

TERRY SANFORD HIGH SCHOOL

AIR FORCE JROTC

CADET HANDBOOK

2016 - 2017



“Today’s Students, Tomorrows Leaders”

# Terry Sanford AFJROTC Cadet Handbook

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# Cadet Handbook

## PREFACE

This Cadet Handbook contains Special Instructions (SPINS) was prepared based on inputs from cadets and cadet staff to establish a standard of performance for the cadets of the Terry Sanford High School AFJROTC unit – a standard to permit the entire Cadet Corps to work toward a common goal of proficiency that will earn pride in achievement and make our unit one of the best in the United States. SPINS are references from Air Force Instructions and manuals.

It provides a brief overview of NC-032 and serves as a reference for the many details, which will permit a high standard of performance, i.e., proper fit and wear of the uniform, placement of insignia, and conduct, both in the classroom and on campus. It is not intended to replace classroom instruction or AFJROTC instructions.

This Cadet Handbook was developed on the assumption that most cadets will voluntarily work for the betterment of the unit if they are aware of the goals and what is expected of them. The goals of the Terry Sanford High School AFJROTC appear as our mission statement on page one of the Handbook.

You will be held responsible for the information in the Cadet Handbook. To successfully complete this course, you **MUST** wear the uniform when and as directed. Your knowledge of this material in this Handbook will be evaluated on quizzes and exams throughout the school year and will be reflected in your final grade in AFJROTC.

**IF YOU DO NOT WISH TO WEAR THE UNIFORM, PARTICIPATE IN PHYSICAL FITNESS, DRILL OR MAINTAIN AFJROTC HAIRCUT, GROOMING STANDARDS AND LIVE BY THE HONOR CODE, YOU WILL NOT PASS AFJROTC—PLEASE DO NOT WASTE YOUR TIME OR OURS.**

*“Develop citizens of character dedicated to serving their nation and community”*

## PROGRAM OVERVIEW

1. The Aerospace Science course introduces the historical, scientific and technical aspects of aviation and the aerospace environment. Leadership Education provides experiences to develop discipline, responsibility, communication skills, and citizenship. It also includes wearing the Air Force uniform, the proper use of Air Force customs and courtesies, participating in drills and ceremonies, giving and receiving instructions, and acting as leaders and members of NC-032. The program is administered and taught by the Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI). **You do not incur a service obligation by participating in the program.**
2. The Reserve Officers' Training Corps Vitalization Act of Oct. 13, 1964 is the authority to operate AFJROTC programs in secondary schools. It states that cadets must be physically fit, citizens of the United States, and at least 14 years old. To be enrolled in NC-032, AFJROTC, Terry Sanford High School, you must also be enrolled in and attending a regular course of instruction at Terry Sanford.
3. Students may transfer from Army, Navy, or Marine Junior ROTC units with full credit for training already received. Students may be removed from the program for:

Failing to maintain acceptable course standards, failing grades, improper haircuts, unacceptable grooming, improper uniform wear, and failure to wear the uniform on three separate occasions during any grading period. Additionally, a student may be removed for inaptitude, indifference to training, disciplinary problems, undesirable traits of character, and failing to remain enrolled in school.

4. **A CERTIFICATE OF TRAINING** is presented to cadets in good standing who complete two years of the AFJROTC program.

With the Certificate of Training, a cadet may be given credit for one semester of the General Military Course (GMC) of the senior ROTC program. This privilege must be arranged with the Professor of Aerospace Science (PAS) at the time of enrollment in the college or university.

If the AFJROTC cadet elects to enlist in the Armed Services, the Certificate of Training will allow enlistment in the pay grade of E-2.

*Note: Certificates of Training are not awarded automatically. Consideration is given to total performance and achievement as a member of the unit. It is possible to complete the course and NOT be considered to have met the total requirement for award of the certificate.*

5. **A CERTIFICATE OF COMPLETION** is presented to cadets in good standing who have completed at least three years of the AFJROTC program. In order to gain the benefits of successfully completing the AFJROTC program, a cadet must have this certificate in his/her possession when enrolling in a college level ROTC program or when enlisting in the armed forces.

With the Certificate of Completion, a cadet may be given credit for one year of the General Military Course (GMC) of the senior AFROTC program. This privilege must be arranged with the Professor of Aerospace Science (PAS) when enrolling at the college or university.

If the AFJROTC cadet elects to enlist in the Armed Services, the Certificate of Completion will allow enlistment in pay grade E-2 in any service prior to basic training.

*Note: It is possible to complete three years of AFJROTC and NOT receive a Certificate of Completion or an endorsement for enlistment at E-3 from the SASI.*

6. Disenrollment can occur for numerous reasons. Disenrollment can occur at any time during the year but will only take place after counseling within the AFJROTC Department with the SASI and ASI. Parents will be involved prior to final disenrollment; and, even then, the counseling department and schools administration will be involved to facilitate a positive outcome. If after counseling and outside involvement, behavior does not change then formal withdrawal from JROTC will occur.
7. “Cadets who are consistently deficient in one or more areas or demonstrate a negative pattern of behavior are disruptive to the overall corps operations and must be disenrolled.” **AFI 36-2001 2.4.1.1.3**
8. The following is considered deficient and/or disruptive at AFJROTC, NC-032:
  - a. Refusal to wear the uniform as prescribed
  - b. Refusal to participate in Wellness
  - c. Refusal to maintain appearance standards
  - d. Continual ISS/OSS referrals from any class
    - a. after the 1<sup>st</sup> OSS referral, the process will begin but may not end in disenrollment
    - b. after the 1<sup>st</sup> ISS referral, the process will begin but may not end in disenrollment

# Special Instructions (SPINS) 1

## MISSION AND OBJECTIVES

1. The mission of the cadet organization is to provide a pathway for the application of leadership techniques and for developing an understanding of the military command structure, the need for discipline, and knowledge of military drill and ceremonies. In accomplishing its mission, the cadet organization seeks to satisfy the following objectives:
  - a. To develop a high degree of personal honor, self-reliance, and leadership
  - b. To promote patriotism.
  - c. To promote habits of orderliness and precision.
  - d. To develop respect for constituted authority.
  - e. To develop the ability to perform basic military skills associated with drill and ceremonies.
2. Academic objectives seek to:
  - a. Develop better-informed citizens on matters dealing with aerospace.
  - b. Develop knowledge of vocational, educational, and leadership opportunities offered by aerospace agencies.
  - c. Understand the potential impact of aerospace on the social, political, economic, and military systems in the United States.
  - d. Become familiar with the beneficial effects that have occurred as a result of efforts in aerospace.
  - e. Become familiar with aerospace vehicles and the principles that govern their operation.
  - f. Become familiar with the purpose and structure of the Department of Defense and the U. S. Air Force.
3. Leadership objectives seek to have the cadets demonstrate the following:
  - a. Wear the uniform and insignia in accordance with AFI 36-2903 and AFROTCI 36-2001.
  - b. Knowledge of USAF dress and grooming standards.
  - c. Execute the basic movements, positions, and facings in individual, flight, and squadron drill.
  - d. Demonstrate knowledge of Air Force customs and courtesies and conduct himself/herself in a socially acceptable manner in and out of uniform
  - e. Perform the duties of element leader, flight sergeant, flight commander, and other duties as required.
  - f. Demonstrate knowledge and respect for constituted authority.
  - g. Demonstrate knowledge of the procedures for honoring the American flag, the National Anthem, and To the Colors when participating in military ceremonies.
  - h. Develop exemplary habits of orderliness and precision to prepare oneself for responsible leadership.
4. You are expected to attend the following Group curricular functions when scheduled:
  - a. Veterans Parade
  - b. Military Ball
  - c. Dining-Out
  - d. Field Day
5. During the year, Curriculum-In-Action trips (CIA) and community service projects are planned. Your participation is determined by you. Disciplinary problems on campus and academic standing in school will affect your status. Written permission from your parents/guardians and all your teachers is required prior to participation.
6. **You are a cadet 24/7.**

## Special Instructions (SPINS) 2

### CADET HONOR CODE

The Honor Code is specific and clear in what it demands. A cadet is expected to have complete integrity in both word and deed; avoid evasive statements; do individual work in class, and be willing to assist others in a sense of cooperation and reaching common group goals. **The Code belongs to the Cadets.** Maintaining its high standards of trust is the responsibility of each cadet. This will require self-control and conscious effort at all times. Eventually it becomes an ingrained habit and part of the cadet's total ethical code and lifestyle. The Honor Code, by stressing that there can be no toleration of lying, cheating, or stealing, emphasizes that **HONOR** is a common standard of the Cadet Corps.

**On my word of honor, I promise not to lie, cheat, or steal, nor condone those who do.**

### Corps Values

The Corps values are

- Integrity First- This means doing what is right even when no one is watching.
- Service before Self- This means putting the needs of the Corp before yourself.
- Excellence in ALL You Do- This means trying your very best to excel in every aspect of your life.

## Special Instructions (SPINS) 3

### MERIT / DEMERIT SYSTEM

**PURPOSE:** The purpose of the merit/demerit system is to motivate and encourage the development of discipline, pride, honor and Esprit-de-Corps among cadets.

**GENERAL:** Merits and demerits have equal value. Each cadet will begin each new grading period with a zero balance of merits and demerits. Merits and demerits will also influence overall evaluation and consideration for medals, ribbons, and letters of recommendations for scholarships, and employment, in addition to participation in extracurricular activities.

**Merit** is a unit that is awarded for positive actions that result in above standards of performance. Merits are also play a key role in promotions.

**Demerit** is a unit given for negative actions that result in below normal standards of performance.

**Note:** The net merit/demerit balance as of the end of each grading period will be reflected in each cadet's grade.

### MERITS

No maximum number a grading period, only a maximum 20 merits will be used for grading purpose. Half of the total merits accumulated will be used in the cadet's final grade. **EXAMPLE:** grade average is 80, plus 10 points for 20 merits earned, added to the 80 would result in a 90 for the period.

**EXAMPLES:**

- Leader of cadet projects.
- Looking exceptional during weekly inspections.
- Participating in Corps projects such as fund raisers, school/community activities,
- Parking details.
- Volunteer classroom clean up.
- Volunteer decorating classroom and other assigned areas.
- Cadet of the Month.
- Flight of the Month.

### DEMERITS

A maximum of 20 demerits can be given within a grading period. Anymore will require a Cadet Evaluation Board and approval of the ASI/SASI. One-half of the total number of demerits will be used in the cadet's final average for a grading period. **EXAMPLE:** Grade average is 75, minus 10 points for 20 demerits earned would give the cadet a 65 for the grading period.

### CATEGORIES OF OFFENSES

**CATEGORY IV---**Major offenses that are detrimental to the image of the Corps. Ten to 20 demerits may be assessed.

**EXAMPLES:**

- Disrespect to the US Flag or the uniform.
- Failure to wear uniform and repeat uniform violations.
- Disrespect to instructors, guest speakers, other faculty members, or substitute teachers.
- Skipping

- Giving or receiving assistance during tests or examinations
- Stealing
- Smoking
- Fighting

CATEGORY III---Serious offenses resulting in serious damage to the image of the Corps. Five to 10 demerits may be assessed.

EXAMPLES:

- Failure to execute a written or verbal order.
- Disrespect to cadet officers or noncommissioned officers.
- Leaving a formation without permission.
- In school suspension
- Skipping classes of any kind
- Wear of earrings in the classroom (males )
- PDA in or out of uniform while at school.
- Multiple offenses in Uniform.
- Improper wear of uniform.

CATEGORY II—Offenses resulting in damage to the image of the Corps. Three to 5 demerits may be assessed.

EXAMPLES:

- Failure to salute SASI/ASI when outdoors in uniform or when asked to report.
- Failure to salute all higher-ranking cadet officers
- Neglect of duty
- Misconduct including public display of affection (PDA) in classroom, on drill field, on field trips or anywhere while performing a cadet function.

CATEGORY I---Minor offenses resulting in a minor damage to the image of the Corps. One to 3 demerits may be assessed.

EXAMPLES:

- Late to class without a pass.
- Chewing gum in class.
- Eating in class without permission.
- Writing on desk tops, classroom or school walls.
- Talking in formation or classroom

### **APPEAL OR RECONSIDERATION OF DEMERITS**

If a cadet feels that a demerit is unjust, it may be appealed by a written request through chain of command within **two** days after receiving the demerit. The request must state why the demerit is felt unjustified. The Cadet Commander will review the appeals and make a recommendation to the SASI.

## **EXCESSIVE DEMERITS**

The Squadron Personnel Officer will submit the name of any cadet who has accumulated 20 or more demerits to the Cadet Commander and SASI. The SASI may direct a Cadet Evaluation Board to convene and summon the cadet to appear. This board will be conducted by the flight commander, issuing officer. The steps to convene the board are located in the vice/group commander notebook. The Evaluation Board will hear the case and report its findings and recommendations to the SASI for final disposition.

NOTE: It must be stressed that the accumulation of demerits no matter how few will have the following detrimental effect: (1) lowering the cadet's grade and (2) decreasing the opportunity for promotion, awards, decorations, etc.

## Special Instructions (SPINS) 4

### PROMOTIONS

1. Promotions hold a great deal of interest for members of the AFJROTC Cadet Corps. The interest is important since the insignia one wears is evidence of a cadet's standing among fellow cadets. This insignia is evidence of the cadet's maturity, responsibility, and leadership capability. Cadets will be promoted periodically if they demonstrate a potential for increased responsibility. A position and grade vacancy must be available, and the cadet must be the best cadet for the job.
2. Promotion in the Corps is based on academic and military grades and on demonstrated leadership qualities. It is important that you know how selections for these various positions are made so that you can qualify and earn promotion for these positions of leadership and responsibility.
3. There are two kinds of promotions you can earn:
  - a. **Permanent Promotion:** This promotion is awarded at the end of each grading period and is based upon your academic grade, military grade, current rank, and year group.
  - b. **Temporary Promotion:** This promotion is awarded based on the performance of the cadet and upon the position to which the cadet is assigned (Ex. Flight Sergeant, Staff Position). Temporary promotions are assigned only when they are higher than the permanent rank; therefore, a cadet who has temporary and a permanent rank will wear the insignia of the highest rank. When a cadet is removed from that position, the cadet will revert to the permanent rank. This type of promotion is tied to the position and not the individual.
4. Whenever possible, all Cadet Staff Officer Positions will be filled by third-year or fourth-year Cadets. Some top positions may be filled by second-year Cadets based upon the total enrollment. Exceptions to this may be made in special cases at the discretion of the SASI. Cadets initially assigned to command and staff positions will usually not be awarded the highest rank authorized. This will allow for promotion to the position based upon actual performance in that position and in order to show progression in rank.
5. No cadet will hold a rank higher than that authorized for his current position. Exceptions may be made for Senior Cadets to permit them to hold the highest rank the earned for their position.
6. The number of leadership positions is limited. In order to give every cadet a fair opportunity to experience the leadership role, a system of rotation will be employed. Every cadet in the Corps must understand and cooperate fully if all are to share the experience of leadership.
7. Cadet Command and Staff assignments will be made so that an equitable spread of leadership development experience will prevail throughout the Corps. Changes in the cadet staff may be made whenever a cadet's performance is not up to standards. The goals of the AFJROTC program require that you have an understanding of the term "respect for authority". Respect for authority is a vital part of leadership training. Any organization, military or civilian must have its members' respect in order to function effectively. Each cadet will be subject to regulations and instructions issued by AFJROTC, the SASI/ASI, and cadet officers and cadet NCOICs. The task of each cadet at any level is to learn the job, do the job as well as one can, and prove oneself ready for the next level of responsibility. Above all, set the example and develop into a good leader by showing an honest understanding of respect for authority.

# Special Instructions (SPINS) 5

## PROMOTION PROCEDURES

Cadets will be promoted based on the following criteria:

- If the cadet makes a minimum of 85 in current grading period.
- If the cadet has earned at least 5 merits from participating in unit service projects or other displays of outstanding performance.

### Promotions Career Track

IF THE CADET FOLLOWS THE PROMOTION'S CRITERIA THROUGHOUT THE CADET'S AFJROTC NC-032 CAREER, THIS IS THE STANDARD PROMOTION CYCLE. IF YOU ARE ON THE FAST TRACK PROMOTION,(from Rookie Camp or COLS) YOU WILL BE ONE STEP AHEAD OF YOUR PEERS, UNLESS YOU GET NON-SELECTED OR DEMOTED. FAST TRACK CADETS ARE EXCEPTIONAL PERFORMERS WHO PARTICIPATE FULLY IN THE UNIT ACTIVITIES AND DISPLAY "EXCELLENCE" AS A CADET AND STUDENT.

#### AS1:

- C/AMN- Cadet Airman- Promotion at the end of the 2<sup>nd</sup> quarter
- C/A1C- Cadet Airman First Class- Promotion at the end of the 4<sup>th</sup> quarter
- C/SRA- Cadet Senior Airman- Promotion consideration at the beginning of the first semester of your AS2 year depending upon your involvement as a reserve or at times out of school (Summer Color Guard, Community Service, etc.)

#### AS2:

- C/SSGT- Cadet Staff Sergeant- Promotion at the end of the 2<sup>nd</sup> quarter
- C/TSGT- Cadet Tech Sergeant- Promotion at the end of the 4<sup>th</sup> quarter- Pass NCO test.
- C/MSGT- Cadet Master Sergeant- Promotion consideration at the beginning of the first semester of your AS2 year depending upon your involvement as a reserve or at times out of school (Summer Color Guard, Community Service, etc.)

#### • AS3:

- C/SMSGT- Cadet Senior Master Sergeant- Promotion at the end of the 2<sup>nd</sup> quarter
- C/CMSGT- Chief Master Sergeant- Promotion at the end of the 4<sup>th</sup> quarter
- The Group Senior Enlisted Advisor (SEA) may wear the rank of C/CMSGT upon the approval of the SASI/ASI and is normally the highest ranking cadet senior noncommissioned officer. There is only one chief and that is the Command Chief.
- C/2LT- Cadet Second Lieutenant- Promotion consideration at the beginning of the first semester of your AS2 year depending upon your involvement as a reserve or at times out of school (Summer Color Guard, Community Service, etc.)

#### • AS4:

- C/1LT- Cadet First Lieutenant- Promotion at the end of the 2<sup>nd</sup> quarter
- C/CAPT- Cadet Captain- Promotion at the end of the 2<sup>nd</sup> quarter
- C/MAJ- Cadet Major- (Field Grade) A cadet may be promoted to the rank of C/MAJ if he/she occupies a staff position

**Field Grade Rank:** These ranks are reserved for specific Staff positions. To be promoted to a field grade position a cadet must have attended summer leadership school.

- C/LTC- Cadet Lieutenant Colonel- A cadet may be promoted to C/LTC if the cadet is selected for a command position and has SASI/ASI approval.
- C/COL- This rank is normally reserved for the Corps Commander and Special Assistant.

## NOTES:

1. Cadets must maintain a passing grade of at least 75 to keep their current rank.
2. All promotions approved by the Group Commander and the SASI/ASI.
3. A cadet's attendance, attitude, and performance of assigned duties will influence both the cadet's grade and promotion.
4. Any cadet who fails a grading period will be subject to demotion.
5. A cadet's participation in extracurricular activities such as drill team, color guard, APT, etc. will be taken into consideration during the promotion cycle.
6. Twenty (20) demerits disqualifies any cadet for promotion.
7. Any demerits exceeding 20 will result in an automatic demotion and a disciplinary board.
8. Out of school suspension results in automatic demotion of one rank.
9. Any cadet assigned to in school suspension will be ineligible for the next promotion cycle. ISS twice in the same grading period results in a demotion of one rank.
10. A cadet will not be eligible for promotion if he/she has more than 3 **unexcused** absences. Examples of excused absences are: doctor's appointments, school field trips, court appearances, etc. Excuses must be signed by parents, guardians, or any other responsible adult. It is the responsibility of the cadet to provide excuse documents in a timely manner.
11. Cadets who have out-standing financial obligations to the Group will not be considered for promotion. Promotions will be held until the obligations are satisfied. Continued disregard of financial obligations will result in the delayed promotion becoming permanent.

Promotion to NCO and Senior NCO status as well as Company Grade Officer and Field Grade Officer status, is dependent on passing the appropriate test as administered by the ASI/SASI.

## Special Instructions (SPINS) 6

### CLASSROOM CONDUCT

1. The manner in which Cadets treat each other and the manner in which they conduct themselves in class have a great effect on the efficiency and effectiveness of the Group. Disrespect hinders the conduct of the Group mission and generally gives the Group a poor image. Therefore, the following rules of classroom conduct will be followed:
  - a. Cadets will address each other by last name preceded by cadet rank, or by last name preceded by “cadet”, “Mr.”, “Miss”, or “Ms.” Instructors will be addressed by rank and last name or by rank only.
  - b. **Cadets will not sleep in class.** Cadets will sit up straight in their seats and pay attention to the conduct of business (either leadership or academic). Cadets who feel themselves getting sleepy may stand at the back of the room. If an instructor directs a cadet to stand at the back of the room as a result of sleeping, the cadet will stand at **PARADE REST** or **ATTENTION**. Demerits may also be given.
  - c. **Cadets will not chew gum in class.** Food will not be consumed in class except with the permission of the instructor. All food and wrappers will be discarded in trashcans, not left on tables, on the floor, or on school grounds.
  - d. **Each cadet is responsible for bringing the necessary materials** (books, pencils, paper) **to class on the proper days.**
  - e. As a general rule be courteous and helpful to fellow cadets, guests, and instructors. The first step to having an outstanding Group is to act as a TEAM. Help each other.

## Special Instructions (SPINS) 7

### DRESS AND GROOMING STANDARDS

(Reference: AFI 36-2903 and AFROTCI 36-2001)

1. Each member of the AFJROTC must maintain high standards of dress and personal appearance. When a cadet wears the uniform, he/she is obligated in the same fashion as a commissioned officer or enlisted person on active duty, to wear it properly and proudly. In doing so, one upholds the dignity of the Air Force, AFJROTC, fellow cadets, and oneself. The uniform, when properly worn and correctly fitted, is very important in establishing and maintaining morale and public opinion. Wearing the uniform improperly is a discredit to the cadet, the unit, and the US Air Force.
2. The uniform must be kept clean and maintained in serviceable condition. Uniforms will be kept buttoned at all times. When a windbreaker is worn with or without a uniform it must be zipped up halfway at all times. Shoes will be highly polished and in good repair. Badges, insignia, belt buckles, and other metallic devices must be maintained in proper luster and condition. Articles such as wallets, pencils, pens, pins, jewelry, handkerchiefs, combs, sunglasses, and sunglass cases will not be worn or carried exposed on the uniform. Wristwatches, identification bracelets, and rings are permitted. Conservative sunglasses may be worn, but not in formations.

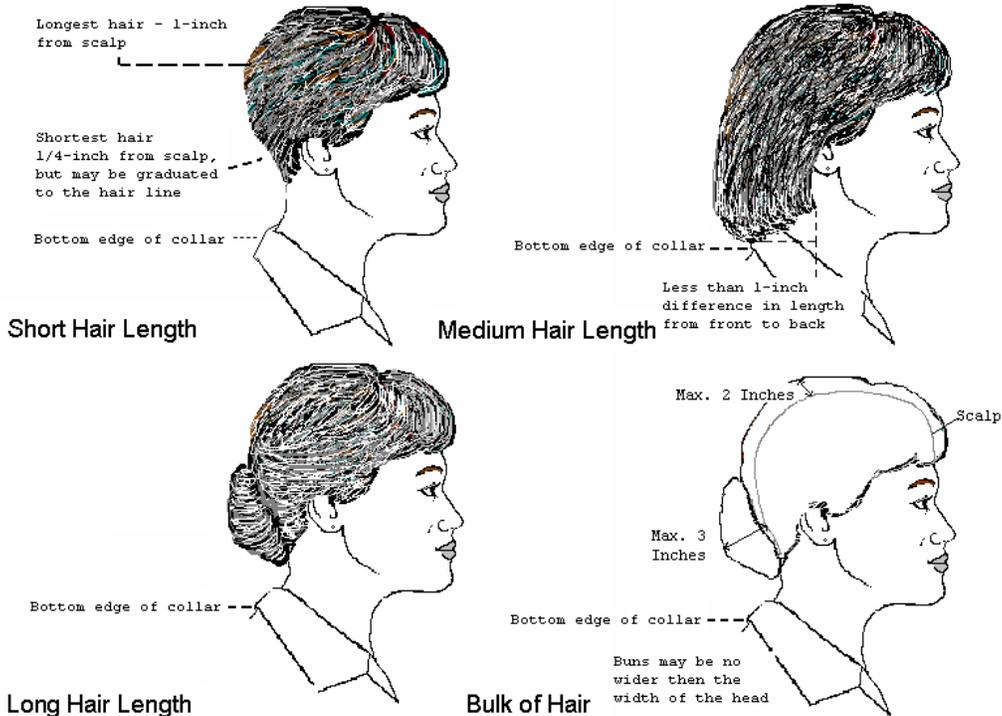
### GROOMING/UNIFORM STANDARDS\*\*\* (*Incorporates AFI 36-2903, May 15, 2015*)

3. Acceptability of the cadet's hairstyle will be based upon the criteria in this paragraph and not upon the style in which worn. Cadets will not be allowed to participate in unit activities if hair is not within prescribed limits.
  - a. Will **NOT** contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and 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.
  - b. The hair color must complement the member's complexion and skin tone. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (**NOT** all inclusive) are burgundy, purple, orange, fluorescent or neon colors.
4. Hair-Male. 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.
  - a. Hair will **NOT** exceed 1¼ 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.
  - b. Hair will not touch the ears or protrude under the front band of headgear.
  - c. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (*not* all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design.
5. If a cadet chooses to wear sideburns, they will be neatly trimmed and tapered in the same manner as the hair. Sideburns will not extend below the lowest part of the exterior ear opening and will be of even width. The sideburns will end with a clean-shaven, horizontal line.
6. A neatly trimmed mustache may be worn. It will not extend downward beyond the line separating the skin and the vermilion of the lip. The mustache will not extend sideways beyond a vertical line drawn upward from the corner of the vermilion of the lip.
7. Beards and goatees are not permitted while in uniform. The face will be clean shaven other than the wear of an acceptable mustache or sideburns.

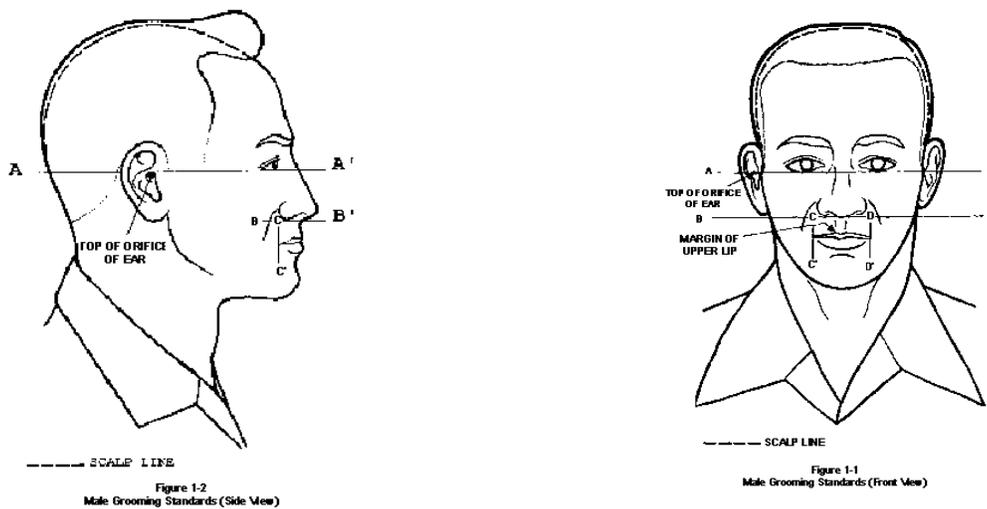
8. Male cadets will not wear wigs and hairpieces while in uniform except for cosmetic reasons to cover natural baldness or physical disfiguration.
9. Cadets are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation through the ear, nose, tongue, or other body parts when:
  - a) Exposed or visible while wearing a military uniform.
  - b) In the AFJROTC classroom or Department area.
  - c) Participating in an AFJROTC sponsored activity, whether in or out of uniform.
10. Tattoos that are visible above the collarbone are not permitted. Visible tattoos that are obscene, advocate sexual, racial, ethnic or religious discrimination are not permitted. **ALL** references will be made to the appropriate AFI.
11. Hair-Female. Minimum hair length is  $\frac{1}{4}$  inch, to a maximum bulk of **three (3)** inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will *not* touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground.
  - a. When in doubt, assess correct length of hair with Airman standing in the position of attention.
  - b. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will *not* present the appearance of a —rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail; that does not exceed bulk and length standards and does not extend below the bottom of the collar. As with all hairstyles, a neat and professional image is essential.
  - c. Hair accessories. If worn, fabric scrunchies, hairpins, combs, clips, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, and grey). Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins).
  - d. Braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. 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. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearances. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar.
  - e. All braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple braids shall be of uniform dimension, small in diameter (approx.  $\frac{1}{4}$  inches), show no more than  $\frac{1}{4}$  inch of scalp between the braids and must be tightly interwoven to present a neat, professional appearance.
  - f. Hair color, highlights, lowlights, and frosting will *not* be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).
12. Uniform skirt length will be in keeping with the requirements of good taste and judgment. Skirts should not exceed one inch above the knee and should not be excessively tight.

13. Females may wear a single earring in the lobe of each ear. They must be spherical in shape and diamond, gold, silver, or pearl in color. Hair ornaments such as ribbons and beads will not be worn. Pins, combs, or barrettes similar in color to the individual's hair may be worn.
14. The UOD (Uniform of the Day) is posted on the board in the front of the ROTC Room. This mandates what style of uniform will be worn that week. **THERE WILL BE NO DEVIATIONS.** If you are not in the correct uniform, points will be deducted from your uniform grade.
15. **Prior approval of any hairstyle and/or color, tattoo, or piercing is HIGHLY recommended. AFJROTC determines correctness by comparing to the appropriate AF Instruction and CANNOT deviate from that instruction. Points and overall grade will be reflected as necessary.**

**Female Hair:**



**Male Hair**



## Special Instructions (SPINS) 8

### CLOTHING AND EQUIPMENT ACCOUNTABILITY

1. After cadet orientation, return of agreement forms, and meeting established standards, uniforms and insignia will be issued. The Cadet will keep the uniform until the end of their senior year or until they leave the AFJROTC program.
2. As of the day you receive and sign for your uniforms and accessories, you have an “account” in the AFJROTC supply office. You are reminded that all uniforms and equipment are loaned to you by the U. S. Government. You will be held accountable for each item signed for.
3. Your clothing and equipment record will show everything issued to you and in most cases the cost of each item. Several of the items are quite expensive. As you receive your uniform and items of equipment you will be required to sign your name and initial beside each item issued. Each item issued to you becomes **your personal responsibility**.
4. You will receive a summer uniform and a winter uniform along with all accessories and insignia that go with them. Before the end of the school year, or when you turn in an item, you will be credited for those items returned. You must return all items or pay for the lost or damaged items before your grade is released. If you do not settle your clothing account satisfactorily before school is out, we must hold your report card. Seniors cannot get their diplomas or participate in graduation exercises without a clear account. Additionally, AFJROTC Certificate of Training or Certificate of Completion will not be awarded.
5. Clothing items that become unserviceable should be turned in immediately to the military property custodian (ASI) as soon as possible. If the unserviceable condition is due to fair wear and tear, the item will be replaced at no cost to you. Any clothing item that does not fit properly should be exchanged as soon as possible.
6. AFJROTC textbooks will be available to each cadet. The individual cadet will pay for any texts, library books, or other Government property that is lost, damaged or destroyed due to improper handling. Fair wear and tear will be considered.
7. Below are some suggestions to help safeguard your uniforms:
  - a. Do not place your uniform in an unlocked locker or in an unsecured place.
  - b. Do not lend your uniform or uniform items to another person or have another person turn in items for you.
  - c. Do not carry the flight cap around with your books. Put it in your back pocket or tuck it under your belt.
  - d. Always be alert for uniform items left lying around or misplaced by another cadet. Assume responsibility for turning them in to the Logistics Officer or ASI.
8. We must have the complete and full cooperation of every cadet in order for the entire Corps of Cadets to present its best appearance at all times. The United States Air Force uniform is the symbol of a proud and honorable service. Wear it proudly and in the best tradition of that service.

## Special Instructions (SPINS) 9

### HAZING and FRATERNIZATION

1. Hazing of cadets is strictly forbidden under any circumstances. Senior cadets and officers will exercise good leadership at all times.
2. Bullying of underclassmen will not be tolerated. Requesting underclassmen to do ridiculous, unnecessary tasks demonstrates a complete lack of leadership. Persons found to be dealing in these unacceptable practices will be dealt with IAW CCS policy and in most cases be required to meet an evaluation board.
3. There will be no intimate relationships between underclassmen (AS-1) and Staff (AS-3, AS-4) cadet in any AFJROTC setting. Evidence of a relationship between the two cadets, may result in an evaluation board and will be handled by the SASI/ASI.

## Special Instructions (SPINS) 10

### SALUTING

The salute, in its various forms, is considered a military greeting. In the US Armed Forces, it is considered a symbol of respect. Military personnel regard the salute as a courteous and respectful greeting between members and it is one of the oldest traditions binding military members together. In AFJROTC, each member of the cadet corps is expected to observe military customs and courtesies.

1. Cadets will salute cadet officers of higher rank and officers of the United States Armed Forces.
2. Salutes will not be rendered indoors except when reporting as a part of classroom procedures or when asked to report to a superior officer.
3. Saluting will not be required while eating lunch on the cafeteria patio.
4. Do not salute while running. Come to a walk and salute when six paces from the person being saluted.
5. Hold the salute until properly returned.
6. Salutes will be rendered during Reveille and Retreat.

**Terry Sanford High School campus is a no saluting, hats off zone. This means that only on FTS campus you will not be required to salute and wear a cover when outside on campus.**

# Special Instructions (SPINS) 11

## Wellness

- Wellness is a mandated portion of the AFJROTC program. Failure to participate in the program will make you ineligible for the JROTC Program at FTS. Additionally beginning of the school all senior cadets must pass the basic PT test to be considered for the AS4 Senior Staff. Exemptions will be handled on a case by case basis.
- One exercise from each of the 5 areas of Presidents' Physical Fitness Program will be administered. See chart below:

	Age	Curl-Ups (# one minute)	OR	Partial* Curl-Ups (#)	Shuttle Run (seconds)	V-Sit Reach (inches)	OR	Sit and Reach (centimeters)	One-Mile Run (min:sec)	Distance Options**		Pull-Ups (#)	OR	Rt. Angle Push-Ups (#)
										(min:sec) 1/4 mile	(min:sec) 1/2 mile			
BOYS	6	33		22	12.1	+3.5		31	10:15	1:55		2		9
	7	36		24	11.5	+3.5		30	09:22	1:48		4		14
	8	40		30	11.1	+3.0		31	8:48		3:30	5		17
	9	41		37	10.9	+3.0		31	8:31		3:30	5		18
	10	45		35	10.3	+4.0		30	7:57			6		22
	11	47		43	10.0	+4.0		31	7:32			6		27
	12	50		64	9.8	+4.0		31	7:11			7		31
	13	53		59	9.5	+3.5		33	6:50			7		39
	14	56		62	9.1	+4.5		36	6:26			10		40
	15	57		75	9.0	+5.0		37	6:20			11		42
16	56		73	8.7	+6.0		38	6:08			11		44	
17	55		66	8.7	+7.0		41	6:06			13		53	
GIRLS	6	32		22	12.4	+5.5		32	11:20	2:00		2		9
	7	34		24	12.1	+5.0		32	10:36	1:55		2		14
	8	38		30	11.8	+4.5		33	10:02		3:58	2		17
	9	39		37	11.1	+5.5		33	9:30		3:53	2		18
	10	40		33	10.8	+6.0		33	9:19			3		20
	11	42		43	10.5	+6.5		34	9:02			3		19
	12	45		50	10.4	+7.0		36	8:23			2		20
	13	46		59	10.2	+7.0		38	8:13			2		21
	14	47		48	10.1	+8.0		40	7:59			2		20
	15	48		38	10.0	+8.0		43	8:08			2		20
16	45		49	10.1	+9.0		42	8:23			1		24	
17	44		58	10.0	+8.0		42	8:15			1		25	

- All cadets are required to dress out on all wellness days. Jean, street clothes, Sperry's, and heels are not to be worn. Proper PFT clothes include tennis shoes, PFT or AF shirt, and Issued PFT shorts. Those uniforms will be issued at the beginning of the semester.
- Females and males are to remove all jewelry prior to exercises including but not limited to; dangly earrings, necklaces, and bracelets, rings are not to be on the person.
- Failure to participate in wellness day will result in a zero. This includes failure to dress out, bad attitude, and/or refusal to do the exercise. Medical reasons will be taken into account. ("I don't feel like it" is not an excuse.)
- Cadets are to show improvement over the course of the year. Pre-assessment (no later than the 45<sup>th</sup> day of the semester) and assessment evaluations are a mandatory part of the program and will be conducted each semester.
- Instructors will also conduct a final PFT assessment 30 calendar days before the end of the school year to determine cadet's overall improvement.
- A wellness representative will be chosen in every flight to conduct weekly workouts. This person is in charge of the flight for the day. They are responsible for recording all scores and are to give each and every cadet score to the PFT Officer in the Staff flight.

## Special Instructions (SPINS) 12

### SHOULDER CORDS

Shoulder Cords are worn by any Cadet who exemplifies extraordinary effort in participating in any Staff position or extracurricular activities such as being a member of the Drill Team, Kitty Hawk, etc. Wearing shoulder cords show that you are a Cadet that is active and has excelled in the Unit. All cords and accessories must be kept clean and in good repair. Only one cord may be worn at a time. It is worn on the left shoulder.

#### **STAFF**

Staff Cadets will be identified by wearing a White shoulder cord.

- Group Commander- Two large cords w/ two loops and two devices.
- Vice Group Commander-Two large cords w/ two devices.
- Inspector General- Single large cord w/ two loops and two devices.
- Command Chief- Single cord w/ two loops and one device.
- Squadron Commanders- Single cord and one device.
- Flight Commanders- Single cord.

#### **DRILL TEAM**

The Drill Team is an extracurricular activity and consists of members who compete in drill and marching movements. The Drill Team consists of an Unarmed and Armed Team as well as an Exhibition Team. The Drill Team Members will be identified with a jay blue shoulder cord.

- Drill Team Commander- Single thick cord and one device.
- Unarmed and Armed Drill Team Commanders- Single cord and one device.
- Drill Team Members- Single cord.

#### **COLOR GUARD**

The Color Guard is an extracurricular activity and consists of members who are trained in the customs and courtesies of the National Colors. The Color Guard Members will be identified with a White shoulder cord.

- Color Guard Members- One thick single cord

#### **KITTY HAWK**

The Junior Kitty Hawk Air Society is a member based society that focuses on the Academic achievements of Cadets. The Kitty Hawk Members will be identified with a Red shoulder cord.

- Kitty Hawk Commander- One cord and one device.
- Kitty Hawk Members- One thick single cord.

## **CYBER PATRIOT**

Cyber Patriot is a team that specializes in computer sciences. The Cyber Patriot team competes in regional, state, and national Championships. The Cyber Patriot members will be identified with a Red and White Single Cord.

## **CADET OF THE MONTH**

The C.O.M is a special recognition in the Corps. The C.O.M will be nominated by the Flight Commander and then meet a C.O.M Evaluation Board. The cadet will be identified with a distinguishable cord.

## Special Instructions (SPINS) 13

### NC-032 DRILL TEAM/COLOR GUARD

Membership in the NC-032 Drill Team and/or Color Guard is voluntary. Cadets will be trained in advance drill movements by Instructors and Cadet Commanders. Once a cadet is trained and evaluated, they will be placed in various units of each team for competition, community, and school service events. The competition team selects the top performers for each meet out of the pool of trained cadets based on weekly practice. It is important that cadets understand these are competition teams, and just like an athletic team they are trying to earn a spot on the team.

1. **Grades-** You are expected to be passing all classes. If you have a D, you must go to tutoring. (We have upperclassmen tutors.) You must meet the minimum CCS academics standards to maintain status.
2. **Uniform Grades-** You must show pride in your uniform at all times. Cadets must maintain minimum Grade of 85 in JROTC to be able to compete.
3. **Skills-** this applies to AS-2s/AS-3s/AS-4s, you must show improvement and talent in drill and/or Color Guard.
  - a. All cadets are trained in the basic movements as part of the JROTC classroom curriculum;
  - b. examples of basic movements are Attention and Parade Rest.
  - c. More advanced training involves innovative drill movements as well as rifle manual order of drill.
4. **Behavior-** NO ISS/OSS You must respect everyone.
5. **Attendance-** You must be here for practice, but if you are absent you must give a valid reason to the SASI, ASI, or Cadet Commander at least one day prior to scheduled practice. (Doctor appointment, family emergency, etc.)
6. **Participation in the Corps-** Participate in the community service projects as well as corps activities.
7. **Flexibility-** Be open to trying new events and have a willingness to learn.
8. **Leadership-** Shows maturity and dedication to the team.

The NC-032 Drill Team and Color Guard are prestigious and highly decorated teams. Members are expected to meet certain criteria. Being on the team is not a right, it is a privilege.

## Special Instructions (SPINS) 14

### RESERVE CADET

Reserve cadets are not in a current semester academic class. Participation as a Reserve Cadet is voluntary though highly recommended as it is an indicator of desire to be a fulltime member of the Corps of Cadets and the help the unit attain established goals throughout the year. Active participation is the first step in becoming a 4 year graduate of the unit. Reserves are eligible for all Corps activities including CIA trips.

Reserve cadets must:

- 1 - Complete a Reserve Contract
- 2 - Wellness Form on file
- 3- Photo Form on File
- 4 - Uniform Issued
- 5 - Highly Recommended activities: Drill Team, Color Guard, Rocket Club, or Cyber Patriot Team.

Reserve Cadets are required to attend the following events:

- Veteran's Day Parade
- Military Ball
- Dining-out
- Field Day

Reserve Cadets are also required to reach a minimum of 6 hours of Community Service per semester.

## **NC-032 Cadet Awards Special Instruction (SPINS) 15**

1. The NC-032 Cadet Awards program is intended to foster a high level of esprit de corps and emphasize the ethic of “Excellence in All We Do” while recognizing the accomplishments of cadets. While many awards are sponsored nationally and recognition is given at our Annual Dining Out, some awards while national in nature requirements are determined by the cadet staff under the advisement of the SASI and ASI. These are awarded at various times throughout the year. The following are local, NC-032, requirements for these.
2. **Non-Commissioned Officers Association (NCOA)**
  - a. Be a cadet in good standing (grades, attendance, behavior)
  - b. Maintain a “B” in AFJROTC
  - c. Wear uniform as prescribed throughout the year
  - d. Participate in at least one Corps Co-curricular activity
3. **Drill Team Ribbon**
  - a. Be a member of the NC-032 Drill Team
  - b. Compete in at least one drill meet each semester
  - c. Have no demerits or discipline write ups during the semester
4. **Color Guard Ribbon**
  - a. Be a member of the NC-032 Color Guard
  - b. Compete in at least one drill meet each semester
  - c. Complete at one community service, co-curricular Color Guard each semester
  - d. Have no demerits or discipline write ups during the semester
5. **Saber Team**
  - a. Be a member of the Saber Team
  - b. Participate in one of the following saber activities
    - i. Homecoming Half-time
    - ii. Military Ball
    - iii. Dining Out
  - c. Have no demerits or discipline write ups during the semester

**6. Good Conduct Ribbon**

- a. No ISS/OSS referral during the semester
- b. No UOD violations during the semester
- c. No excessive demerits during the semester

**7. Recruiting Ribbon**

- a. Participate in one recruiting visit to the middle school
- b. Participate in the school wide “rising 9<sup>th</sup> grade” pre-scheduling session

**8. Activities Ribbon**

- a. Participate in NC-032 Rocket Club
- b. Successfully build a Rocket (Badge Awarded for Launch/Recovery)
- c. Participate in the AFJROTC Chorus during the year

**9. Attendance Ribbon**

- a. No more than 5 tardies during the semester
- b. No more than 3 unexcused absences during the semester
- c. Be passing AFJROTC

**10. Dress and Appearance Ribbon**

- a. Maintain a 90 average on UOD for the semester
- b. No UOD violations during the semester

**11. Patriotic Flag Ribbon**

- a. Participate in 5 FTS flag reveille or retreat ceremonies
- b. Participate in one elementary school Flag Awareness/History demonstration
- c. Participate in flag retirement ceremony
- d. Cadets do not have to be members of the Color Guard to participate and earn the ribbon

## **Vocabulary**

Airman Battle Uniform (ABU) - Camouflaged uniform worn by Air Force service members and cadets.

Air Force Junior Reserve Officer Training Corps (AFJROTC) - A military based program in High school.

Aerospace Science Instructor (ASI) - Our ASI is Chief Master Sergeant Bridgers.

Battle Dress Uniform (BDU) - Camouflaged uniform worn by service members and cadets

Cadet- A student enrolled in a JROTC program

Cadet of the Month- A cadet who displays exemplary achievements and is chosen by his/her flight commander to meet the board of AFJROTC staff cadets.

Color Guard- The extracurricular activity group which presents the colors (National and State Flag) for sporting and civic events.

Colors- The flags of the United States and North Carolina.

Core Values- The standards to which cadets in AFJROTC are held: Integrity first, Service before self, and Excellence in all we do.

Cover- Any of the head coverings associated with the uniform. (Ex- Garrison, Hap Arnold)

Demerit- A (n) unit given for given for negative actions that result in below standards in performance.

Drill- The practice of moving in a flight or element of cadets by marching in precise movements.

Drill Team- A competitive team which competes in contests that require marching events as a group and/or individual.

Element- A row in a flight made up to at least 5 cadets.

EsSpirit-de-Corps- Spirit of comradeship, enthusiasm, and devotion among a group.

Evaluation Board- A committee of cadets called together to judge certain disciplinary problems or cadet of the month nominees.

Flag Detail- An element of cadets that march in formation to raise or lower the flag on a daily bases.

Flight- A class period or at least 12 cadets in formation.

Garrison- A foldable cap with straight sides which is a part of the standard uniform.

Group- Two or more squadrons in combination.

Hap Arnold- The formal service hat.

Honor Code- A statement recited daily that cadets hold themselves to and are expected to follow: On my word of honor I promise not to lie, cheat, or steal nor condone those who do.

Insignia- The hard pins that indicate cadet rank.

Kitty Hawk Air Society- An aerospace education society in affiliation with the Air Force association. Cadets in the top 5 percentile in their flights are invited to join.

Merit- A (n) unit given for given for positive actions that result in above standards of performance. See Page 4 of the Cadet Handbook for more details.

NC-032- The designation given to our unit. This is akin to a scouting troop number.

NCO- Non-Commissioned Officer

NCOIC- Non-Commissioned Officer in charge.

Rank- The position a cadet holds in AFJROTC.

Retreat- The end of the day recognized by lowering of the colors, all personnel stop and assume a position of respect to the flag (saluting in uniform, attention when not; civilian stand quietly.)

Reveille- The start of the day recognized by raising the colors, same procedures as above.

Ribbons- The colorful award worn on the left side of the service coat or shirt indicating awards received.

SASI- Senior Aerospace Science Instructor. Our SASI is Major Patton.

Service Coat- The blazer style coat worn as part of the dress uniform.

SOI- Special Operating Instructions.

Squadron- A grouping of at least 2 flights

Summer Uniform- This indicating the wearing of the light blue, short sleeved dress shirt and service pants, worn with or without tie/tabs.

Tabs- The female equivalent of a necktie.

USAF- United States Air Force

USAFA- United States Air Force Academy

## **National Chain of Command**

**President of the United States**

**The Honorable:** \_\_\_\_\_

**Secretary of Defense**

**The Honorable:** \_\_\_\_\_

**Secretary of the Air Force**

**The Honorable:** \_\_\_\_\_

**Chief of Staff of the Air Force**

**General:** \_\_\_\_\_

**Commander, Air Education and Training Command**

**General:** \_\_\_\_\_

**Director, AFJROTC**

**Colonel:** \_\_\_\_\_

**Superintendent of Cumberland County Schools**

**Dr:** \_\_\_\_\_

**Principal, Terry Sanford High School**

**Mr.:** \_\_\_\_\_

**Senior Aerospace Science Instructor**

**Major:** \_\_\_\_\_

**Aerospace Science Instructor**

**Chief Master Sergeant:** \_\_\_\_\_

# NC-032 Cadet Chain of Command

## COMMAND STAFF

- Group Commander: \_\_\_\_\_
- Vice Commander: \_\_\_\_\_
- Inspector General: \_\_\_\_\_
- Command Chief: \_\_\_\_\_

## OPERATIONS SUPPORT SQUADRON

- Commander: \_\_\_\_\_
- Wellness Officer: \_\_\_\_\_
- Wellness NCO: \_\_\_\_\_
- OSSQ NCO: \_\_\_\_\_
- Public Affairs Officer: \_\_\_\_\_
- Public Affairs NCO: \_\_\_\_\_

## LOGISTICS SQUADRON

- Commander: \_\_\_\_\_
- Male Logistics Officer \_\_\_\_\_
- Female Logistics Officer: \_\_\_\_\_
- LSSQ NCO: \_\_\_\_\_

## CYBER SQUADRON

Commander: \_\_\_\_\_

## MISSION SUPPORT SQUADRON

- Commander: \_\_\_\_\_
- Personnel Officer: \_\_\_\_\_
- Personnel NCO: \_\_\_\_\_
- Wings Officer: \_\_\_\_\_
- Wings NCO: \_\_\_\_\_
- MSSQ NCO: \_\_\_\_\_

## SPECIAL CORPS POSITIONS

- Drill Team Commander: \_\_\_\_\_
- Unarmed Drill Team Commander: \_\_\_\_\_
- Armed Drill Team Commander: \_\_\_\_\_
- Color Guard Commander: \_\_\_\_\_
- Kitty Hawk Commander: \_\_\_\_\_

## NOTES

