



Chapter 1

VISION, ENROLLMENT, CADET CONTRACTS AND UNIT ORGANIZATION

SECTION A - VISION, PURPOSE, DESIGNATION, MISSION AND OBJECTIVES

1.1. VISION. To support the goals of the United States Air Force, Saint Paul Public Schools - District 625, and the mission of Johnson Aerospace and Engineering High School, while creating an environment in which students can develop and excel in Academics, Leadership, Citizenship and Wellness.

1.2. PURPOSE. The purpose of this handbook is to establish guidance and procedures for the organization and operation of the Johnson Aerospace & Engineering High School AFJROTC (MN-941).

1.3. DESIGNATION. The official designation is "AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS, MINNESOTA-941st, JOHNSON AEROSPACE AND ENGINEERING HIGH SCHOOL, SAINT PAUL, MINNESOTA."

1.4. MISSION AND OBJECTIVES. The mission of AFJROTC is to "Develop citizens of character, dedicated to serving their nation and community". Its goal is to instill in high school students the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. MN-941 intends to meet this mission and goal by developing informed citizens; stimulating interest in aerospace careers; strengthening character and self-discipline; encouraging completion of high school and pursuit of higher education and vocational goals; promoting understanding of the role of the citizen in a democratic society; teaching aerospace science, leadership and wellness; promoting co-curricular activities and community service; and teaching social values and life skills. To accomplish this mission, the Corps will meet the following objectives:

1.4.1. Understand the need for national security, authority, and military in a democracy.

1.4.2. Develop an understanding of patriotism.

1.4.3. Develop habits of order and discipline using the military training model.

1.4.4. Develop strong morals, self-reliance, self-esteem, leadership and communication skills.

1.4.5. Be familiar with the aerospace age, doctrine and career opportunities.

1.4.6. Be familiar with military customs, courtesies and traditions.

1.4.7. Graduate from high school and pursue higher education or vocational goals.

1.4.8. Develop social skills and values and adhere to the Cadet Creed, Honor Code and Core Values.

1.4.9. Participate in community service activities.

1.4.10. Follow the rules of parents, teachers, school administrators, and community officials.

SECTION B - ENROLLMENT AND DISENROLLMENT

1.5. ENROLLMENT. Cadets must be full time students in good standing at Johnson Aerospace and Engineering High School. Cadets should also be of good moral character and able to participate in AFJROTC training. Cadets must wear the AFJROTC service uniform and maintain military appearance standards to remain enrolled in the program. **THERE IS NO MILITARY OBLIGATION TO PARTICIPATE IN AFJROTC, it is a citizen-building program.**

1.5.1. Reserve Cadet: A cadet (1) who completed the entire AFJROTC Academic Program or (2) who will complete an AFJROTC course during one semester, but is not participating in an AFJROTC course during the current semester of the school year may be designated, with AFJROTC instructor concurrence, as a reserve cadet. Reserve Cadets may participate in all AFJROTC activities (drill team, color guard, etc). Time in reserve status does not count toward the Certificate of Completion.

1.6. DISENROLLMENT. Disenrollment from AFJROTC is recommended by the AFJROTC Senior Aerospace Science Instructor (SASI) and approved by the principal. (Reference: AFJROTC Instruction 36-2001, paragraph 5.3) A cadet may be disenrolled for:

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

1.6.2. Indifference to training.

1.6.3. Disciplinary reasons.

1.6.4. Not passing one or more AFJROTC courses. Continued enrollment will be on a space-available basis when approved by the SASI, with no Certificate of Completion credit for the failed course(s).

1.6.5. Not meeting the Johnson Aerospace and Engineering High School student responsibilities as outlined in the student handbook or published school rules. A history of suspensions and expulsions are reasons for dismissal from the corps.

1.6.6. Failing to follow classroom rules and maintain a positive attitude toward the corps.

1.6.7. Failing to abide by the Cadet Creed, Honor Code, or Core Values.

SECTION C - CADET CONTRACTS, HONOR CODE, AND CADET CREED

1.7. CADET CONTRACTS. All cadets and parents/guardians will be asked to sign a Cadet Contract, which will then be filed in the Cadet's Personnel Record. This contract states minimum corps expectations and outlines the uniform and equipment financial responsibilities that are a part of enrollment in AFJROTC. It also includes permission to post cadet pictures in media such as Facebook or newsletters.

1.8. Cadet HONOR CODE and CADET CREED. These are closely related and complement each other. They belong to the cadets and should guide them as they strive to become productive citizens in a society with demanding and often conflicting standards. Cadets should instill these values in themselves and their fellow cadets to the best of their ability, at all times.

1.8.1. Cadet HONOR CODE. ***“Cadets will not lie, cheat, or steal; nor tolerate among them, anyone who does.”*** These simple words are the basis for a code to live by that will last you the remainder of your lifetime. These are simple rules but tough to live by as reflected in the alarming number of students who freely admit they cheat in schools and colleges. Do not be swayed by those who make narrow decisions. Remember, the words in this code are clear in their demands and are still relevant in our society. Be honest in word and action. Do not make quibbling or evasive statements, do your own work, and assist others in a sense of cooperation. HONOR is a noble, moral standard that is necessary for the welfare and continued existence of our civilized society. NEVER SURRENDER YOUR HONOR!

1.8.2. AFJROTC CADET CREED: ***“I am an Air Force Junior ROTC Cadet. I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism. I earn respect when I uphold the Core Values of Integrity First, Service Before Self, and Excellence in All We Do. I will always conduct myself to bring credit to my family, school, Corps of Cadets, community and to myself. My character defines me. I will not lie, cheat or steal. I am accountable for my actions and deeds. I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me. I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead. I am an Air Force Junior ROTC Cadet”.***

SECTION D - UNIT ORGANIZATION AND JOB DESCRIPTIONS

1.9. ORGANIZATION. The Minnesota 941st AFJROTC Unit is organized as a Cadet Group. Cadet leadership is responsible for leading and maintaining all the functional jobs keeping the corps of cadets operating effectively. These areas of responsibility are many, and are critical to the success of the unit.

1.10. CADET APPOINTMENTS AND ROTATION. The Senior Aerospace Science Instructor, with the assistance of the Aerospace Science Instructor (ASI), establishes the cadet staff appointment and rotation system for MN-941 according to AFJROTC Instruction 36-2001 and the AFJROTC Operational Supplement.

1.11. POSITION DESCRIPTIONS. Position descriptions for cadet corps staff positions follow. Like the Air Force, cadet responsibilities and job duties increase with position and rank. Cadets are expected to carry out their duties, including supervisory responsibilities, to the best of their ability. Maximum authorized rank is assigned to each position, however, this is a MAXIMUM rank. Cadets must still meet the criteria to earn those ranks as defined in this Cadet Guide. When cadets vacate the position they may or may not retain the rank. This will be determined by the SASI on a case-by-case basis.

Position Descriptions.

CORPS MANAGEMENT SENIOR STAFF

Cadet Group Commander (GP/CC) will:

Maximum authorized rank: C/Col

- (1) Establish and enforce appearance, discipline, efficiency, training, and conduct standards
- (2) Advise the SASI/ASI on corps operations policies and procedures
- (3) Develop unit goals for the following academic year
- (4) Chair Cadet Evaluation Boards
- (5) Recommend cadets for jobs, awards, and promotions
- (6) Manage the cadet corps senior staff
- (7) Be knowledgeable of all cadet extracurricular activities and major accomplishments
- (8) Conduct monthly cadet leadership meetings

Cadet Deputy Group Commander (GP/CD) will:

Maximum authorized rank: C/Lt Col

- (1) In the absence of the Cadet Group Commander will accomplish all group commander responsibilities
- (2) Supervise the cadet staff
- (3) Serve as primary project officer for preparing the unit for inspection
- (4) Assist group commander as directed
- (5) Coordinate with squadron and flight commanders on cadet operations
- (6) Attend Cadet Evaluation Board meetings
- (7) Serve as Point of Contact for extra-curricular activities
- (8) Attend cadet staff meetings

Cadet Group Executive Officer (GP/CCE) will:

Maximum authorized rank: C/Maj

- (1) Assist group commander and deputy group commander as directed
- (2) Attend group staff meetings and prepare meeting room
- (3) Maintain attendance and accomplish and post minutes for commander staff meetings
- (4) Assist deputy group commander in preparing the unit for inspection
- (5) Attend Cadet Evaluation Board meetings
- (6) Assist promotion boards as directed
- (7) Plan and conduct MN-941 events as assigned

Cadet Group Superintendent (GP/CCC) will:

Maximum authorized rank: C/CMSgt

- (1) Conduct periodic flight sergeant meetings for inputs to give to commander
- (2) Attend group staff meetings and prepare meeting room
- (3) Advise the Cadet Group Commander on problems within the Corps, suggesting possible solutions
- (4) Attend Cadet Evaluation Board meetings
- (5) Ensure all flight sergeants carry out their responsibilities
- (6) Serve on promotion boards as directed

CADET CORPS OPERATIONS SQUADRON

Cadet Operations Squadron Commander (OS/CC) will:

Maximum authorized rank: C/Maj

- (1) Oversee Flights, Special Teams, Community Service and Events
- (2) Enforce appearance, discipline, training, and conduct standards
- (3) Ensure that activity continuity files are completed and filed permanently for future reference
- (4) Command group in the absence of group and deputy group commander
- (5) Establish and maintain a cadet-training program
- (6) Serve on Cadet Evaluation Boards
- (7) Attend group staff meetings

Cadet Community Service Officer (OS/CS) will:

Maximum authorized rank: C/Capt

- (1) Develop community service objectives and coordinate and track cadet service projects
- (2) Coordinate cadet's participation in service projects
- (3) Write after action reports and maintain continuity files for events
- (4) Track cadet participation and recommend award of service ribbons

Cadet Drill Team (OS/DT), Sabre Team (OS/ST), Rifle Team (OS/RT), Fitness Team (OS/FT), Multi-Copter Team (OS/MT), Kitty Hawk Air Society (OS/KH), Academic Team (OS/AT) and Color Guard Commanders (OS/CG) will:

Maximum authorized rank: C/Capt

- (1) Establish operations plans covering membership and operations policies and procedures
- (2) Recruit, organize and train team members for competitions and performances
- (3) Publicize team activities on unit Facebook, Webpage and JHS announcements
- (4) Schedule team members for events and competitions
- (5) Demonstrate the proper care and use of equipment and uniforms

Cadet Events Officer (OS/EO) will:

Maximum authorized rank: C/1Lt

- (1) Coordinate with Special Teams captains and co-captains
- (2) Coordinate management and participation in school and non-school events such as Military Ball, Family Day, Awards Ceremony, Fundraising, Flag-raising, Curriculum-in-Action, etc

Cadet Flight Leadership Management Officer (OS/LO) will:

Maximum authorized rank: C/1Lt

- (1) Guide, mentor and oversee the flight commanders and flight sergeants
- (2) Train flight leadership on leadership expectations and methods
- (3) Assist flight leadership with problems or concerns within the individual flights
- (4) Know and lead the 30-Step Drill Sequence
- (5) Enforce cadet conduct and discipline
- (6) Recommend improvements to flight conduct and operations to SASI/ASI
- (7) Attend cadet staff meetings

Cadet Flight Commanders (FLT/CC) will:

Maximum authorized rank: Flight Commanders will wear the permanent rank they earn quarterly

- (1) Command flight in classroom and in formal formations
- (2) Supervise cadets and evaluate their performance, conduct, and leadership and promotion potential
- (3) Provide drill and ceremonies training to flight cadets
- (4) Know and lead the 30-Step Drill Sequence
- (5) Report flight attendance at events and activities
- (6) Ensure compliance with classroom rules and procedures
- (7) Enforce cadet conduct and discipline during class and formal formations
- (8) Recommend improvements to flight conduct and operations to OS/LO
- (9) Inspect flight members during uniform and personal appearance inspections
- (10) Attend cadet staff meetings

Cadet Flight Sergeants (FLT/S) will:

Maximum authorized rank: Flight Sergeants will wear the permanent rank they earn quarterly

- (1) Assume command of the flight in the absence of the flight commander
- (2) Assist flight commander with flight conduct and discipline
- (3) Train element leaders and flight guide on proper drill and ceremonies
- (4) Know and lead the 30-Step Drill Sequence
- (5) Assist flight commander in teaching drill and ceremonies
- (6) Prepare flight for inspection and accomplishing inspection records
- (7) Attend cadet staff meetings

Cadet Element Leaders (FLT/E) will:

Maximum authorized rank: Element Leaders will wear the permanent rank they earn quarterly

- (1) Assume duties of flight sergeant in their absence
- (2) Assist flight commanders and flight sergeants with flight conduct and discipline
- (3) Supervise element members
- (4) Maintain cleanliness of area occupied by element in class
- (5) Train element members in drill and proper dress and appearance standards

Cadet Flight Guidon Bearers (FLT/G) will:

Maximum authorized rank: Guidon Bearers will wear the permanent rank they earn quarterly

- (1) Accomplish duties of guidon bearer described in drill and ceremonies manual
- (2) Retrieve, post, and retire flight guide as directed in class and during formations
- (3) Lead the direction of march for the flight

CADET CORPS MISSION SUPPORT SQUADRON

Cadet Mission Support Squadron Commander (MS/CC) will:

Maximum authorized rank: C/Maj

- (1) Enforce appearance, discipline, training, and conduct standards
- (2) Prepare cadet group master calendar
- (3) Ensure that logistics procedures are followed
- (4) Serve on the Cadet Evaluation Board and attend group staff meetings
- (5) Ensure proper maintenance of administration and personnel files
- (6) Oversee cadet promotion and awards programs
- (7) Oversee the publicity program
- (8) Oversee the health and wellness program

Cadet Awards & Promotions Officer (MS/AO) will:

Maximum authorized rank: C/1Lt

- (1) Maintain and secure promotion and awards records on each cadet
- (2) Create promotions and awards orders in Wings
- (3) Recommend to personnel officer policies regarding promotions and awards

Cadet Logistics Officer (MS/LG) will:

Maximum authorized rank: C/Capt

- (1) Perform a complete uniform, book, and accountable equipment inventory at beginning and end of academic year. Additional inventories may be conducted throughout the year as needed
- (2) Maintain neat and efficient logistics areas throughout the school year
- (3) Forward supply requirements to SASI/SASI

Cadet Health and Wellness Officer (MS/HW) will:

Maximum authorized rank: C/1Lt

- (1) Develop an individualized physical fitness program with objectives and awards
- (2) Recognize and publicize cadet physical fitness accomplishments
- (3) Establish physical fitness training objectives and prepare weekly fitness activities plan
- (4) Manage beginning and end-of-year assessment data for input into "Wings" system

Cadet Personnel Officer (MS/DP) will:

Maximum authorized rank: C/1Lt

- (1) Maintain and secure personnel records on each cadet
- (2) Serve as recorder and advisor to Cadet Evaluation Board
- (3) Recommend to cadet commander personnel policies in such areas as promotions and cadet awards, inspections, other recognition, etc

Cadet Publicity Officer (MS/PO) will:

Maximum authorized rank: C/1Lt

- (1) Maintain upcoming events on the MN-941 Facebook page
- (2) Publicize cadet activities and accomplishments via JHS Announcements and other media
- (3) Provide activities information to SASI/ASI for updates to JHS website