a Training NCOIC. These individuals are **responsible for tracking the training**

**needs of their team (equipment, practice times, practice space, etc.).** The Training NCOICs will work with the Training Manager to coordinate training needs between the teams.

## CHAPTER-4, CLASSROOM OPERATIONS

### 4.1 Flight Designations

Each class will be designated as a "**Flight**" and will consist of four "**Elements**". Flights are the basic Space Force military designations of less than a squadron size. Each Novice Flight will be designated based on the name of an astronaut who had a historic impact on our space exploration program. Veteran Flights will be named after programs that have shaped our space program.

Cadets will be expected to research their flight designation and be able to discuss its importance in the space community. The Novice Flight designations this year will be assigned as follows:

FLIGHT	PERIOD
Neil Armstrong Flt	2 <sup>nd</sup>
Guion Bluford Flt	3 <sup>rd</sup>
Eileen Collins Flt	4 <sup>th</sup>
Hoot Gibson Flt	6 <sup>th</sup>

The Veteran Flight designations are:

FLIGHT	PERIOD
Enterprise Flt	1 <sup>st</sup>
Delta Flt	2 <sup>nd</sup>
Endeavor Flt	3 <sup>rd</sup>
Falcon Flt	4 <sup>th</sup>
Vanguard Flt	6 <sup>th</sup>

### 4.2 Beginning of Class Procedures

At the beginning of each class, each Flight will hold a military formation as specified in this section. The **Flight Commander or Acting Flight Commander will initiate the formation** and other classroom procedures upon the sounding of the bell. The class sequence of events will be as follows:

- All Cadets Scan ID
- All Cadets Fall-In On the Blue Lines Outside Classroom At Parade Rest
- Flight Comes to Attention
- Flight Right Face
- Column of Files From the Right Into Classroom

- Cadets March to Seat, place belongings under desk and Stand At Attention
- Flight Face the Flag
- Pledge of Allegiance
- Flight Face the Front of the Classroom
- Space Force Creed
- Flight Parade Rest
- Attendance is taken by Flt Commander
- Corps Announcements by Flt Sergeant
- Flight Comes to Attention
- Flight Says Their Respective Jodi
- Report Go For Launch to Instructors
- Flight Takes Seats
- Flight Sits at Attention Until Given the "At Ease/Rest" Command by the Flight Commander

### 4.3 Classroom Protocols

- Classroom instruction will be conducted with all students seated. Cadets will not slouch in their seats, sit on, or put their feet on desks or chairs at any time or be inattentive to instruction.
- A cadet's conduct and attitude that does not meet the prescribed standards may face disciplinary actions and loss of citizenship points.
- Whether cadets are in class or out of class, as a matter of respect, they will use the term "**Sir/Ma'am**" when addressing the instructors, visitors, administrators, teachers, school staff, cadet officers and NCOs. Cadets may also use the individual rank of each instructor when addressing them.
- Headgear will not be worn in the classroom.
- Cadets will not get up and move around the classroom without the instructor's permission.
- **Promptness is an objective of this program, and each cadet is expected to be on the blue lines at the position of "Parade Rest" prior to the final bell sounding or they will be marked tardy.**
- At the sound of the bell ending the class, cadets will sit at attention at their desks until **dismissed by the Flight Commander** (upon approval of the instructor). **The Flight Commander will call the flight to attention and dismiss the class.**
- **Chewing gum in the classroom and/or on campus is prohibited.**

- Unless otherwise approved by the instructor, no food or drink will be allowed in the classroom.
- If a cadet requires the use of the restroom, they will ask the instructor in the classroom for permission to sign-out the pass and go to the restroom. If no instructor is present in the classroom, the cadet will ask the Flight Commander for permission to sign-out the bathroom pass.
- If there is no instructor in the classroom, the Flight Commander or Acting Flight Commander will call the flight to attention when any instructor enters the room except for the following circumstances:
  - Class is working on a group project
  - Class is taking a quiz
  - An emergency, drill, or other event is taking place
  - There is a lecture taking place with a guest speaker

#### 4.4 Office Reporting-In Procedures

- If a cadet needs to speak to one of the instructors, they will knock once in the doorway and wait for acknowledgement. If acknowledgement is not given due to the instructors working on other efforts, the cadet will wait until a more appropriate time. Staff officers and NCOs are exempt from this policy.
- Instructors will ask who the cadet is asking to see. Cadet should state, **“Sir/Ma’am, I am here to see Rank Name.”** If no specific instructor is needed, the cadet should say, **“Sir/Ma’am, I am here to see any instructor.”**
- After entering the office, the cadet will perform a facing movement in front of the instructor. The cadet will salute and provide the Reporting-In statement: **“Sir/Ma’am, (cadet/rank last name), reports as ordered.”**
  - The cadet will hold the salute until the instructor drops their salute.
  - The cadet will stay at the position of attention unless the instructor says otherwise.
  - The cadet should be concise in explaining to the instructor what they need.
  - When the cadet has finished their business, they will return to attention if not already, render a salute, and provide the Reporting-Out statement: **“Sir/Ma’am, will that be all?”**
  - The cadet will hold the salute until the instructor drops their salute.
  - After dropping their salute, cadets will depart the office.

#### 4.5 Military Science Knowledge

There are several Military Science related items that cadets are expected to learn as part of the program separate from the Cadet Uniform. These items are in Attachments 24-38:

- Military Chain of Command
- Civilian Chain of Command
- NV-941 Cadet Chain of Command
- Service Rank Insignias
- Phonetic Alphabet
- Cadet Creed
- Durango NV-941 Historical Information
- Flag Information
- Misc. Information
- AFJROTC Ribbon Chart
- Current NV-941 Cadet Chain of Command (To Be Provided)

## CHAPTER-5, PROMOTIONS

### 5.1 Promotion Philosophy

The purpose of cadet promotions is to recognize ability and progress within the Corps of Cadets involving academic achievement, time with co-curricular activities, and overall support of the program. By being promoted, a cadet is challenged to develop and utilize followership and leadership skills as they progress through the program. Rank and organizational positions are privileges that must be earned.

Promotions provide challenges and motivation to cadets of the SFJROTC program. The insignia of rank is visible evidence of progression and the ability to accept additional responsibility as well as a demonstrated growth in leadership. Promotions also reflect a cadet's ability to work with others and a capability to organize and direct efforts that result in program success.

Cadets will need to earn their promotions as they progress through the Corps. Cadets are not entitled to promotions just because they are cadets and are physically present in the JROTC classroom each day. Promotions reflect the 'whole-person' concept of a cadet and their impact on the program.

The military type of organization and rank structure utilized in SFJROTC exists to allow cadets to develop skills as a leader and follower and apply what they have learned in an environment that allows for mistakes. It is not intended to create a class system of superior and subordinate students. Most civilian companies operate within a similar structure of supervisor and worker from the "top to bottom". Students will become familiar with chain of command and advanced supervisory architecture and working environment similar to what they will see when they graduate from high school no matter what path they take after graduation.

The most important promotions in the Corps are for the advanced positions of leadership and they are very limited. There is only one President of the United States, one Chief of Staff of the United States Space Force, and only one Principal of Durango High School. All cadets cannot be one of the Delta Commanders or Command Chiefs at the same time. Because the number of top-level command positions is limited, most cadets will never be in these positions. That is not to say there are no other

important leadership opportunities for cadets who are not in the senior command positions. All commanders need an effective staff to make an organization run successfully. The staff needs effective leaders to lead the day-to-day operations of the rest of the team. When all parts of an organization are harmonious and capable of working towards a common goal, an effective and successful unit exists.

### 5.2 Rank and Progression in the Corps

At the start of the school year, all Novice Cadets will be designated as a "Cadet Candidate". Cadet Candidates have no rank. At the end of the 1<sup>st</sup> Quarter, the Cadet Candidates that are still in the program will earn their name tags to wear on their uniforms. At the end of the 1<sup>st</sup> Semester, all Cadet Candidates that remain in the program will be promoted to Cadet Specialist-1 (C/Spec-1). After the 1<sup>st</sup> Semester, Novice Cadets promotions will be competitive. In addition to the promotion to C/Spec-1, the top 5 cadets in each flight will become eligible to be the Element Leaders and Flight Commander of each Novice Flight.

During the remainder of their first year, Novice Cadets have the opportunity to promote to Spec-2 and Spec-4. Cadets will continue their followership roles while gaining knowledge of the Corps and forming their vision of their future role in the organization.

During their 2<sup>nd</sup> year, cadets will have the opportunity to progress from the beginning enlisted ranks to Non-Commissioned Officers (Specialist – TSgt). Cadets will begin the transition from follower to leader as they help usher the new Novices into the program. 2nd year cadets will continue their followership journey as well, as they become the main workforce for NV-941.

Most 3<sup>rd</sup>-year cadets will be the Senior NCOs of the Corps. They will help officers execute the goals and vision of the cadet leadership. They will have direct oversight of the Junior NCOs, using the opportunity to develop their leadership skills.

Most 4<sup>th</sup>-year cadets fill the officer ranks of the Corps. From the Senior Leadership to Corps officers, the 4<sup>th</sup>-year of the program is the capstone of SFJROTC. 4<sup>th</sup>-year cadets are the true leaders of the Corps and the unit's

success, or failure, will depend on the ability of the 4<sup>th</sup>-year cadets to apply all that they learned over the previous three years.

### 5.3 Promotions System Scoring and Eligibility

A promotion consideration cycle is every nine weeks and coincides with the regular school quarter system. Promotions will be determined during the last week of each 9-week period. During each quarterly cycle, all cadets that are not in a nominative position will be considered for promotion. Instructors will rank-order cadets based on the unit promotion scoring system described below. Eligible and qualified cadets will be given promotions based on the availability of rank openings and the overall rank and position structure.

Promotions are not official until properly executed orders have been published by the SASI. Once orders have been published, a Promotion Ceremony will be held where a cadet will turn in their old rank and receive their new insignia. Promotion Ceremonies will be held on designated uniform days, and a cadet must be in uniform to be promoted. If a cadet is absent during the Promotion Ceremony, they must coordinate with the Instructors to schedule another opportunity for them to be promoted.

Every cadet receives a promotion score during each promotion cycle. This score is comprised of their summative Cadet Guide Test score (out of 100), their Summative Drill Score (out of 100), and their end-of-cycle Merit Score (out of 100). Merit Scores start at 80, and are adjusted based on cadet conduct during the quarter. NUDs drop the Merit Score by 30 points for the 1<sup>st</sup> NUD, 90 points for the 2<sup>nd</sup> NUD, and 210 points for the 3<sup>rd</sup> NUD. Positive 341s increase the Merit Score, while negative 341's reduce the score. In addition, cadets receive 1 Merit Point for every 5 Corp Activities that they support (flag duty, cadet store, community service, etc.).

Cadets who do not meet minimum requirements will be considered ineligible for promotion during the cycle. SASI can waive a minimum requirement criterion if extenuating circumstances arise. These requirements include:

- No more than one NUD during the cycle
- Greater than 70% score on cadet guide test
- Greater than 70% score on the drill test
- Passing grade in SFJROTC
- Greater than a 2.0 GPA in school

In addition, a cadet's conduct or other considerations may also result in a cadet being ineligible for promotion during the cycle. This may include:

- Suspension/significant misconduct
- Failure to maintain Corps standards
- Fine card with the Banker (including Corp Fees)
- Other reasons as determined by Instructor staff

Non-nominative promotions will be based on promotion cutoff percentages. Cadets will be grouped based on current rank and cadet classification (Novices and Veterans are compared separately) and then sorted based on their promotion score. Promotion cut-offs will then be applied to all cadets eligible for promotion and an initial promotion line will be established. Those with a score above the promotion line will be promoted unless promotions are restricted based on the number of cadets in that promotion rank (See Table of Promotion Cutoffs below).

Promotion cutoff is defined as the total number of available promotions for a particular grade and is established based on a percentage for all the promotion scores of all cadets being considered for that rank.

The following table will be used to determine each rank promotion cutoff (NOTE: Promotions and positions available will be driven by Corps needs and individual cadet qualifications).

RANK	%	NOTES
C/Spec-1	100	Unlimited
C/Spec-2	90	
C/Spec-3	80	
C/Spec-4	70	
C/Sgt	60	
C/TSgt	50	
C/MSgt	20	

The following table shows the nominative positions that will comprise the Senior Corps Leadership. 3<sup>rd</sup> Year (and selected 2<sup>nd</sup> Year) Cadets can apply for these positions in the 3<sup>rd</sup> Quarter each year. They will be interviewed by the Instructor Staff and current Corps Leadership. The Delta Commander positions will be announced at the end of the 3<sup>rd</sup> Quarter and then working with the Instructor Staff, they will fill the other Nominative positions to complete their staff. Senior Staff do not compete for promotions (with the exception of 1<sup>st</sup> Sergeants who have the ability

to promote to SMSgt) and are expected to remain in their position for one year.

RANK	#	NOTES
C/SMSGt	5(7)	Nominative
C/CMSGt	3	Nominative
C/Lt Col	5	Nominative
C/Col	3	Nominative

All other officers start as 2<sup>nd</sup> Lt and will compete against each other for promotions based on the below promotion cutoffs. These promotions will be based on overall promotion score.

RANK	%	NOTES
C/2Lt	20	Nominative
C/1Lt	20	Nominative
C/Capt	20	Nominative
C/Maj	20	Nominative

In unusual cases and to maintain an overall rank balance, the SASI may make certain rank adjustments and changes other than for reasons specified in this guide.

Out of cycle Step Promotions can be awarded to cadets, but will only be made by the SASI, and can be done on the spot for a significant act. The promotion will be immediately upon notification from the SASI. Cadets will exchange their old rank insignia immediately upon notification. Special order will be published at the earliest convenience of the DP.

#### 5.4 Demotions (Reduction In Rank)

The SASI reserves the right to demote any Cadet for the following reasons:

- Cadet removes their uniform during the normal school day without prior approval from the SASI/ASI
- Wearing the wrong uniform combination as posted on the uniform board or announced by SASI/ASI in class.
- Unsatisfactory uniform wear/ grooming standard violations (made to change out of uniform due to unsatisfactory appearance).
- Any "verified" reports of not being in uniform during designated uniform day, on or off campus. This includes not wearing the flight cap when required.
- Cadet misconduct while on-or off-campus that brings discredit upon the Corps.
- Any disrespect/inappropriate behavior towards instructor or cadet staff, whether heard by such staff or witnessed by other cadets.
- Low/unsatisfactory citizenship grade.

Commanders may recommend demotion of any cadet. This will be accomplished through the Cadet Disciplinary Board.

The SASI will make the final determination of how severe/amount of demotion will be levied on any single cadet.

If a cadet has been reduced to Cadet Specialist-1, the next violation occurring will result in designating them as "Special Student" with the loss of associated cadet status and benefits.



## CHAPTER-6 AWARDS PROGRAM

### 6.1 Introduction

The purpose of the Awards and Decorations program is to recognize those cadets who have gone above and beyond in academics, conduct, performance, community involvement, unit impact, etc. There are four main categories of recognition: National Awards, Non-National/Local Awards, Annual Unit Awards, and JROTC ribbons/badges.

### 6.2 National Awards

These 22 awards are authorized by HQ/AFJROTC and donated by various civic and fraternal organizations when possible. Award recipients are selected by the corps leadership (Garrison, Space-Delta, Star Delta, Squadron-1, and Squadron-2 Commanders) and any selection committees they appoint (Committee members must be 4<sup>th</sup>-Year cadets). Instructors will provide each award's selection criteria to the appropriate selection committee and all award recommendations need to be approved by the Instructors. Selection process may differ from HQ AFJROTC guidelines and may consider other factors such as grades, conduct, performance, involvement, leadership potential, and unit impact.

AWARD	C/CAT
Air Force Association.	III
Daedalian	III
Daughters of the American Revolution (B)	III
American Legion Scholastics Ex.	III
American Legion Military Excellence	III
Reserve Officers Association	III
Military Officers Association	III
Veterans of Foreign Wars	III
US Daughters of 1812	Any
National Sojourners	II/III
Scottish Rite, Southern Jurisdiction	III
Military order of the Purple Heart	I/II/III
Sons of the American Revolution	III
Military Order of World Wars	Any
American Veterans (AMVETS)	Any
Air Force Sergeants Association	III
Tuskegee Airman Inc. (2 awarded)	I/II/III
Retired Enlisted Association	C/Enl.
Celebrate Freedom Foundation	I/II/III
Air Commando Association (2 awarded)	Any

These awards shall be presented by their respective organization representatives, if not available, they will be

presented by the Instructors and/or Corps Staff Officers at the Annual Awards Ceremony (C/Cat I is for 1<sup>st</sup> year, II, 2<sup>nd</sup> year, III for 3<sup>rd</sup> year, C/Enl. for cadet enlisted only).

### 6.3 Non-National and other Local Awards:

There may also be additional non-funded awards given out based on organizational availability and selection criteria. These awards may or may not be presented each year. These non-funded awards may include a ribbon and/or medal; however, they are not authorized to wear on the cadet uniform. Listed below are those awards normally recognized at the NV-941 Awards Ceremony:

AWARD	C/CAT
Nevada Women's Veterans Awards	I
Vietnam Veterans of America Award	Any
DAR Youth Citizenship	I
Nellis Chief's Group Presidential Award	I

### 6.4 Annual Unit Awards:

There are 12 outstanding Cadets of the Year awards and are selected by various committees and/or team members, with the concurrence of the Instructors. They are presented at the annual Dining-Out Ceremony:

**Drill Master Award:** Competition between selected flight members for bragging rights as the best drill commander. Representatives from each flight and each drill team compete for this award.

**Kendal Hawkins Color Guard (CG) Team Most Valuable Cadet (MVC) Award.** Selected by CG team members.

**Chalice Pagulayan Unarmed Drill Team MVC Award.** Selected by the UDT team members.

**Tim Morin Armed Drill Team MVC Award.** Selected by the ADT riflemen team members.

**SMSgt Sweigart Team Leader Award:** The outstanding team commander based on drill meet competitions and is selected by the Star Delta Commander and Instructors.

**Major Baumgart Outstanding Male & Female Athlete of the Year.** Recognizes the top male and female athlete and is selected by the Wellness Officer and Instructors.

**MSgt Matthew Hurless Cadet of the Year.** Recognizes the top first-year cadet and is selected by the Garrison and Space-Delta Commanders, and Instructors.

**Steven Olegario Cadet of the Year.** Recognizes the top second-year cadet and is selected by the Garrison and Space-Delta Commanders, and Instructors.

**John Caoile Cadet of the Year:** Recognizes the top third-year cadet and is selected by the Garrison and Space-Delta Commanders, and Instructors.

**Lieutenant Colonel McEvoy Cadet of the Year:** Recognizes the top third-year cadet and is selected by the Instructors.

**Stacie Nelson Cadre Leadership Award:** Recognizes the top cadre member in the corp who has shown great leadership and contributed most to the successful development of their Novice cadets.

**Polaris Guiding Light.** Awarded to any cadet currently in the corps and recognizes the student who embodies what it is to be in SFJROTC. Selected by the Instructors with inputs from the Garrison, Space-Delta, and Star-Delta commanders.

## 6.5 JROTC Ribbons and Badges

Ribbons will be worn as prescribed in Chapter 4 and in accordance with the AFJROTC Guidebook. NOTE: Reference the chart listed on the right-side of this page for award criteria. Attachment 34 shows the AFJROTC Ribbons Chart. Medals may be worn (only) on the day they are presented and at certain functions designated by the SASI or the ASIs.

JROTC AWARDS, RIBBONS AND BADGES	
AWARD	ELIGIBILITY
Distinguished Unit/Merit	Selected by HQ/Insp
Distinguished Unit	Selected by HQ
Outstanding Org. Award	Selected by HQ
Outstanding Flight	1 Flight per Squadron
Top Performer	During HQ evaluation
Outstanding Cadet	Cats I, II, III & IV
Leadership	Corps Leadership pos.
Superior Performance	Impacted all unit goals
Achievement	Impact 80% unit goals
Academic Ribbon	A in ROTC/3.0 GPA
Cadet Leadership Course	Complete CLC
Special Teams Placement	Team place in comp

All-Services Nat Comp	National-level comp
AF National Competition	AF-level comp
Orienteering Ribbon	completed Inst. course
LDR Leadership ribbon	Lead LDR unit function
Drill Team Ribbon	Competed in 3 drill meets
Color Guard Ribbon	5+ CG presentations
JLAB Ribbon	Member of team/competed
Cyber-Patriot Ribbon	Member of team/competed
StellarXplorers Ribbon	Member of team/competed
Raiders Team	Mbr of fitness team/comp
Mil. Model Building team	Member of team/built mod
Robotics Ribbon	Member of team/comp
Good Conduct Ribbon	No susp. Etc; merit sc 70+
Service Ribbon	12 Hrs Community Service
Health And Wellness	PFT assessment >75%
Recruiting ribbon	Recruited 2+ new cadets
Activities ribbon	Member of LDR/Team
Attendance Ribbon	MFT 3 UNV absences/SY
Dress and Appearance	Less than 3 NUDS for SY
Longevity Ribbon	Complete year instruction
Bataan Hiking ribbon	Complete annual unit hike
Patriotic Flag Ribbon	5 Flag ceremony events
COVID-19 Ribbon	1 Mar 20 to 30 Jun 22
ATP badge	Mbr team/presentation
Model Rocketry Badge	3 launch/recover missions
AEF badge	AS-III w/overall 3.3 GPA
Kitty Hawk Badge	Member/KHAS

## 6.6 Outstanding Flight Competitions

The purpose of the Outstanding Flight awards are to encourage the development of a friendly competitive spirit between the flights in order to improve overall teamwork and individual performance throughout the year.

**Outstanding Flight of the Year.** This annual award is broken down into two categories: Novice category (1st Year Flights) and Veteran category (2nd-4th Year Flights). The following criteria is measured for this award (scores calculated through 3rd Quarter):

- Overall class average on cadet guide test
- Average community service hours per flight
- Average citizenship grade per flight.
- Average cadet contribution to Corps goals.
- Flight attendance/participation
- NUD average per cadet (subtracted)
- Average flight PFA score
- Any other criteria as determined by leadership

The Outstanding Flights will be announced at the Change of Command parade and awarded flights will receive a

streamer on their guidon. Each winning flight's cadets will also receive the outstanding flight ribbon for their uniform.

### **6.7 Cadet of the Quarter Award**

The purpose of the Cadet of the Quarter Award Program is to recognize individual cadets who excel in their appearance and performance each quarter based on the following criteria:

- Academic performance
- Leadership performance
- Cooperation, discipline, and attitude
- Wear of the uniform
- Personal appearance
- Participation in Corps online events.
- PFA score
- Other criteria as appropriate

On the last day of each quarter, a cadet from each year group will be selected as the Cadet of the Quarter. The selection announcement will be made through the publication of special orders and announcements in classes and leadership labs, such as Corps Nights/Commander's Call and the cadet will be presented with a Certificate of Achievement signed by the Principal and SASI.

### **6.8 Durango HS Varsity Letter Program**

The NV-941 Varsity Letter program recognizes deserving cadets with a Durango HS Varsity Activities or Athletic Letter.

To qualify for a Varsity Letter a cadet must:

- Be in good standing in the Corps
- Have accumulated no more than two uniform NUDS during the school year.
- Must have a cumulative 2.0 or higher GPA in SFJROTC

- Must have a cumulative 2.0 or higher cumulative GPA at Durango High School

### **VARSITY ACTIVITIES LETTER:**

To qualify for a Varsity Activities Letter, members of the NV-941 Drill Teams must meet one of the following criteria:

- Be a member of a team that places during the All-Air Force or All-CCSD Drill Meet
- Be a primary team member and compete in three (3) drill competitions during their cadet career (not counting Novice Color Guard)

To qualify for a Varsity Activities Letter, members of the NV-941 Academic Teams must meet the following criteria:

- CyberPatriot: Be a member of a CyberPatriot team that is ranked in state competition.
- StellarXplorers: Be a member of a StellarXplorer team that makes the Quarter Final Round of the competition.
- JLAB: During their cadet career, be a member of three (3) JLAB teams that qualify for Round 2 of the JLAB competition.

### **VARSITY ATHLETIC LETTER:**

To qualify for a Varsity Athletic Letter, members of NV-941 must meet one of the following criteria:

- Cadet must be a primary member of an athletic team that places during the All-Air Force or All-CCSD competition
- Be a primary team member and compete in five (5) athletic competitions during their cadet career

NV-941 Team Commanders/Captains will make recommendations to the Training Officer for qualifying cadets. SASI will make the final determination for awards that will be handed out at the Awards Ceremony.

## SECTION-4

# Cadet Expectations

## CHAPTER-7, CADET CONDUCT

### 7.1 Cadet Responsibility

When a cadet leaves high school and the JROTC program, they have merely begun their leadership and management education and training. Beginning cadets must remember that they themselves as well as cadet leaders are in a training program. If beginning cadets knew everything about being a good follower and taking orders, they would not need to be here. Cadets should keep their proper roles in mind as they progress through the NV-941 SFJROTC program. Principles of Leadership and Principles of Management are basically the same with only certain procedural variations. All cadets are here to learn these differences to ensure they will be successful in whatever environment they find themselves in after graduation.

Cadet Officers and NCOs are charged with the responsibility for good discipline in the unit. This means that cadets with lesser rank are required to follow full orders and instructions of cadets with greater rank. It also means that cadet leaders are required to use maturity, good judgment, and common sense in the exercise of authority.

All cadets are subject to a cadet leader's authority concerning uniform wear, grooming, and behavior any time or any place when the junior cadet is in uniform. A cadet leader's rank and authority **does not, however, extend outside JROTC business.**

Common courtesy will be shown towards junior cadets by cadet leaders at all times. Junior cadets will never be instructed to do anything that's demeaning. Junior cadets will accept with courtesy and respect the constructive criticism, comments, and requests of cadet leaders.

If a cadet leader instructs a junior cadet to do something (lawful order) they are carrying out assigned responsibilities and duties given to them by the SASI or ASI, and the junior cadet is expected to comply. If there is any question as to the legality of an order or request (within reason) the junior cadet is instructed to comply and then request clarification from the SASI or ASI. Obviously, orders or requests that involve physical damage or personal harm should never be followed. Cadets must use common sense when applying these provisions.

Cadets will be removed from their respective positions and rank if they are not fulfilling their responsibilities effectively and/or if they are taking unfair advantage of their position and/or rank.

Cadet leaders should "praise and commend" whenever possible. Criticize only when necessary and in private. Never threaten or cut down another person in public.

### 7.2 Inappropriate Cadet Behavior

Inappropriate behavior, in or out of uniform, is prohibited while participating in SFJROTC. 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. **NOTE: Cadets will not smoke in or out of uniform on campus and/or at any JROTC function.**

**Cadets will not participate in any demonstrations anywhere while in uniform.** This also includes any local issued items such as Corps shirt, PT gear, or hoodie.

### 7.3 Prohibition on Physical Discipline and Hazing

Any form of hazing, whether verbal or physical, will not be tolerated within any JROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals.

Examples of prohibited physical activities include, but are not limited to push-ups, running laps, or any inappropriate physical contact such as shoving, pulling, or grabbing.

The prohibition on physical discipline and hazing is applicable to all unit activities, and includes instructors, cadets and any personnel involved with or participating in a unit activity.

### 7.4 Unauthorized Clubs and Bullying

No member of the unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the SFJROTC program.

Any type of harassment, intimidation, bullying, etc. on any type of social media is strictly prohibited. Any form of verbal abuse, teasing, public rebuke, or any attempt to otherwise humiliate a cadet is prohibited. This includes negative activity on any form of social media, either personal or group accounts. Cadets should be mindful that we are living in a digital age and electronic communications that they intend to be private can easily make it into the public realm.

Cadets found in violation of these rules face appropriate disciplinary action and may be removed from SFJROTC for cause.

### 7.5 Military Courtesies & Saluting

Correct military courtesies will always be observed by cadets to reflect credit upon themselves, their families, Durango High School, NV-941 and the United States Space Force. Cadets must strive for perfection in conduct and deportment when in uniform and particularly when on field trips and on military installations. Other civilians do not know that you are not part of the active Space Force. To them your uniform says "He/She is the Space Force", and they will judge you and the entire Space Force accordingly.

The practice of saying "**Yes Sir/Ma'am**" as appropriate to the SASI and ASI and Cadet Officers will be observed in the Corps. This is a long-established courtesy and while you may find it difficult at first, it will soon become very natural. Remember the words "Sir and Ma'am" are in no way to be looked on as words of servitude but rather as words of respect.

If a guest has been invited to the school and you recognize them, it is a courtesy to introduce yourself to them, give them directions or any other assistance they may need. Always identify yourself as a member of the SFJROTC Cadet Corps. Always inform the SASI or ASI when military visitors are on campus.

The "Salute" in its various forms is a courtesy exchange of greetings and is considered a military greeting the world over. The salute is another symbol of respect. Military personnel consider the salute a courteous and respectful greeting between military members and is one of the oldest traditions binding military professionals.

Each cadet will be taught the proper manner of saluting and the rules which govern its use among the military

services. There are special rules that govern the salute and the saluting areas with which the cadet must become thoroughly familiar.

When outside and not in a designated No Hat/No Salute area, **a cadet must salute all senior-ranking OFFICERS**. The cadet of lesser rank will initiate the salute exchange and hold the salute until properly returned, then the lesser ranking individual will drop their salute. Note: The senior-ranking officer has the responsibility of expeditiously returning all salutes. Examples: While in uniform and in a designated area, an enlisted cadet will salute all officers (Cadet, Active Duty, Guard, Reserve, and Retired) and all cadet officers will salute all officers who are of a **higher rank** than themselves (Cadet, Active Duty, Guard, Reserve, and Retired).

When on military installations and in uniform, cadets should be prepared to render a salute to all officers they approach. The exception is on a flight line which is a No Hat/No Salute area.

The salute will be rendered indoors only when in formation, participating in ceremonies or drill downs, or reporting-in to instructors (See Paragraph 5.4).

The salute must never be rendered while the cadet is running. The cadet must come to a walk and then render the salute when they recognize the individual as being an officer. They will resume running after the officer has dropped their salute.

If a cadet is in uniform and they observe the American Flag being raised or lowered, they must assume the position of attention and render the salute until the flag is all the way up or all the way down (**The salute when rendered during ceremonies involving the American Flag or National Anthem is referred to as "Present Arms"**).

If a cadet is in civilian attire (or PT Gear) when they observe the American Flag being raised or lowered, they must assume the position of attention, then place their right hand over their heart until the flag is all the way up or all the way down. If headgear is being worn, other than the flight cap, it must be removed with the right hand and held over the heart.

Cadet Officers and NCOs should correct saluting violations in a courteous and helpful manner when observed. Cadets are expected to accept the corrections properly.

### **7.6 Public Display of Affection (PDA)**

Public Display of Affection refers to **personal contact between two people** when such contact is done in public view. This is considered a question of good taste rather than a question of socially acceptable or unacceptable behavior, especially in uniform.

Public Display of Affection while in uniform shows disrespect to the Space Force Uniform. This includes embracing, hugging, kissing, or holding hands while walking, sitting, or standing. Any violation of this policy will be considered a serious breach of military etiquette. There will be no PDA in uniform regardless of a cadet's location. There will also be no PDA in or around the SFJROTC facility while in uniform or wearing civilian clothes.

### **7.7 Excellence/Discipline Reporting System (AETC Form 341)**

The AETC Form 341 will be used to document/report all displays of excellence, as well as minor breaches of discipline.

**All cadets will be issued (3) 341's and are responsible to always have (3) available on their person.**

Reporting of **SERIOUS** breaches of discipline will be made by speaking **directly with the SASI** and filling out a formal report.

The AETC Form 341 may be initiated or 'Pulled' by any Instructor, Cadet Officer, Cadet NCO, Cadre, Cadet Flight Commander, Element Leaders, or Durango Teachers/Staff.

Any Cadet who is getting a 341 pulled must completely fill out the following blocks: Last Name, First Name, MI Grade (i.e. C/SPC1) / Organization (NV-941) Class/Flight (i.e. ARMSTRONG).

The person pulling the 341 will fill out the middle block which is used to document all information concerning the display of Excellence or an Incident or Breach in Discipline/Rules/Regulations. They will also ensure all information is complete (i.e. - Time / Date / Place) and will Print their name and sign the bottom of the form before turning it in to be recorded.

The Cadet Chain of Command and the Instructors will review all Breach of Discipline 341s and after speaking with the Space Delta Commander, decide whether a Disciplinary Board will be convened.

### **7.8 Cadet Disciplinary Board**

The Cadet Disciplinary Board will be used to determine the action necessary for serious or repeated violations of the cadet standards.

The Disciplinary Board will be convened when deemed necessary by the Chain of Command and approved by the Instructors.

The board will be made up of the following individuals:

- Space Delta Commander
- Squadron Commanders
- Squadron 1<sup>st</sup> Sergeants
- Male and female cadet of each year level

The Space Delta Executive Officer will record all notes from the board.

Space Delta Commander will provide recommendations of the disciplinary board to the SASI who will make the final course of action (if needed).

## CHAPTER-8, ACADEMICS

### 8.1 NV-941 Academic Objectives

Durango NV-941 has a challenging academic program. The program's primary objective is to provide educational elements that are beyond what other Durango students and JROTC units within the school district are provided. All cadets are expected to **Fully Participate in All Lessons** and activities provided under the academic portion of the program. If a cadet does not meet the academic requirements of the program, they risk being dis-enrolled.

### 8.2 Curriculum

The SFJROTC Program puts strong emphasis on citizenship and academic achievement efforts. This is a responsibilities-oriented course. The primary emphasis is on followership and leadership. The program is an elective and provides physical education and elective graduation credits. It has been developed as a four-year program at Durango High School, but students may enroll and complete any number of years they are eligible for. A cadet completing four years will earn the maximum benefits whether they are enlisting in the military, continuing to college, senior ROTC, military academy or taking civilian employment. The classes are a blend of physical and social science subjects.

Our main focus is to help SFJROTC cadets become more informed and effective citizens in our aerospace world today and be aware of their responsibilities in terms of national security and well-being. The curriculum includes classroom instruction, community involvement, physical training, and extra-curricular events such as fundraising activities, academic and drill teams, and fitness/sports teams.

The curriculum includes Aerospace Science (AS) and Science, Technology, Engineering, and Math (STEM), Leadership Education (LE), and Wellness. **40%** of available contact time (contact hours) will focus on **AS** material, **20%** on **LE**, **20%** on **Drill**, and **20%** on **Wellness/PT**. AS and STEM acquaint students with the elements of aerospace and the aerospace environment. Leadership Education is the portion of the SFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills. Drill provides students with an application of their leadership curriculum and attention to detail. The objective of the Wellness/PT Program is to motivate cadets to lead

healthy, active lifestyles beyond program requirements and into their adult lives and show improvement in their fitness as the year progresses.

### PROGRAM SCHEDULING

Military Science I: AS 200/LE 100

Military Science II: AS 300/LE 200

Military Science III: AS 220/LE 400

Military Science III(H): AS 300 (SMAD I)/LE 400

Military Science IV: AS 220/LE300

Military Science IV(H): AS 300 (SMAD II)/LE 300

The current AS and LE course titles and descriptions can be found in the course syllabus on Canvas.

### 8.3 Cadet Guide

In addition to the primary Leadership Education curriculum, cadets are expected to be knowledgeable in all aspects of this Cadet Guide. Novice Cadets will be tested on Cadet Guide knowledge for both promotion scores, as well as Leadership Education grades. Veteran Cadets are also tested on Cadet Guide knowledge; however, their scores **only count towards promotions** (See Chapter 5).

### 8.4 Grades

The SFJROTC course grade will reflect what has been learned in the classroom and on the drill pad. A cadet's extra time commitments and co-curricular activities participation will only have an effect on rank and position.

The percentages used in the JROTC program and the conversion of all numerical grades to letter grades is in accordance with the following scale: (A=90-100, B=80-89, C=70-79, D=60-69, F=50-59). Plus or minus symbols will not be used in grade recording.

### 8.5 Assignments and Examinations

The NV-941 JROTC program does not have Formative assignments. All assignments are Summative. Under normal circumstances, the course grade is based on standard assignment percentages from the following areas as dictated by CCSD policy:

- Summative AS Assignments (40%)
- Summative LE Assignments (40%)
- Summative PT Workouts (20%)



Cadet Guide quizzes/tests will be included as part of Novice LE grades. For Veterans, Cadet Guide quizzes/test only count for promotions and awards. Drill quizzes/tests and uniform wear & grooming standards are included under Leadership Education for a cadet's grade for both Novices as well as Veterans.

Uniform wear & grooming standards will also factor into Citizenship grades. See Citizenship Grading below for more information.

The goal of the Wellness/PT program is to promote wellness and have each cadet show improvement in their fitness as the year progresses. PT Workout grading is based on a cadet's effort, participation, and wearing of the uniform in the weekly PT activities and the PT testing that occurs throughout the year. Students who miss PT class during the week will not receive any grade for that week. NOTE: Excessive absences on PT days will be evaluated by the instructors for possible removal from the program as discussed in Section 1.6. **Cadets who are not in proper PT uniform (including athletic shoes) will not be allowed to participate in the day's activities and will receive a grade of zero for the day. Those students will remain in the classroom and work on other homework.**

End of quarter AS and LE assessments are used to measure mastery of those course standards after learning has occurred. These assessments will be utilized for AS/LE, PT, Drill, and Cadet Guide. The end of semester exam will include items from the AS and LE lessons during the semester.

Assessment results will be posted in Infinite Campus within three days after the completion of the assessment.

All students will be allowed to complete/submit reassessments within 10 school days after grades are posted in Infinite Campus:

- Students who have not met the identified Nevada Academic Content Standards (NVACS) and District curriculum standards, indicated by a grade of D or F on assessments, have 10 days to participate in a reassessment opportunity, and may be given multiple attempts until they meet the standards.
- Students who have met NVACS standards, indicated by a grade of A, B, or C on assessments, may participate in one reassessment opportunity per each summative assessment within 10 school days of grades being posted to improve their grade.

Reassessment opportunities will not be offered for semester exams. Semester exam scores will be entered at the score earned.

Reassessment opportunities will be provided before or after school. For students who cannot stay before or after school, a time will be provided during the instructional day.

Reassessment is only for learning target standards students did not master. Various assessment methods will be considered (performance assessment, personal communication, selected response, and/or written response).

Reassessment accommodations written in IEPs and/or Section 504 Plans supersede District reassessment guidelines.

Completion of previous assessments, assignments, and/or reassessment reflection might be required before reassessment is allowed.

#### **Missing Work/Late Work**

Students will have a five-school-day window to complete/submit missing assignments (M).

Missing assignments (M) will be recorded with a weight of 0%.

If a student submits the missing assignment (M) within the five-school-day window, it will be replaced with a score reflecting the student's academic performance, and a late work (L) flag will be added.

If a student fails to submit the missing assignment within the five-school-day deadline, the missing assignment (M) will remain as 0% in the gradebook.

#### **8.6 Citizenship Grading**

Student citizenship is measured using the Durango High School student expectations, non-academic success skills per the Great Schools Partnership, and learner behaviors for college and career readiness per the NDE's Employability Skills for Career Readiness Standards. See the [Durango High School Citizenship Rubric](#). Additionally, due to the mandatory uniform requirements, our program's citizenship grade will also be tied directly to the citizenship grade. Failure to wear the uniform as outlined in Chapter 9 will result in downgraded citizenship grades and potential removal from the program. **Cadets will be lowered one Citizenship grade for every NUD they receive during the grading period.**

## **8.7 Curriculum In Action (CIA)/Field Trips**

Field trips directly connect classroom work with the real world. Field trips are direct extensions of academic work and a vital part of the curriculum. Cadets are encouraged to participate on every field trip if space is available. Field trips will be scheduled at least once during the school year to military installations, civilian aviation facilities and aerospace facilities in and out of Nevada. Listed below are the criteria needed for cadets to participate in field trips:

- Must display a positive attitude.
- Must continually maintain acceptable grooming and uniform standards.
- Must not have had any negative comments from the cadet's other teachers, particularly about their conduct.
- Must not have any disciplinary issues in the school or SFJROTC program
- Must maintain at least a "C" average in the program as well as other classes.
- Must have paid all SFJROTC fees and/or fines.
- Must have complied with all field trip requirements before the cut-off date.

Event participation may be limited based on transportation (and/or other reasons) and the instructor staff will determine the selection process. Cadets will need parental/guardian approval for all CIA/field trip events. Field trip permission forms must be signed by the cadet's parents and must be on file in the instructors' office (in addition to other permits on file elsewhere in the school). Unless otherwise announced, all field trips will be made with the cadets in uniform. However, for out-of-state field trips, civilian clothing may be worn during the primary transportation phase.

All cadets will be expected to demonstrate the highest degree of military courtesy while on field trips. While

touring the facilities, cadets must remain together in assigned groups and will give full attention to speakers and guides. Cadets are representing Durango High School, and more importantly, the United States Space Force.

### **Overnight and Out-Of-State Field Trips:**

The essential information concerning out of state field trips will be announced far enough in advance to allow for missed classes and to make the necessary arrangements for transportation. Prior to the trip, letters will be sent to each cadet's parents informing them of the upcoming event. This letter will include such information as emergency numbers, lodging addresses, departure time and the best estimated time of return.

Prior to departing, the instructors will conduct a mandatory trip briefing several days in advance. On the day of departure, a supervised baggage inspection will take place to ensure no unauthorized items (weapons, drugs, and alcoholic beverages) are packed or are being carried. All prescription medication must be turned over to one of the chaperones for dispensing at the proper times.

Any cadet financially unable to participate on a scheduled field trip may submit a letter to the instructor staff requesting a grant or loan from the cadet fund. (Note: A grant does not have to be repaid; however, a loan must be repaid as soon as possible or arranged to be paid in reasonable installments.)

At the start of each day, the unit will conduct a Roll Call Formation to ensure all cadets are accounted for, everyone meets appropriate dress and grooming standards, and to discuss the day's itinerary. Additional Roll Call Formations may also be called at intermittent stops during the day.

## CHAPTER-9, UNIFORM WEAR AND GROOMING STANDARDS

### 9.1 Introduction

Each enrolled cadet will be given the privilege of wearing the SFJROTC uniform, which must be worn properly. All cadets will be issued items for various combinations which they will be *required to maintain and wear* on our unit's designated uniform days. The only exceptions to this policy are for religious, cultural, or medical reasons. These exceptions are granted by SASI. The proper wear of the uniform cannot be over-emphasized since it is nearly the same uniform worn by active-duty Space Force personnel. It is not a costume and items such as insignia and other devices that are worn, other than for their intended purpose, is not only a violation, it is in poor taste. The uniform represents one of the most respected traditions of our country and should rightly be reserved for wear in a manner to honor the heritage for which it represents. Remember, the uniform you will wear is a symbol of the Armed Forces, SFJROTC, NV-941, CCSD and Durango High School.

For every instance where a cadet fails to wear the issued SFJROTC uniform and/or fails to comply with appropriate grooming standards on the prescribed uniform wear days, a cadet will receive a Non-Uniform Wear Day (NUD) mark and a deduction in their overall citizenship grade by one overall category as described in Paragraph 8.6 and loss of uniform grade points which are part of their Leadership Education grade. Cadets will also lose Merit points used in the calculation for promotions (See Chapter 5). **Multiple NUD violations during a given semester grading period may lead to a cadet's removal from the JROTC program** as described in Paragraph 1.6. Final decisions and waiver authority to this policy rests solely with Instructor Staff.

Cadets are not allowed to let anyone wear/use any of the uniforms, or uniform items, that are issued to them. This includes their Blues uniform, ABUs, Corps hoodie, PT shirt, PT shorts, cold weather Space Force PT sweatshirt, and cold weather Space Force PT sweatpants. There is a certain set of expectations that comes with wearing these items, and anyone outside of our Corps is unaware of those and cannot be held accountable for violating them.

Because cadets wear the official United States Space Force uniform, objectionable behavior in public can create an unfavorable reaction of the public toward the JROTC program and the U.S. Space Force. As a JROTC

cadet, you must constantly strive to present a neat and well-groomed appearance in and out of uniform.

The regular wear of the uniform is a Space Force program and course requirement of JROTC, and all cadets are expected to wear their issued military uniform at least once a week, with normal uniform wear day **Every Wednesday** (unless specified otherwise). Wearing the uniform is not a selective option for cadets. The cadets must wear the uniform that is specified by the NV-941 Commanders and shown on the Uniform of the Day (UOD) board located in front of the classroom. Cadets must also comply with the *personal grooming standards* as found in the Cadet Guide. If a cadet does not wear the uniform on the designated day, they must still meet all grooming/appearance standards as if they were wearing the prescribed combination or they will receive a reduction in citizenship grade. If a cadet receives a NUD during the semester for failure to wear the uniform, the cadet may wear the uniform the following day, at the discretion of the instructors, and have the NUD removed from their record. Cadets should check the UOD board regularly and ensure they know what is required prior to leaving school the day before uniform day.

For Uniform Wear Day, **CADETS MUST WEAR THE APPROPRIATE COMBINATION FOR THE ENTIRE SCHOOL DAY AND DURING ANY OFFICIAL MEETINGS AFTER SCHOOL**. No cadet will change out of uniform unless given permission to do so by the SASI/ASI. Exceptions can be granted for Drill/Fitness teams at the discretion of the team commanders.

If a cadet is a member of a team that is requested to wear a school uniform or the cadet wants to participate in a school spirit day, with instructor permission they may wear their cadet uniform the **following school day**. If a cadet is absent on uniform wear day, they are required to wear their uniform the **NEXT DAY THEY ARE AT SCHOOL**. Exceptions may be given by the instructors based on circumstances.

NUDs will be tracked on a semester basis. Any cadet with a NUD during 1<sup>st</sup> Semester will have their count restart at the beginning of the 2<sup>nd</sup> Semester. PT NUDs will be tracked separately from regular uniform NUDs during the

weekly PT. Every two PT NUDs will count as one uniform NUD on a cadet's semester count. PT NUD counts will also restart each semester.

Reference the following table for prescribed uniform combination (combo) number and subsequent uniform requirement. This table is organized Male-Female (i.e. Shirt references Male Uniform while Blouse references Female Uniform):

Combo #	DESCRIPTION
1	Service Dress
2	Short Sleeve Shirt/Blouse without tie/tie tab
3	Short Sleeve/Long Sleeve Shirt/Blouse with tie/tie tab
4	Short Sleeve Shirt/Blouse w/o tie/tie tab and Lightweight Blues Jacket
5	Short Sleeve/Long Sleeve Shirt/Blouse with tie tab and Lightweight Blues Jacket
6	Airman Battle Uniform (ABU) with sage (or substituted brown) boots
7	Semi-Formal Dress (white-collared dress shirt or substituted Blues Shirt)
8	Fitness (PT) Gear shirt issued by unit, with or without hoodie
9	Professional Citizen Attire (polo shirt, slacks/skirt, dress shoes/low-quarters)
10	Urban Camouflage

All cadets are responsible to research and know **ALL** uniform requirements, regardless of gender.

After the initial issue, any alterations to the uniform must be approved by the instructors. Altering the waist of the trousers is prohibited, only altering the length of the trousers is permitted.

Engaging in any sporting activities in uniform is prohibited.

At the end of the school year, when leaving ROTC, or when leaving Durango High School all uniform items must be **dry cleaned and turned in** so they can be accounted for.

Whenever a case arises that is not covered in this guide, the SFJROTC Ops Supplement and AFI 36-2903 will prevail. Reference Attachments 1-23 and the following Paragraphs for further details.

## 9.2 Appearance Standards

It is the responsibility of each cadet to practice good hygiene. They must shower every day, wash their hair, use deodorant, brush their teeth, and use mouthwash frequently.

### Appearance standards, all genders (while in uniform)

**Book bags:** Briefcases, book bags, gym bags, books and other items are authorized but must be carried in the **left hand** to free up the right hand for saluting.

**Earpiece:** Wear/use of an earpiece, any Bluetooth technology, or headphones, are NOT authorized to be used/worn while in uniform. Cell phones may be used if the cadet is stopped, but all customs and courtesies must be given and take priority over cell phone usage.

**Wristwatches:** Members may wear wristwatches if they are conservative in nature.

**Eyewear/glasses:** Glasses will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logos on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized.

**Sunglasses:** Sunglasses (to include darkened photosensitive lenses) are not authorized in military formation unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a commander or commandant on the advice of a medical official. Any exceptions must be approved by the instructor staff. Only conservative, clear, slightly tinted or photosensitive (not extremely dark) may be worn in military formations. Conservative sunglasses and photosensitive type sunglasses may be worn while outdoors when not in formation. A faddish style sunglass lens, to include mirrored lens, is not authorized.

**Body Piercings:** Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any

exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up or band-aids. Cadets are allowed to wear **transparent spacers (no larger than 6mm) while in uniform.**

**Jewelry.** While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.

**Rings:** Cadets may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger and may be worn on the thumb.

**Bracelets:** Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). Colored/rubber bracelets that support a cause are not allowed to be worn in uniform. No rubber or fabric type bracelets are allowed.

**Ankle Bracelets:** Ankle bracelets are not authorized.

**Tattoos or Brands:** Tattoos on the hands, neck, face, or head are not allowed. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Space Force are also barred, whether you are in or out of uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.

**Cosmetic tattooing:** Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury

for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e. eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.

**Wigs/Hairpieces/Extensions.** Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality, and professionalism. (**Note:** Extensions are still prohibited for males). Wigs/Hairpieces/Extensions will *not* be used to cover unauthorized hairstyles.

### **Appearance Standards – Male (while in uniform)**

#### **Hair (Reference Attachment 1 for examples):**

Hair will be clean, well-groomed, present a professional appearance, allow proper wear of headgear, and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or gray. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).

Cadets maintain a Space Force standard haircut. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists, or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed **2.5 inch in bulk**, regardless of length and ¼ inch at natural termination point, allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not an all-inclusive list) are Mohawk, mullet, cornrows, dreadlocks, or etched design. Men are not

authorized to have hair extensions. Hair must be one natural color. Cadets must have an acceptable military haircut before being issued the uniform.

**Sideburns:** If worn, sideburns will be straight and even width (not flared) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.

**Mustaches:** Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.

**Beards:** Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2001. **When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length.** Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.

**Earrings/Cosmetics:** Males cannot wear earrings or body piercings in uniform (with the exception of the spacers as described above), nor can they wear any makeup/cosmetics, to include nail polish.

**Dental ornamentation:** Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

#### **Appearance Standards – Female (while in uniform)**

##### **Hair (Reference Attachment 2 for examples):**

Will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (Exception: female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings must result in natural hair colors. **Examples of natural hair colors are brown,**

**blonde, brunette, natural red or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend to not present an unnatural appearance between colors. For example, hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches, and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASI may temporarily authorize cancer patients to wear approved caps (black/tan) due to temporary medical conditions (i.e., radiation/chemotherapy).**

Female cadets have no minimum hair length, to a **maximum bulk of 4 inches** from scalp that allows proper wear of headgear. Hair will end above the bottom edge of the collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member’s back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member’s back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades (See Attachments 3-4).

Locs, braids, twists, micro-braids, French braids, Dutch braids, and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly.

All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional, and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

A braid/twist must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards.

**Exception:** Micro-braids or twists are not required to continue to the end of the hair.

**Unauthorized hairstyles:** Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched shapes and/or design.

**Hair accessories:** If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnet must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunches will not exceed two inches in width.

Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins).

**Earrings:** Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. **If a cadet has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes.** Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets **are authorized to wear transparent piercing spacer(s).** **Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.).** Piercing holes will not be large enough to permit light to shine through.

**Fingernails:** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed **¼ inch in length beyond the tip of the finger** and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

**Cosmetics.** Female cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. **Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.** When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.

**Body piercings/ornamentation:** In uniform with the exception of earrings for women, all members **are**

**prohibited from** attaching, **affixing**, or displaying objects, articles, jewelry, or ornamentation to or **through the ear, nose, tongue, eyebrows, lips, or any exposed body part** (includes visible through the uniform). Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored).

### 9.3 Uniform Wear (All Genders)

Reference Attachments 1-23 for further guidance.

There are **five (5) items of clothing that must be worn with all Blues uniform combinations: flight cap, belt, black shoes, black socks, and white V-neck undershirt.**

Unless otherwise specified, the short sleeve/long sleeve shirt/blouse combination will be worn for uniform wear day. Except on special occasions, the specific uniform combination will be based on forecasted weather.

Ribbons will not be worn with medals. Medals may be worn while attending Military Ball and Dining-Out.

When worn, the lightweight jacket will be zipped at least halfway up. It may be removed in the classroom. When it is put back on, it must be zipped halfway.

All missing buttons must be replaced immediately on all clothing items. If needed, see instructors for additional buttons.

Undergarments such as the tee shirt must be white, V-necked, and clean. Tee shirts with any kind of graphic art on it are prohibited.

One set of name tags (blue and silver) will be purchased by SFJROTC for each cadet. Replacement name tags will be purchased by the cadet through the instructors. Orders will be placed but the name tag will not be issued until paid for. Name Tags become the property of the cadet.

The pullover or cardigan sweater may be purchased and worn by cadet officers. When wearing the sweater the rank insignia must be worn. The tie/tie tab is mandatory with the sweater.

Staff Officers and NCOs may wear a cord only on his/her left shoulder while in the Blues Uniform; the cord is not authorized on ABUs.

- Delta Commanders will wear a gold cord.
- Staff officers will wear silver cords.
- Staff NCOs will wear navy blue cords.

All cadets will wear appropriate earned rank insignia with uniform combinations. It is the responsibility of individual cadets to know when they are promoted and obtain ranks from the cadet logistics officer or superintendent, or an instructor.

### Flight Caps:

When the flight cap is not worn, it may be tucked into the belt, carried under the left arm, or in the left hand. If tucked under the belt, **it must be on the wearer's left side**, between the first and second belt loops, and the opening of the cap is to the rear. Officer rank should be outward.

The flight cap will be worn slightly to the wearer's right with vertical creases of the cap in line with the center of the forehead and in a straight line with the nose. The cap extends approximately 1 inch from the eyebrows in the front. Female hair may protrude from the front of the cap, but males may not.

Place and wear ranks and/or SFJROTC insignias properly and wear only the insignia that is authorized.

### Blue Shirt:

**'Military Creases' are not permitted.** Ensure the dry cleaners DO NOT put military creases in the uniform.

The shirt should be tucked in at all times, and the **"Gigline"** (Formed by the shirt/blouse opening, belt buckle, and the fly of the trousers/slacks) should stay in line at all times. It should be checked frequently throughout the day.

### Shoes:

Shoes will be laced to the top with the laces tucked in and must be polished to a high gloss at all times with approved shoe polish.

Corfam shoes are authorized for cadet officers only and must be purchased by that cadet. Female officers may purchase pumps. Corfam shoes/pumps WILL NOT be worn by any member of a drill team during competition.

Socks must be black in color and must be of normal length (ankle-length socks are prohibited). Other dark colors are not authorized. Females must wear pantyhose (flesh tone, medium to dark blue, black, or brown). White socks are not authorized to be worn with the Blues uniform.



### **Physical Training Gear (PTG)**

All cadets will be issued a unit PTG. The current year's PTG will be the mandatory uniform for physical training days. Failure to wear the unit PTG will result in a PT/NUD and will have an impact on your overall grade and award/promotion eligibility. See Paragraph 9.1.

The PTG shorts waistband will rest at or within two inches of the natural waistline

Cadets **must meet** personal grooming standards while in PTG (except for female hair). Female long hair will be secured in a ponytail but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the underarm through the shoulder blades.

Cadets will be issued PTG sweatshirts and pants to be worn during inclement/cold weather.

Appropriate closed-toed athletic footwear (sneakers) will be worn. **NO CROCKS/SANDALS/FLIP-FLOPS.** There are no restrictions on the color of athletic shoes.

Socks are mandatory and will be white or black and may have small trademark logos.

Short and long-sleeved solid color form fitting undershirts, (i.e., Spandex, Lycra™ or elastic material) may be worn and visible under the short-sleeved PTG shirt. Undershirts must be tucked in, and must be white, black, or light gray in color. Undershirts may have a visible small trademark logo.

Bandanas and other similar headscarves/headgear are not authorized with PTG.

### **Airman Battle Uniforms (ABU) Male and Female**

ABUs will not take the place of the Blues Uniform; they are intended to enhance the uniform options and serve as a motivational and recruitment tool.

ABUs, when worn, will be worn in its entirety.

Cadets will not wear bits or pieces of their ABU uniform in or out of school. The only exception to this is the Corps/Flag shirt, which may be worn with ABUs and/or civilian clothes. The same respect is to be given to the ABUs as given to the Blues Uniform.

Staff Officer and NCO cords will not be worn with ABUs.

ABUs will be worn only with the garrison ABU cap and sage green or brown boots. ABU pants must always be properly bloused over the boots. NO berets, shoulder cords, ascots or gloves will be worn with the ABU uniform.

### **Semi-Formal uniform wear**

Semi-formal dress uniform is only to be worn for social functions of a semi-formal and/or official nature as prescribed by the SASI. (Dining-Out, Cadet Military Ball, etc.).

A button-up white dress shirt will be worn in lieu of the Blues shirt. The collar must be button-free. Cadets will not place ranks, name tag nor ribbons on the white shirt. Male cadets will wear their issued tie, while females will wear their issued tie tab.

Cadets may choose to wear the regular blue uniform tie, or a blue or black bow tie. Cadets may choose to wear either their ribbons or their medals, but not both.

Contingent upon the instructor's guidance, the silver name tag may be required.

Cadets DO NOT wear their flight caps while in semi-formal dress.

Authorized badges may be worn. See Attachment 19 for more details

### **9.4 Male Uniform Wear**

Uniform items for male cadets will consist of the flight cap, belt, short sleeve blues shirt, trousers, service dress coat, name tag/ribbons, tie, shoes, and socks. See Attachments 1-23 for further details on uniform wear.

#### **Belt:**

The metal tip of the belt should be pushed through the buckle until only the metal tip is flush with the edge of the buckle.

The belt is then threaded through the loops of the pants from **right to left**.

The cloth end of the belt can then be tightened via the adjustment clamp on the back of the buckle.

### Short and Long Sleeve Blue Shirts

The short sleeve blue shirt can be worn with or without a tie depending on the uniform combination. The tie is mandatory when wearing the service dress coat.

The optional long sleeve blue shirt (3rd and 4th year officer cadets only) may be worn in lieu of the short sleeve blue shirt. When worn, the tie is mandatory, and its rules apply.

The shirt tail is pulled down tightly into the trousers and tucked to the sides to make it fit neatly. It is recommended that cadets wear shirt garters to help keep the shirt from folding and becoming wrinkled.

Cadets will not place any items in the pockets of the blue shirt.

The blue shirt may be home laundered. If washed at home, it must be ironed, or steam pressed before wearing.

The USSF distinguished lapel insignia is mandatory on both the long-sleeve and short-sleeve blue shirt and will be worn centered ½ inch above the nametag.

### Trousers

The bottom of the trouser leg must rest on the shoe with a slight break in the crease. The back of the trouser leg will be **7/8 of an inch longer than the front**. Cuffs are prohibited.

The rear pocket of the trousers must be buttoned at all times. Articles may be carried in the pockets but must not be visible.

The trousers must never be washed. They must be **dry cleaned only**.

### Service Dress Coat

The outside pocket of the dress coat is for decorative purposes only. Nothing will be carried in it. There are inside pockets for carrying small items.

The coat may be removed in the classroom (any classroom) when it becomes too uncomfortable or too warm. When the coat is removed it must be draped over the back of the chair.

The coat must be put back on and buttoned before leaving the classroom. The necktie must never be removed or

loosened even when the coat is removed. The coat is not washable; therefore, it **must be dry-cleaned**.

When authorized by the SASI/ASI, cadets may wear their medals. Medals are pinned on the service coat pocket where the ribbons would normally go. You are not allowed to mix ribbons and medals.

The USSF distinguished lapel insignia is mandatory and will be centered on the lapel, parallel with each other and the floor.

### Name tag and ribbons:

The blue nametag on the male blue shirt is worn centered above the right breast pocket parallel to and flush with the seam of the pocket.

The name tag on the service dress is metal engraved, brushed satin silver finish with the last name engraved in blue lettering. The name tag will be centered on the wearer's right between the sleeve seam and lapel and the bottom of name tag will be parallel with bottom of ribbons

Earned ribbons are mandatory (unless wearing medals) when wearing the service dress coat. Ribbons will be centered about the left breast pocket parallel to and flush with the seam of the pocket.

### Tie:

The tie is required, depending upon the uniform combination. When a tie is worn, the top button of the blue shirt must be buttoned.

The tie will be either blue polyester or silk, herringbone twill. The tip of the tie must cover a portion of the belt buckle but cannot extend below the bottom of the belt buckle. A tie tack or clasp may be worn with the tie. If worn, the tie tack or clasp will be the —wing and star design, Space Force symbol, or rank insignia. The tie tack or clasp will be centered between the bottom edge of the knot and bottom tip of the tie.

### 9.5 Female Uniform Wear

Uniform items for female cadets will consist of the flight cap, slacks, belt, light blue blouse, dress coat, tie tab and shoes. See Attachments 1-23 for further details on uniform wear.

### **Belt**

The metal tip of the belt should be pushed through the buckle until only the metal tip is flush with the edge of the buckle.

The belt is then threaded through the loops of the pants from **left to right**.

The cloth end of the belt can then be tightened via the adjustment clamp on the back of the buckle.

### **Short and Long Sleeve Blue Blouse**

The short sleeve blue blouse may be worn with or without a tie tab depending on the uniform combination. The tie tab is mandatory when wearing the service dress coat.

The optional long sleeve blue blouse (3rd and 4th year officer cadets only) may be worn in lieu of the short sleeve blue blouse. When worn, the tie is mandatory, and its rules apply.

The shirt tail is pulled down tightly into the slacks and tucked to the sides to make it fit neatly. It is recommended that cadets wear shirt garters to help keep the blouse from folding and becoming wrinkled.

Cadets will not place any items in the pockets of the blue blouse.

The blue blouse may be home laundered. If washed at home, it must be ironed, or steam pressed before wearing.

The USSF distinguished lapel insignia is mandatory on both the long-sleeve and short-sleeve blue blouse and will be worn centered ½ inch above the nametag.

### **Slacks:**

Slacks will be worn in the same manner as the male trousers (see male trousers).

The bottom of the slacks leg must rest on the shoe with a slight break in the crease. The back of the slacks leg will be **7/8 of an inch longer than the front**. Cuffs are prohibited.

After the initial issue any alterations must be approved by the SASI or ASI. Altering the waist of the slacks is prohibited. Only altering the length of the slacks is permitted. Slacks must never be washed. They **must be dry cleaned only**.

### **Service Dress Coat:**

The outside pocket of the dress coat is for decorative purposes only. Nothing will be carried in it. There are inside pockets for carrying small items.

The coat may be removed in the classroom (any classroom) when it becomes too uncomfortable or too warm. When the coat is removed it must be draped over the back of the chair.

The coat must be put back on and buttoned before leaving the classroom. The tie tab must never be removed or loosened even when the coat is removed. The coat is not washable; therefore, it **must be dry-cleaned**.

When authorized by the SASI/ASI, cadets may wear their medals. Medals are pinned on the service coat pocket where the ribbons would normally go. You are not allowed to mix ribbons and medals.

### **Name Tag/Ribbons:**

The blue nametag on the female blouse must be centered on the right side **1 1/2 to 2 1/2 inches higher or lower than the first exposed button**.

The name tag on the service coat is metal engraved, brushed satin silver finish with the last name engraved in blue lettering. The name tag will be centered on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be **parallel with the bottom of the ribbons**.

Earned ribbons are mandatory (unless wearing medals) when wearing the service dress coat. Ribbons will be centered on the left side **1 1/2 to 2 1/2 inches higher or lower than the first exposed button**.

### **Tie tab:**

The tie tab is required, depending upon the uniform combination. The tie tab must be snug to the collar, with none of the Velcro exposed. When worn, the top blouse button must be buttoned.

### **Skirt:**

The optional skirt may be worn by third- and fourth-year cadet officers only. The length of the skirt may not vary beyond the top and bottom of the kneecap and may not be overly tight. Hosiery is optional. Color can be sheer nylon in a neutral, dark brown, black, off black, or dark blue shade that compliments the uniform and skin tone.

## SECTION-5

# Corps Activities

## CHAPTER-10, Events and Leadership Development Requirements

### 10.1 Introduction

Leadership Development Requirements (LDRs) are a critical part of the NV-941 SFJROTC program. They are utilized to develop and foster cadet leadership and teamwork and are crucial to the development of the Corps. The following are the potential NV-941 LDR teams/activities for this school year.

### 10.2 Tier I (STEM Based)

#### **CyberPatriot:**

CyberPatriot is the National Youth Cyber Education Program. At the center of CyberPatriot is the National Youth Cyber Defense Competition. The competition puts a team of six students in the position of newly hired IT professionals tasked with managing the network of a small company.

#### **JROTC Leadership and Academic Bowl (JLAB):**

JLAB is a nationally recognized academic competition created exclusively for JROTC students. By participating, cadets learn the values of citizenship, leadership, academic competition, and college opportunity. JLAB is restricted to students in Grades 9-11.

#### **StellarXplorers:**

StellarXplorers inspires and attracts high school students to pursue studies and careers in STEM-related fields through a challenging, space system design competition involving all aspects of system development and operation with a spacecraft/payload focus. Six cadets will compete against other schools across the country in several rounds of space mission design and knowledge tests. Teams are guaranteed three practice and competition rounds that start in October and finish in January. If a team scores high enough, they will continue to compete Nationally into the Spring.

#### **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 SFJROTC cadets. Cadets can earn the Model Rocketry badge, under the guidance of the instructor staff. Rocketry club is reserved for 2nd, 3rd, and 4th year cadets only.

### 10.3 Tier II (Activity Based)

#### **Armed Drill Team (ADT):**

ADT is one of the Corps most visible leadership opportunities. It promotes leadership, discipline, and teamwork. It is widely considered the backbone of military instruction and therefore plays an important part of the SFJROTC curriculum. The team typically consists of 9-to-12- members and a commander. Teams develop routines using regulation drill or exhibition drill movements and compete at the Service, Local, and National level. The ADT is governed by AFPAM 36-1203 and/or Army TC 3-21.5.

#### **Unarmed Drill Team (UDT):**

UDT is also one of the Corps most visible leadership opportunities. It promotes leadership, discipline, and teamwork. It is also widely considered a backbone of military instruction and therefore plays an important part of the SFJROTC curriculum. The team typically consists of 9-to-12- members and a commander. Teams develop routines using regulation drill or exhibition drill movements and compete at the Service, Local, and National level. The ADT is governed by AFPAM 36-1203 and/or Army TC 3-21.5.

#### **Color Guard (CG):**

Color Guard is a highly professional and patriotic team that combines precise drill and proper flag courtesies. Primary functions include casing and uncasing, presenting, folding, posting, and retiring of colors. Team members must be dedicated to learning the Manual of Arms and flag etiquette. Color Guard is governed by AFPAM 36-1203 and Army TC 3-21.5.

#### **Kitty Hawk Air and Space Society (KHAS):**

KHAS is the official academic honor society of SFJROTC. KHAS is sponsored by the Air Force Association's (AFA) Aerospace Education Foundation. KHAS upholds academic standards and promotes further interest in academic achievement. Its purpose is to:

- Promote high academic standards and achievement
- Promote school and community service
- Promote self-confidence and initiative
- Develop leadership abilities
- Recognize academic excellence
- Further members' knowledge of Space Force's role in aerospace

**Fitness Team:**

The Fitness Team is composed of male and female cadets who compete against other JROTC cadets in different events such as push-ups, crunches, broad jump, pull-ups, etc. Male and female team members compete separately with different scoring systems. Individual cadet scores are also combined to determine overall team rankings.

**10.4 Tier III (Unit Based)****Flag Detail:**

The Flag Detail of NV-941 is responsible for raising and lowering the flag in front of the school each day. The team is composed of those cadets dedicated to showing patriotism and respect for the American flag. Three cadets will be scheduled before school to put up the flag (weather permitting) and three more again after school to lower the flag.

**Green Team:**

The Green Team is formed by small groups of cadets as needed to help clean-up the school grounds. Each team

will be led by a commander who will ensure team members have the needed clean-up equipment that are needed for the area they will be working in (trash bags, gloves, etc.). Clean-up locations will be determined by school leadership, instructors, or cadet commanders.

**Honor Guard:**

The Honor Guard team is composed of cadets who are Color Guard team members. Honor Guard primarily performs Colors presentations at requested community locations throughout the school district and community.

**Flag Football Team:**

The Flag Football team is a competitive athletic team composed of male and female cadets who compete against other JROTC programs in the school district. Cadets from all year groups are eligible to be a part of the team. The number of cadets on the team will be between 10-20 cadets.

## **CHAPTER-11, EXTRA-CURRICULAR CORPS EVENTS**

### **11.1 Introduction**

In addition to the Leadership Development Requirement (LDR) teams/activities cadets participate in, the Corps also offers extra-curricular events to help foster teamwork, boost morale, and build camaraderie. Public events also showcase support for the local community. These events are open to all cadets to participate in. A cadet will be appointed to organize and lead each event. They will plan the event, sign-up cadets, and execute as appropriate.

### **11.2 Military Ceremonies, Formations, and Events Veterans Day Parade**

Cadets will participate in the annual Las Vegas Veterans Day Parade downtown on Veterans Day. Volunteer cadets will be bussed downtown for the event and will march through the streets with other parade entries.

### **Military Ball**

Cadets will have an opportunity to participate in the annual CCSD Cadet Military Ball. The Ball will be held in the spring at a civilian venue in Las Vegas.

### **Change of Command Parade**

The annual ROTC Change of Command Parade will be held at the end of the 3<sup>rd</sup> Quarter of the school year and is the Capstone of the entire NV-941 JROTC Year. Various military and civilian leaders will be invited to attend this function that will be planned and executed by the entire cadet Corps and cadets are encouraged to invite family and friends as well to showcase their progress during the last year. This ceremony will be the last function for the outgoing Command Staff and an opportunity for the new Staff to be recognized as they start their year in charge of the Corp. In addition to the Change of Command, the entire Corp will demonstrate their drill proficiency in a 'Pass in Review' at Blazer Stadium.

### **Awards Ceremony**

The awards ceremony will be held immediately after the parade. During the ceremony, various cadets will be provided "academic and leadership" awards from various military and civic organizations. The American Legion, Veterans of Foreign Wars, Sons/Daughters of the American Revolution, Air Force Association, Retired Officers Association etc., are some of the organizations that donate awards during the event as discussed in Chapter 8.

### **Dining-Out**

This traditional military ceremony is designed to build a strong feeling of the unit's "Spirit and Camaraderie" among members of the unit. The introduction to the ceremony will allow everyone to become familiar with the ceremony and procedures. This is a semi-formal dinner ceremony for all cadets and their guests. The ceremony is divided into a formal and informal portion and generally follows an agenda format with fairly precise timing of events. The most prestigious unit awards are also presented during this event.

### **11.3 Fundraising**

Fundraising projects are a necessary part of the SFJROTC program just like most school organizations. The unit funds will allow for desirable expansion of activities beyond the classroom and provide for specialized activities, supplies, equipment, and services in direct support of the program's objectives. Unit funds are also used for specific social events and to fund the Curriculum in Action trips. All cadets are encouraged to help support fundraising efforts to ensure the Corp is able to conduct all planned operations during the year.

Fundraising events will be scheduled in advance through the appropriate assistant principal and conform to CCSD and Durango policies.

The Cadet Corps Staff will recommend specific fundraising activities to the Cadet Finance Officer. These activities will be subject to review and approved by the SASI before execution. The SASI will determine the appropriateness for cadets to wear the uniform while participating in fundraising activities. This determination will be made for each event.

All funds raised through each event will be processed through the FM Staff and the School Banker.

### **11.4 Other Corps Events**

#### **Family Night**

Family Night is an event that takes place approximately 45 days after the first day of school. The purpose is to inform the parents on what to expect in the upcoming year. It is held in the theater and is planned and executed by the cadet Corps.

#### **Halloween Party**

The annual Halloween Party is a costume party for all cadets. The purpose is to provide a social event for cadets

and another opportunity for Novice Cadets to be included in the Corp. It is held at the school before Halloween.

### **Z-Fit**

Z-Fit is a JROTC fitness competition hosted by NV-941 at Durango HS. The purpose is to promote a fit and healthy lifestyle for cadets wishing to participate. Any cadet not competing on one of the fitness teams may volunteer to work for community service hours.

### **Sports Corps Nights**

The Sports Corps Nights are social events where the cadets get together and celebrate the hard work they have done and then go support one of the Durango sports teams. These are usually scheduled quarterly and are often done to support teams that have cadet members on the team.

### **March for Cans/Food Drive**

This annual food drive is an event to help local charity organizations. It is conducted during the month of March with cadets bringing in canned and packaged food. In addition to the charity aspect of the event, it is also run as

a competition between the different flights to see who can bring in the most food.

### **Bataan Memorial Death March**

This Corps event is a 15-mile memorial hike with up to 45 cadets through Red Rock Conservatory. The purpose is to bring awareness of those who sacrificed in the actual death march in the Philippines in 1942 during WWII. This event is usually conducted in April. Only veteran cadets are eligible for this event.

### **11.5 Community Service**

In addition to Corps events listed above that support the local community, the unit supports dedicated community service events throughout the year. These events support local organizations and events and give cadets the opportunity to execute the Corps values through service to the local area. These events will be advertised in advance with a sign-up process, particularly for those events that have limited space available. Cadets earn community service hours from these events which are critical for the unit to meet the community goals each year.



## ATTACHMENT 1

### CADET MALE HAIR GROOMING STANDARDS



Sideburns



Mustache

## ATTACHMENT 2

### CADET FEMALE HAIR STYLE EXAMPLES



Braids



Twists



Locs

## ATTACHMENT 3

### AUTHORIZED FEMALE PONYTAILS/EQUIVALENT AND LONG BRAID(S) EXAMPLES



Unbraided Single Ponytail/Pull-through Ponytail Style/Braided Ponytail



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



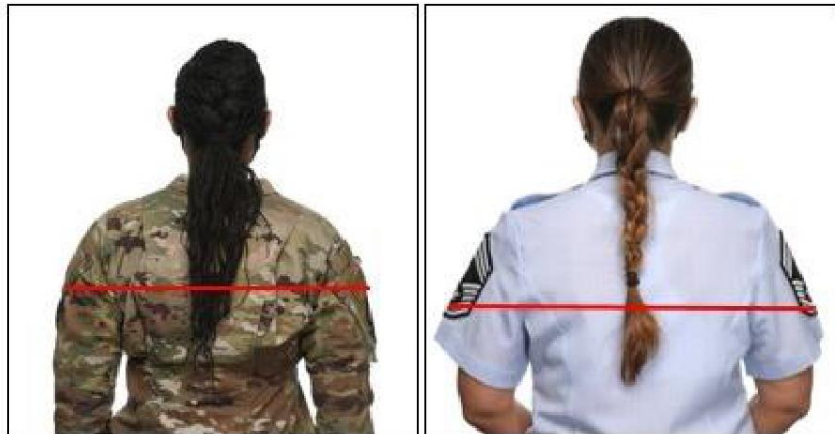
Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

## ATTACHMENT 4

### UNAUTHORIZED FEMALE PONYTAILS/EQUIVALENT EXAMPLES



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

## ATTACHMENT 5

### AUTHORIZED SPACE FORCE JROTC BADGES AND INSIGNIA



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



UNMANNED AIRCRAFT  
BADGE

**Cadets may only wear one of these badges on their uniform**



AWARENESS  
PRESENTATION  
TEAM BADGE

Cadets can choose only one badge. Either the APT badge or the Marksmanship Shield. Follow APT placement criteria if cadets wear the Marksmanship Shield.



AEF BADGE

**Badges/Insignia not listed here are unauthorized for wear.**



## ATTACHMENT 6

### AUTHORIZED SPACE FORCE JROTC BADGES AND INSIGNIA

#### Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

If earned choose only one – **CADETS MAY ONLY WEAR ONE on their uniform.** Place directly underneath ribbons. Cadets may NOT wear Marksmanship Shield (see below) with Marksmanship Badge. Do not wear Marksmanship badges with medals



Marksmanship  
Shield

Choose either the APT or Marksmanship Shield and a Marksmanship Badge. Only one may be worn.

Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

**Marksmanship badges will not be worn with medals.**

**Badges/Insignia not listed here are unauthorized for wear.**

# ATTACHMENT 7

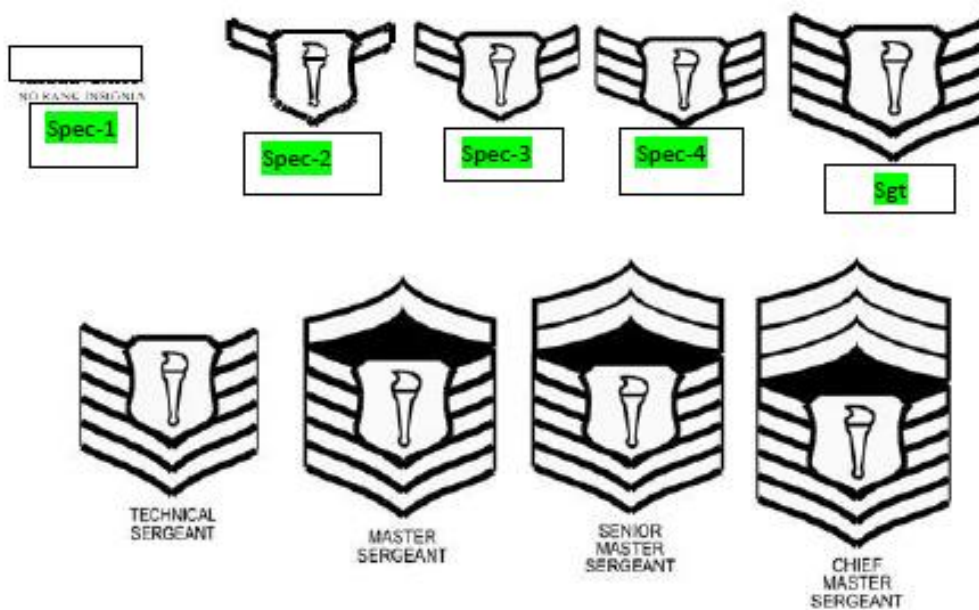
## AIR FORCE JROTC RANK INSIGNIA

### CADET OFFICER RANK



NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

### CADET ENLISTED RANK

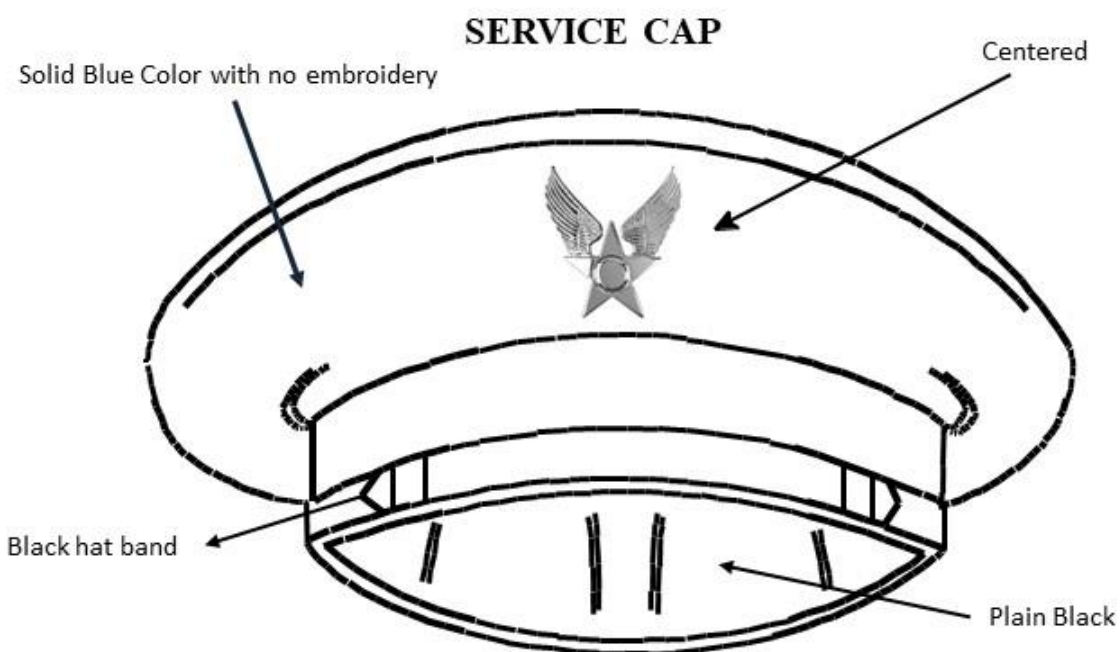


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

Rank insignia not listed here is unauthorized.  
The First Sergeant device is not authorized.

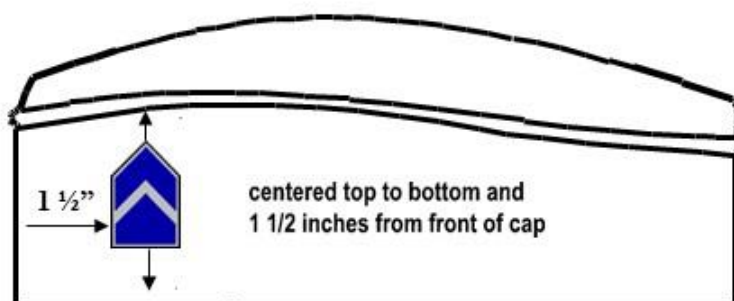
## ATTACHMENT 8

### CADET MALE HEADGEAR



Service Cap – Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

### FLIGHT CAP\*



- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.



## ATTACHMENT 9

### CADET FEMALE HEADGEAR

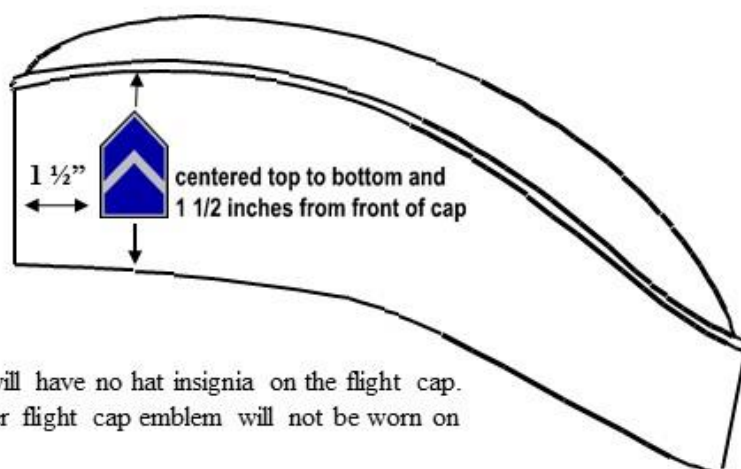
#### SERVICE CAP

Solid Blue Color with no embroidery



Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

#### FLIGHT CAP\*



- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

# ATTACHMENT 10

## CADET BERET HEADGEAR

### BERET

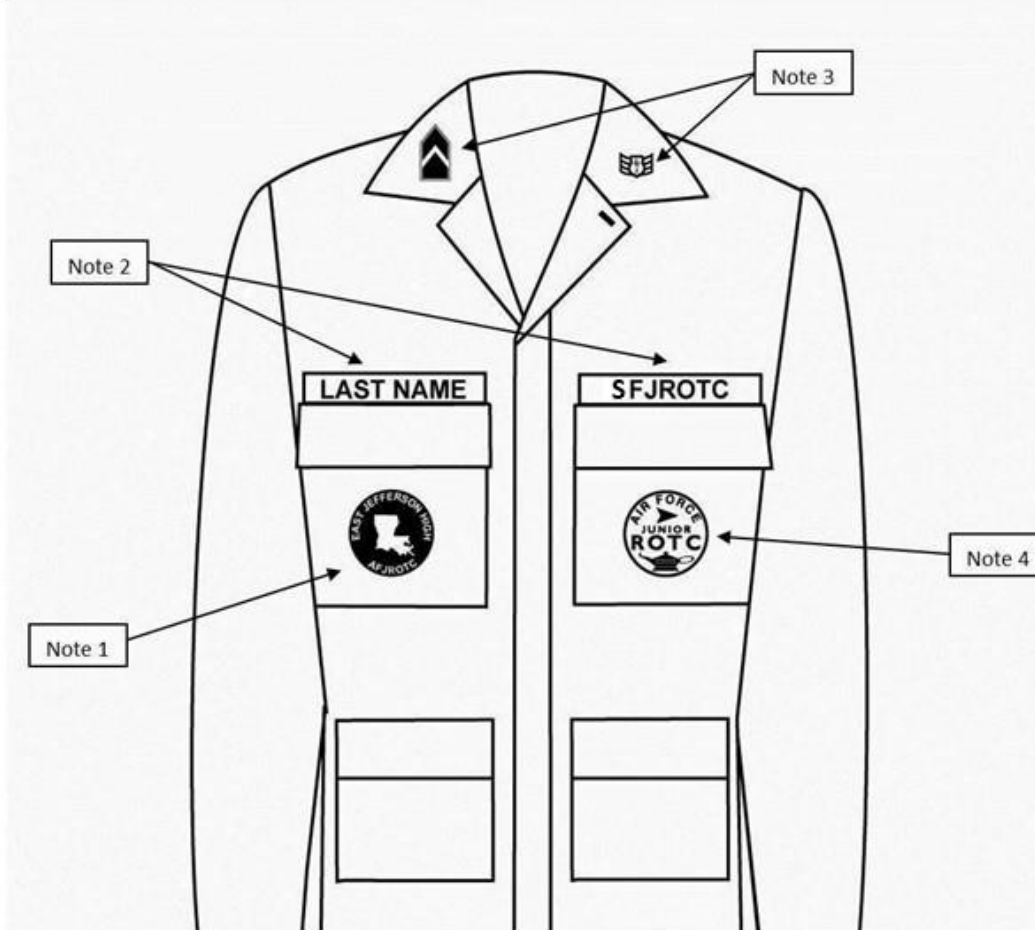


Berets.

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered,  $\frac{1}{4}$  inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

# ATTACHMENT 11

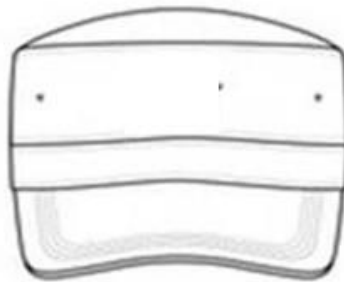
## CADET ABU Male and Female



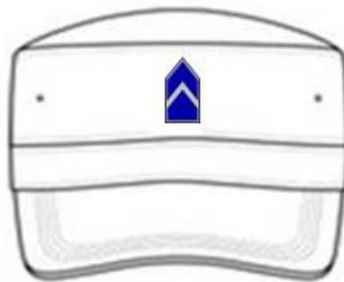
1. Unit patch (optional). If worn, will be placed on right pocket and centered.
2. Last Name and SFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered 1-inch up from the bottom of the collar and parallel to the ground while remaining centered on the collar
4. SFJROTC Patch (black, Lamp of Knowledge) - WHITE/BLACK patch only (mandatory). Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. ABU sage green boots and Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots. (Black boots will not be worn with ABUs)

## ATTACHMENT 12

### CADET ABU and OCP HEADGEAR



Enlisted Cadets will not wear rank on the ABU/OCP cap.



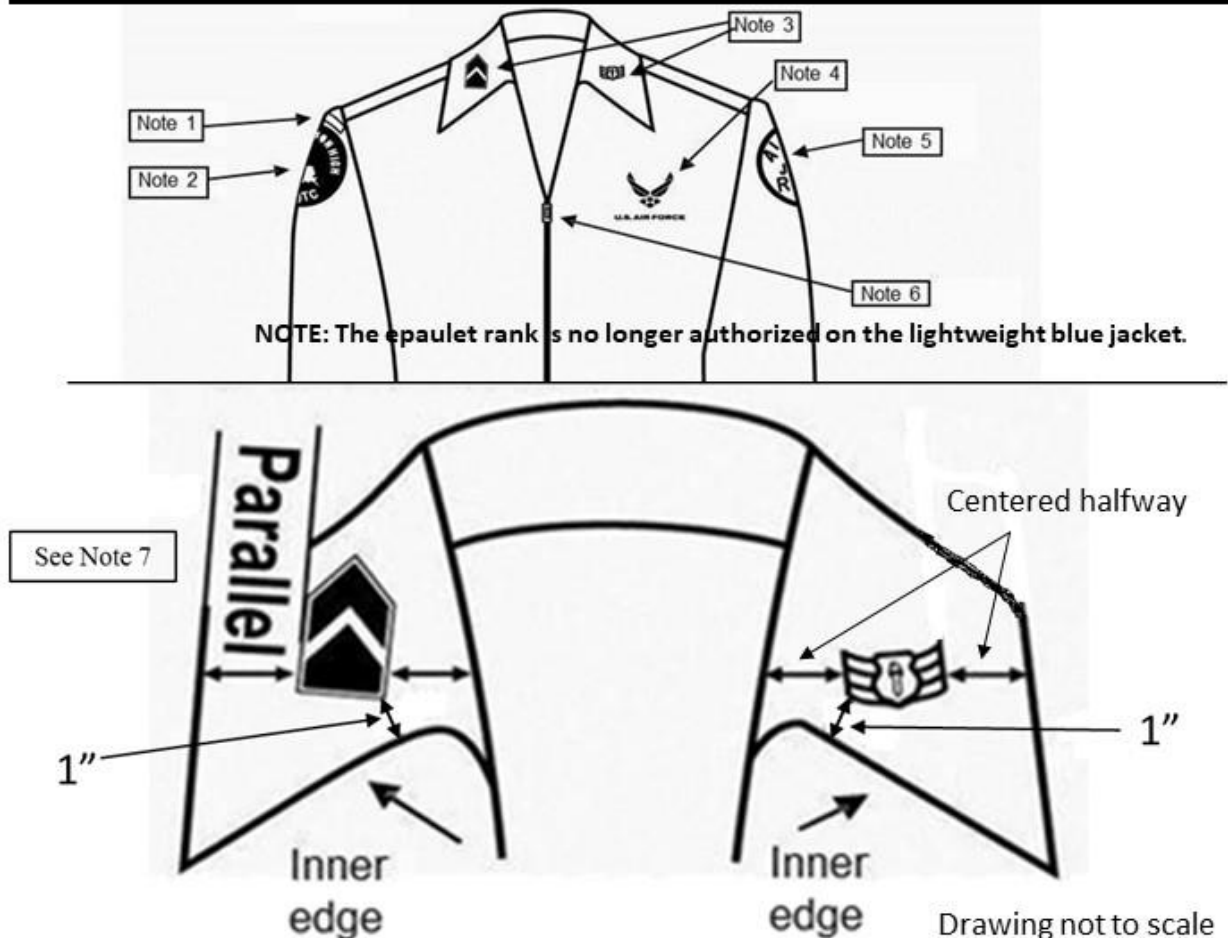
Officers will wear rank insignia on the ABU/OCP cap.

**No other style of head gear is authorized for wear with ABUs/OCPs.**

**Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.**

# ATTACHMENT 13

## CADET LIGHT WEIGHT BLUE JACKET

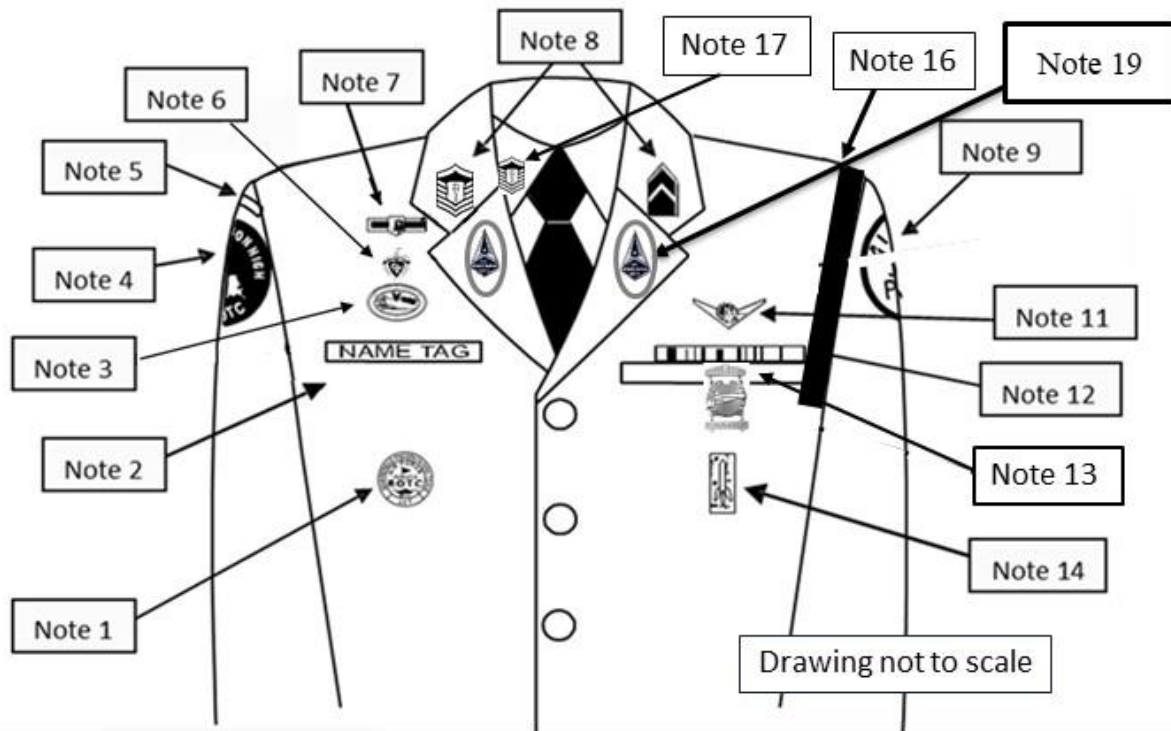


1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam. Per AFJROTCI 36-2010, para 6.1.1.10.1. The words "U.S. Space Force" must appear directly below the symbol, or units can choose to use "SFJROTC." Embroidery expenses must be at no cost to the Space Force.
5. SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform.**



# ATTACHMENT 14

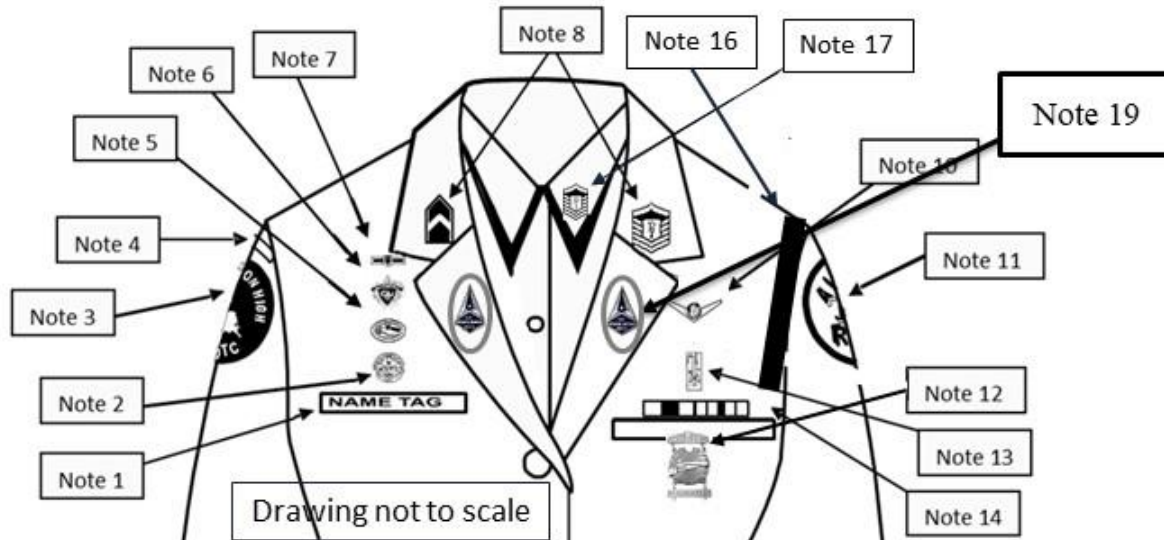
## CADET MALE SERVICE DRESS



1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. #1 See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
10. Deleted.
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
13. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the SFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
14. Model Rocketry Badge. Worn 2 inches below the pocket.
15. Except marksmanship badge. Wear first badge placed  $\frac{1}{2}$  inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed  $\frac{1}{2}$  inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge and lastly the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**
19. USSF Lapel pin will be centered on lapel, parallel with each other and the floor. Green circles only denote location and are not part of the uniform

# ATTACHMENT 15

## CADET FEMALE SERVICE DRESS

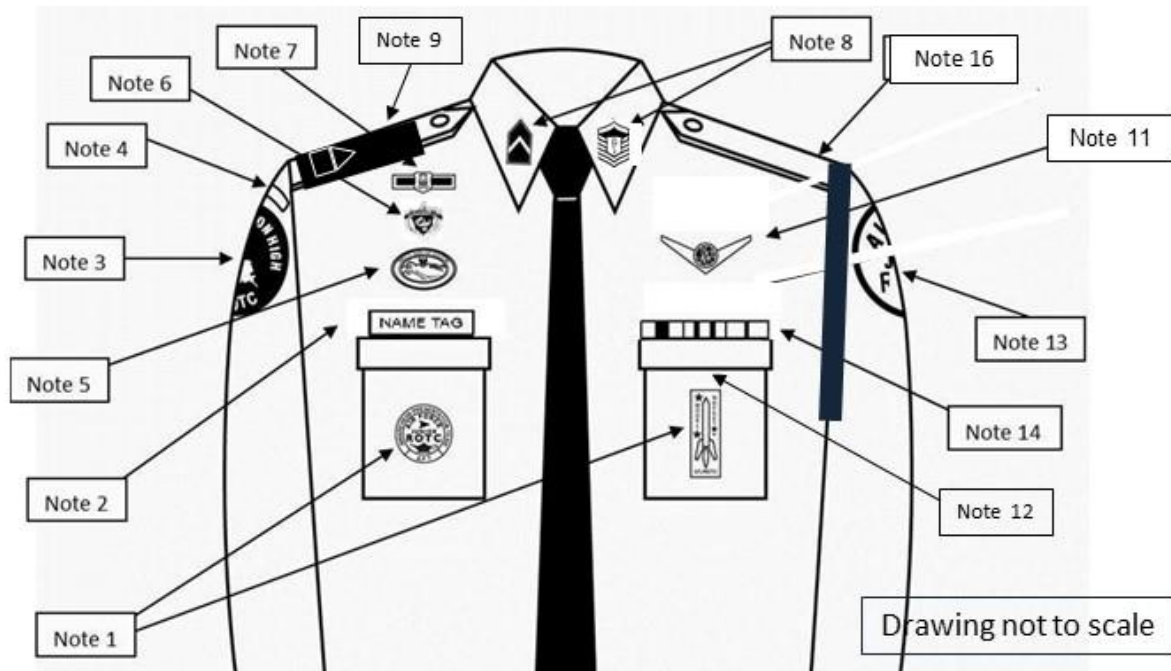


1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center  $\frac{1}{2}$  to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Deleted
10. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
11. SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the SFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. Model Rocketry Badge. See Note 15.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. Except marksmanship badge. Wear first badge placed  $\frac{1}{2}$  inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed  $\frac{1}{2}$  inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**
19. USSF Lapel pin will be centered on lapel, parallel with each other and the floor. Green circles only denote location and are not part of the uniform.



# ATTACHMENT 16

## CADET MALE BLUE SHIRT

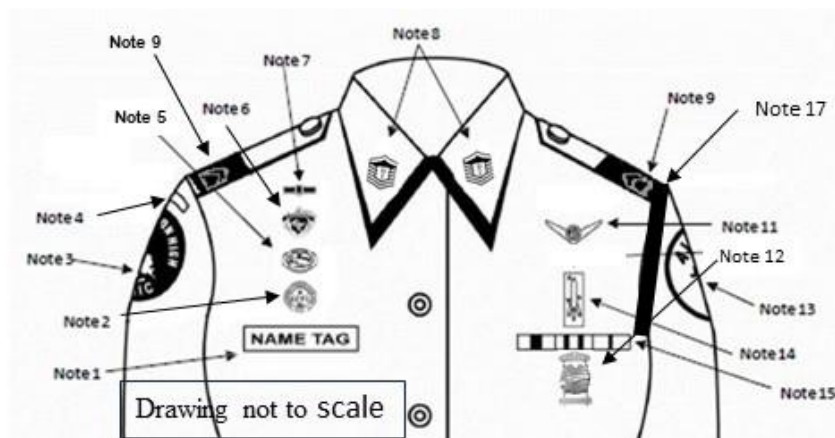


1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered  $\frac{1}{2}$  to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
12. Marksman's competition awards/badges may be worn on the SFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksman's badges will not be worn with medals.**
13. SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. Except marksman's badges. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**



# ATTACHMENT 17

## CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the SFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

## ATTACHMENT 18

### SPACE FORCE JROTC BLUE SHIRT



Female Uniform

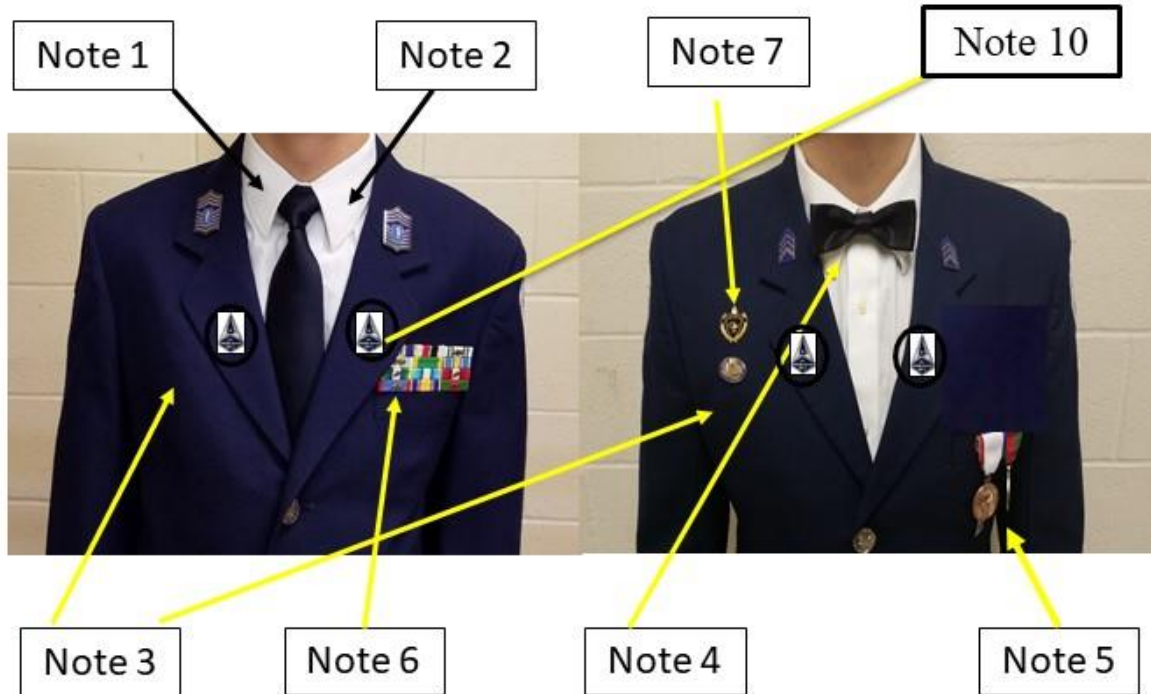


Male Uniform

- Only one of the USSF Distinguished Lapel Insignia will be worn on the men's blue shirt and the women's blue blouse. Both men and women will wear one insignia centered  $\frac{1}{2}$  inch above the nametag. The Lapel Insignia is mandatory and not subordinate to other identification badges worn in the same position above the nametag on women's blue blouse.

# ATTACHMENT 19

## Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat  $\frac{1}{2}$  inch below the top of the welt of the pocket, centered on the pocket. If medals are worn, ribbons will not be worn (no mixing).
6. SFJROTC ribbons may be worn on the semi-formal uniform. If ribbons are worn, medals will not be worn (no mixing).
7. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
8. Headgear is not worn with the semi-formal dress uniform.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by SFJROTC cadets.**
10. USSF Lapel pin will be centered on lapel, parallel with each other and the floor. Green circles only denote location and are not part of the uniform



# ATTACHMENT 20

## Sample Exhibition Uniform



1. Solid Color white, dark blue or black ONLY, with SFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a  $\frac{3}{4}$  inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

# ATTACHMENT 21

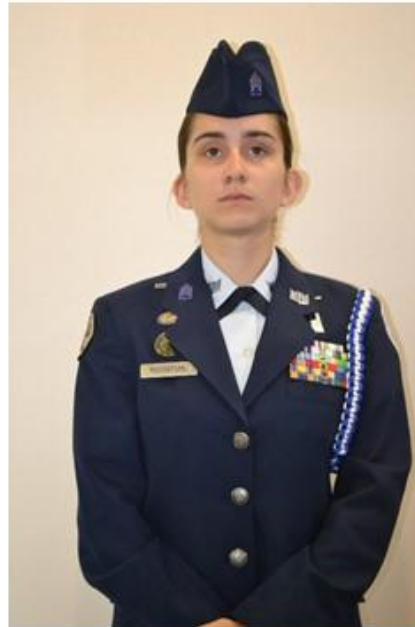
## Sample Exhibition Uniform



1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's. Service Caps (wheel and bucket hats) will be a **solid color and free of any embroidery**.
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a 3/4 inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A 1/2 inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center 1/2 to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

## ATTACHMENT 22

**Sample Uniform Pictures**  
**Cadets will not wear both officer and enlisted rank on their uniforms ... these are sample pictures only**



## ATTACHMENT 23

### Sample Uniform Pictures



Local Purchased PFT Gear





## **ATTACHMENT 24**

### **Military Chain of Command**

<b>President of the United States:</b>	<b>Honorable Joe Biden</b>
<b>Secretary of Defense:</b>	<b>Honorable Lloyd J Austin III</b>
<b>Secretary of the Air Force:</b>	<b>Honorable Frank Kendall III</b>
<b>Chairman of the Joint Chiefs of Staff:</b>	<b>General Mark A Milley, USA</b>
<b>Chief of Staff of the Air Force:</b>	<b>General Charles Q. Brown Jr.</b>
<b>Air Education and Training Command:</b>	<b>Lt General Brian S Robinson</b>
<b>Air University Commander:</b>	<b>Lt General Andrea D. Tullos</b>
<b>Holm Center Commander:</b>	<b>Brigadier General Houston Cantwell</b>
<b>AFJROTC Commander:</b>	<b>Colonel Matt Tipton</b>
<b>AFJROTC Region 1 Director:</b>	<b>Mr. Scott Roxburgh (Acting)</b>
<b>NV-941 SASI:</b>	<b>Lt Col Jason W. Kimbel, USAF (Ret)</b>
<b>NV-941 ASI:</b>	<b>CMSgt Timothy V. Jordan, USAF (Ret)</b>
<b>NV-941 ASI:</b>	<b>MSgt Jice Orr, MSgt USAF (Ret)</b>

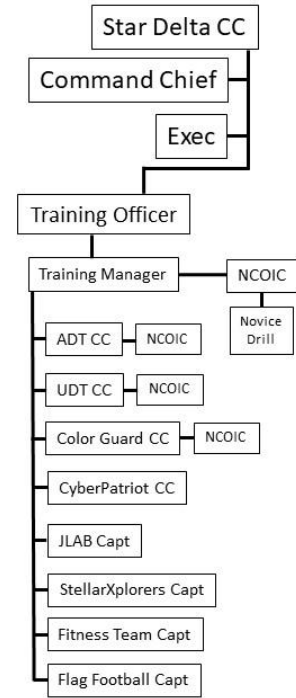
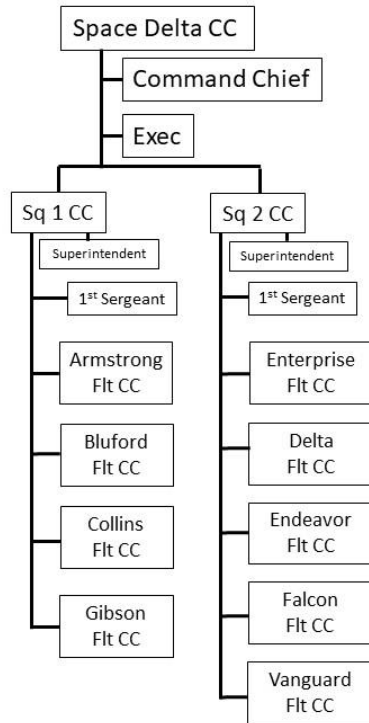


## **ATTACHMENT 25**

### **Civilian Chain of Command**

<b>CCSD Board of School Trustees:</b>	<b>Multiple Members</b>
<b>CCSD Superintendent:</b>	<b>Dr. Brenda Larsen-Mitchell</b>
<b>Region 2 Superintendent:</b>	<b>Dr. Celese Rayford</b>
<b>Durango High School Principal:</b>	<b>Ms. Stacie Nelson</b>
<b>Durango High School Assistant Principal:</b>	<b>Ms. Stacey Panning</b>
<b>NV-941 SASI:</b>	<b>Lt Col Jason W. Kimbel, USAF (Ret)</b>
<b>NV-941 ASI:</b>	<b>CMSgt Timothy V. Jordan, USAF (Ret)</b>
<b>NV-941 ASI:</b>	<b>MSgt Jice Orr, MSgt USAF (Ret)</b>

## NV-941 Cadet Chain of Command



# ATTACHMENT 27

## Rank Insignia of the Space Force

SPACE FORCE									
ENLISTED									
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted Advisors
									
SPECIALIST 1	SPECIALIST 2	SPECIALIST 3	SPECIALIST 4	SERGEANT	TECHNICAL SERGEANT	MASTER SERGEANT	SENIOR MASTER SERGEANT	CHIEF MASTER SERGEANT	CHIEF MASTER SERGEANT OF THE SPACE FORCE
NO WARRANT OFFICERS									
OFFICER									
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10
									
SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL













# ATTACHMENT 28

## Rank Insignia of the Air Force

AIR FORCE										
ENLISTED										
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted Advisors	
AIRMAN BASIC (AB) NO INSIGNIA	 AIRMAN	 AIRMAN FIRST CLASS	 SENIOR AIRMAN	 STAFF SERGEANT	 TECHNICAL SERGEANT	 MASTER SERGEANT	 SENIOR MASTER SERGEANT	 CHIEF MASTER SERGEANT	 CHIEF MASTER SERGEANT OF THE AIR FORCE	
						 FIRST SERGEANT	 FIRST SERGEANT	 FIRST SERGEANT		
								 COMMAND CHIEF MASTER SERGEANT		
NO WARRANT OFFICERS										
OFFICER										
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL
 SECOND LIEUTENANT	 FIRST LIEUTENANT	 CAPTAIN	 MAJOR	 LIEUTENANT COLONEL	 COLONEL	 BRIGADIER GENERAL	 MAJOR GENERAL	 LIEUTENANT GENERAL	 GENERAL	 GENERAL OF THE AIR FORCE



























# ATTACHMENT 29

## Rank Insignia of the Army

ARMY										
ENLISTED										
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted Advisors	
PRIVATE (PV1) NO INSIGNIA	 PRIVATE SECOND CLASS	 PRIVATE FIRST CLASS	 CORPORAL	 SERGEANT	 STAFF SERGEANT	 SERGEANT FIRST CLASS	 MASTER SERGEANT	 SERGEANT MAJOR	 SERGEANT MAJOR OF THE ARMY	
			 SPECIALIST				 FIRST SERGEANT	 COMMAND SERGEANT MAJOR		
WARRANT OFFICER										



























# ATTACHMENT 30

## Rank Insignia of the Navy

NAVY										
ENLISTED										
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted Advisors	
SEAMAN RECRUIT (SR) NO INSIGNIA	 SEAMAN APPRENTICE	 SEAMAN	 PETTY OFFICER THIRD CLASS	 PETTY OFFICER SECOND CLASS	 PETTY OFFICER FIRST CLASS	 CHIEF PETTY OFFICER	 SENIOR CHIEF PETTY OFFICER	 MASTER CHIEF PETTY OFFICER	 MASTER CHIEF PETTY OFFICER OF THE NAVY	
								 FORCE COMMAND MASTER CHIEF PETTY OFFICER		
								 FLEET COMMAND MASTER CHIEF PETTY OFFICER		
WARRANT OFFICER										
W-1			W-2	W-3	W-4	W-5				
WARRANT OFFICER 1 DISCONTINUED			 CHIEF WARRANT OFFICER 2	 CHIEF WARRANT OFFICER 3	 CHIEF WARRANT OFFICER 4	 CHIEF WARRANT OFFICER 5 (NAVY ONLY)				
OFFICER										
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL
 ENSIGN	 LIEUTENANT (JUNIOR GRADE)	 LIEUTENANT	 LIEUTENANT COMMANDER	 COMMANDER	 CAPTAIN	 REAR ADMIRAL (LOWER HALF)	 REAR ADMIRAL (UPPER HALF)	 VICE ADMIRAL	 ADMIRAL	 FLEET ADMIRAL (FADM)

# ATTACHMENT 31

## Rank Insignia of the Marines

MARINES									
ENLISTED									
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted Advisors
PRIVATE (PVT) NO INSIGNIA	 PRIVATE FIRST CLASS	 LANCE CORPORAL	 CORPORAL	 SERGEANT	 STAFF SERGEANT	 GUNNERY SERGEANT	 MASTER SERGEANT	 MASTER GUNNERY SERGEANT	 SERGEANT MAJOR OF THE MARINE CORPS
							 FIRST SERGEANT	 SERGEANT MAJOR	
WARRANT OFFICER									
W-1 W-2 W-3 W-4 W-5									
	 WARRANT OFFICER 1	 CHIEF WARRANT OFFICER 2	 CHIEF WARRANT OFFICER 3	 CHIEF WARRANT OFFICER 4	 CHIEF WARRANT OFFICER 5				
OFFICER									
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10
 SECOND LIEUTENANT	 FIRST LIEUTENANT	 CAPTAIN	 MAJOR	 LIEUTENANT COLONEL	 COLONEL	 BRIGADIER GENERAL	 MAJOR GENERAL	 LIEUTENANT GENERAL	 GENERAL



# ATTACHMENT 32

## Rank Insignia of the Coast Guard

COAST GUARD												
ENLISTED												
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted Advisors			
												
SEAMAN RECRUIT	SEAMAN APPRENTICE	SEAMAN	PETTY OFFICER THIRD CLASS	PETTY OFFICER SECOND CLASS	PETTY OFFICER FIRST CLASS	CHIEF PETTY OFFICER	SENIOR CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER OF THE COAST GUARD			
									COMMAND MASTER CHIEF			
WARRANT OFFICER												
W-1			W-2	W-3	W-4							
WARRANT OFFICER 1 DISCONTINUED												
			CHIEF WARRANT OFFICER 2	CHIEF WARRANT OFFICER 3	CHIEF WARRANT OFFICER 4							
OFFICER												
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL		
												
ENSEIGN	LIEUTENANT (JUNIOR GRADE)	LIEUTENANT	LIEUTENANT COMMANDER	COMMANDER	CAPTAIN	REAR ADMIRAL (LOWER HALF)	REAR ADMIRAL (UPPER HALF)	VICE ADMIRAL	ADMIRAL	FLEET ADMIRAL (RARE)		



## **ATTACHMENT 33**

### **Phonetic Alphabet**

**A: Alpha**

**B: Bravo**

**C: Charlie**

**D: Delta**

**E: Echo**

**F: Foxtrot**

**G: Golf**

**H: Hotel**

**I: India**

**J: Juliet**

**K: Kilo**

**L: Lima**

**M: Mike**

**N: November**

**O: Oscar**

**P: Papa**

**Q: Quebec**

**R: Romeo**

**S: Sierra**

**T: Tango**

**U: Uniform**

**V: Victor**

**W: Whisky**

**X: X-Ray**

**Y: Yankee**

**Z: Zulu**

## **ATTACHMENT 34**

### **Cadet Creed**

**I am a Space Force Junior ROTC Cadet.**

**My Character is my foundation. I maintain a high standard of integrity, holding myself and others accountable.**

**Connection is a pathway to success. I lead and follow through empathy and respect.**

**My Commitment is outstanding. I leverage a synergistic approach and embrace diversity as a means to fuel innovation.  
I am biased towards action.**

**I stand for Courage, exceeding expectations as a leader and follower by remaining steadfast and holding to my convictions.**

**I am a Space Force Junior ROTC cadet**

## **ATTACHMENT 35**

### **Durango NV-941 Historical Information**

- **First trophy won by Durango: 1994 - First Place Color Guard Commander: Kendal Hawkins**
- **2-time West Coast Drill Champions (2018, 2019), (2017-1st time competing-2nd place)**
- **8-time CCSD Drill Meet Champions (last victory 2018)**
- **Second place in CCSD Drill Meet three times (last silver 2019)**
- **Third in CCSD Drill Meet four times**
- **5-time CCSD Physical Fitness Meet Champions**
- **22-time NV AFJROTC Drill Meet Champions (last victory 2020)**
- **17-time NV AFJROTC Physical Fitness Meet Champions (last victory 2020)**
- **Distinguished unit 20 out of 22 years**
- **Inducted into the CCSD Board of Education Hall of Fame in 2002**

## **ATTACHMENT 36**

### **Flag Information**

- **Three types of flags: service, storm, post**
- **1st American Flag made by Betsy Ross**
- **When flown upside-down, indicates under distress**
- **13 stripes represent the Original 13 Colonies**
- **7 red stripes**
- **6 white stripes**
- **50 stars representing the 50 states**
- **Red represents courage and hardiness**
- **White represents purity and innocence**
- **Blue represents vigilance and perseverance**
- **First American flag had 13 stars (representing the 13 original colonies)**

# **ATTACHMENT 37**

## **Misc. Information**

- **NV-941 is our unit designation, and it stands for the first AFJROTC Unit established in Nevada in 1994**
- **Wright Brothers' first flight - 17 Dec 1903**
- **Dr. Robert Goddard's First Liquid Fueled Rocket Launch – 16 Mar 1926**
- **Pearl Harbor attack - 7 Dec 1941**
- **Air Force's Birthday: 18 Sep 1947 (Established by The National Security Act of 1947)**
- **Women were first allowed to enlist in the USAF: 8 Jul 1948**
- **First woman allowed in the USAF: SSgt Esther Blake, Enlisted: 1st minute of the 1st hour of the 1st day**
- **First Secretary of the Air Force: Honorable Stuart Symington**
- **First Air Force Chief of Staff: General Carl A Spaatz**
- **First Chief Master Sergeant of the Air Force: CMSgt Paul Airy**
- **First African American Chief Master Sergeant of the Air Force: CMSgt Thomas Barnes**
- **First American in space: Alan B. Shepard**
- **First American to orbit Earth: John Glenn**
- **First American female in space: Sally Ride**
- **First African American astronaut: Maj Robert H Lawrence, Jr.**
- **First African American in space: Guion Bluford**
- **United States Space Force (USSF) Birthday: 20 Dec 2019**
- **CCSD JROTC programs: 25 (8-Air Force, 9-Army, 5-Navy, 2-Marine, 1 Space Force)**
- **CCSD Air Force JROTC schools: Canyon Springs, Cimarron-Memorial, Liberty, Palo Verde, Rancho, Shadow Ridge, Sunrise Mountain, Western**

- **First Lady: Dr. Jill Biden**
- **Vice President: Honorable Kamala Harris**
- **Secretary of State: Honorable Anthony Blinkon**
- **Governor of Nevada: Honorable Joe Lombardo**
- **Mayor of Las Vegas: Honorable Carolyn Goodman**

# ATTACHMENT 38

