

**BY ORDER OF THE DIRECTOR,
AIR FORCE JUNIOR RESERVE
OFFICER TRAINING CORPS (AETC)**

AFJROTC INSTRUCTION 36-2010

1 JUNE 2023



Personnel

AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS

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This instruction is effective as of 1 June 2023. It implements or explains provisions of: United States Code (U.S.C.), Title 10, Sections 2031-2033, *Junior Reserve Officers' Training*; Department of Defense Instruction (DoDI) 1205.13, *Junior Reserve Officers' Training Corps (JROTC) Program*; Department of the Air Force Instruction (DAFI) 36-2010, *Junior Reserve Officers' Training Corps Program*; and complements other Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center) publications. It provides guidance for operating an Air Force Junior Reserve Officer Training Corps (AFJROTC) unit. It applies to Headquarters (HQ) Air Force JROTC (AFJROTC) and all AFJROTC units. Requests for waivers to the requirements contained in this publication will be submitted using the Unit Waivers module in WINGS. Units may develop local publications which define implementation instructions for the requirements in this publication with no approval or coordination with Headquarters AFJROTC required. Units shall not develop any local policy that detracts from the requirements stated herein. Submit an DAF Form 847, *Recommendation for Change of Publication*, to the OPR to recommend changes to this publication. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 102, *Junior Reserve Officers' Training Corps*, and DAFI 36-2010. System of Record Notice F036 AETC B, *Air Force Junior ROTC (AFJROTC) Applicant/Instructor System*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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CHAPTER 1 – INTRODUCTION

1.1. Purpose. This instruction sets policies and assigns responsibilities for planning and executing the Air Force Junior Reserve Officer Training Corps (AFJROTC). Unless otherwise noted, all references to “AFJROTC” in this regulation will mean both the Air Force and Space Force Junior Reserve Officer Training Corps Program.

1.2. Mission. The mission of AFJROTC is to *“Develop citizens of character dedicated to serving their nation and community.”*

1.3. Goal. The goal of the program is to instill in high school students the values of citizenship, service to the United States (including an introduction to service opportunities in military, national and public service), and personal responsibility, and a sense of accomplishment.

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

1.5. Program Management Responsibilities.

1.5.1. Director, Air Force Junior Reserve Officer Training Corps will:

1.5.1.1. Develop policies and procedures for the day-to-day operation of the program.

1.5.1.2. Establish standards for AFJROTC unit operations, instructor qualifications and certifications, and cadet performance.

1.5.1.3. Establish procedures to annually evaluate the operation, administration, and effectiveness of the overall AFJROTC Program and the individual units for contractual compliance, cost, and performance objectives.

1.5.1.4. With SAF/MR approval open new AFJROTC units to meet congressional, OSD and SecAF mandated unit strength.

1.5.1.5. When necessary, authorize substitution of noncommissioned officers for commissioned officers, and conversely, commissioned officers for noncommissioned officers when volunteers are unavailable and continuing the vacancy is deemed detrimental to the health of the unit.

1.5.1.6. Develop procedures for routine AFJROTC unit closings and recommend unit closings to Holm Center/CC for final approval.

1.5.2. Deputy Director of AFJROTC will:

1.5.2.1. In the absence of the Director, be responsible for all duties noted in paragraph 1.5.1.

1.5.2.2. Develop, monitor, adjust and close out the annual O&M and MILPER execution plan for AFJROTC.

1.5.2.3. Is responsible for developing the AFJROTC O&M and MILPER budgets and POM inputs.

1.5.2.4. Develop responses to AFJROTC Congressional inquiries.

1.5.2.5. Manage all manpower and personnel actions to include fill actions, the man-day process, augmentation, VLPAD, and any other personnel related programs or actions.

1.5.2.6. Maintain proficiency with Unit Evaluation process to assist with overall annual inspection requirement.

1.5.2.7. Manage all aspects of Outreach for AFJROTC.

1.5.3. Operations Division (AFJROTC/JRO) will:

1.5.3.1. Manage the Unit Assessment/Visit process and ensures proper execution to include notification, scheduling and follow-up as required.

1.5.3.2. Supervise all Region Supervisors/Region Directors.

1.5.3.3. Manage annual standardization meetings for all Region Supervisors/Directors to ensure Headquarters guidance and requirements will be applied equally to all units.

1.5.3.4. Ensure the scheduling and training of all personnel performing Region Director duties is accomplished.

1.5.3.5. Schedule Executive Board meetings (Director, Deputy Director, Division Chiefs and Region Supervisors, Region Directors) as required to discuss topics of interest from AFJROTC Units/Instructors.

1.5.3.6. Coordinate and schedule Operations and Curriculum Waiver Boards as required.

1.5.4. Support Division (AFJROTC/JRS) will:

1.5.4.1. Provide Administrative support to JR, JRO, JRS and JRX.

1.5.4.2. Implements all actions governing activation and deactivation of AFJROTC units.

1.5.4.3. Maintain New Unit Applications, Eligible Applicant List and School Candidate List.

1.5.4.4. Maintain Unit Recognition as well as the Cadet Gold and Silver Valor award programs.

1.5.4.5. Provide Logistical Support to AFJROTC Units through use of WINGS | FedMall; ensure new units are properly supported with New Unit Start up package.

1.5.4.6. Coordination of all Report of Surveys for lost / stolen AF property at AFJROTC Units.

1.5.4.7. Responsible for Unit Deactivation Checklist coordination with SASI/ASI and School Administration.

1.5.4.8. Provide GPC/GTC financial support to AFJROTC units; process credit card requests in support of units O&M and MILPER needs. Coordinates all Reports of Survey for lost / stolen Air Force property at AFJROTC Units.

1.5.5. Instructor Management Division (AFJROTC/JRI) will:

1.5.5.1. Manage the instructor application lifecycle.

1.5.5.2. Refer approved candidates to schools for hiring consideration and process instructor hiring actions.

1.5.5.3. Process instructor certification actions.

1.5.5.4. Development instructor job responsibilities, specifications, performance standards, and work rules.

1.5.5.5. Develop instructor qualifications and training requirements.

1.5.5.6. Ensure instructors are scheduled for mandatory certification training.

1.5.5.7. Monitor and evaluate instructor performance.

1.5.5.8. Administer the Weight and Body Fat Management Program.

1.5.5.9. Oversee and administer instructor background and suitability checks I.A.W. DoD policy.

1.5.6. Program Management Division (AFJROTC/JRX) will:

1.5.6.1. Manage all Leadership Development Requirements.

1.5.6.2. Manage the AFJROTC Flight Academy.

1.5.6.3. Manage all AFJROTC Public Affairs

1.5.6.4. Manage the execution of various programs, including but not limited to national competitions, scholarship opportunities.

CHAPTER 2 – COMPLIANCE WITH AIR FORCE AND SCHOOL DISTRICT MEMORANDUM OF AGREEMENT

2.1. Purpose. In partnership with the Air Force, each AFJROTC host school has entered into a Memorandum of Agreement (MOA) to establish and maintain an AFJROTC program.

2.2. Air Force Responsibilities. Headquarters AFJROTC screens and approve instructors, provides equipment and funding, prescribes operational rules and regulations, and conducts evaluations.

2.2.1. Headquarters AFJROTC assesses school compliance with the MOA annually by reviewing internal self-assessments and/or make every effort to conduct external unit evaluations and will consider probation or deactivation for schools that fail to operate a fully compliant program.

2.3. School Responsibilities. AFJROTC host schools will operate their programs in full compliance with the MOA. Schools will ensure all key personnel, such as human resources, counselors, finance team members and principals are aware of the contents of the MOA and other directives from Headquarters AFJROTC.

2.4. Instructor Responsibilities. Instructors must ensure their AFJROTC program is operated in full compliance with the MOA and other directives from Headquarters AFJROTC.

2.5. Eligible Students. Instructors teach only AFJROTC students who are in grades above the seventh grade and a course of military instruction of not less than three academic years. (Title 10, USC Section 2031, Paragraph (b)(1); DODI 1205.13, Paragraph E2.1.4)

2.6. Satellite/Cross-Town Agreements/Home-Schooled Student Participation.

2.6.1. Satellite Units. Satellite Units are not authorized since they are tantamount to establishing new units without SECAF approval. Satellite units exist when AFJROTC instructors teach at any facility other than the identified location in the agreement (i.e., host school) or at any facility not under the jurisdiction of the host-school principal. The only exception is instructors at three-year high schools may teach ninth graders at feeder school locations.

2.6.2. Cross-Town Agreements. Students from other schools may participate in the AFJROTC program at the host school under the following provisions:

2.6.2.1. Transportation to and from the host school must be at no expense to the Air Force.

2.6.2.2. Students from other schools must officially enroll in AFJROTC and participate in the complete AFJROTC curriculum.

2.6.2.3. Enrollment in AFJROTC must count on the student's transcript for credit towards graduation.

2.6.2.4. Crosstown cadets must receive the same 120 hours of direct instruction that all cadets are required to receive (this does not include travel between schools).

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

2.6.2.6. The agreement may be discontinued if the superintendent, principal of the host school, the unit SASI or Headquarters AFJROTC deems necessary.

2.6.3. Home-Schooled Student Participation. Home-schooled students must be considered for participation in the AFJROTC program under the following provisions:

2.6.3.1. Home-schooled student participation in AFJROTC will comply with national, state, district, and school policy concerning home schooled student participation in on-campus classes and activities.

2.6.3.2. If approved for enrollment by the principal of the host school, home-schooled students will attend AFJROTC classes on campus and participate in the full program to include taking AFJROTC academic courses, participation in the cadet corps, and wearing the prescribed uniform.

2.6.4. Transfers. Students transferring from Army, Navy, Marine Corps, Coast Guard, or other AFJROTC units are authorized full credit for training received, to include medals and ribbons earned. Transfer of rank held in another service program is determined by the Senior Aerospace Science Instructor (SASI).

2.7. Instructor Manning. Each school must staff their AFJROTC program with a minimum of two instructors (i.e., 1 officer and 1 NCO). When cadet enrollment grows, schools will hire additional instructors or cap cadet enrollment (see Chapter 20 for details). Per the signed Air Force/school agreement, AFJROTC must be a separate academic and administrative department of the school with the SASI serving as the department head or equivalent. All current academic year AFJROTC instructor contracts must be in accordance with the signed agreement between the Air Force and the school district superintendent and pay must be at least equal to the Minimum Instructor Pay. (DODI 1205.13)

2.8. Voluntary Enrollment of Cadets. All AFJROTC students must be enrolled voluntarily and participate in the full program to include taking AFJROTC academic courses, participating in the cadet corps, and wearing the prescribed uniform. As the on-site Air Force representative, the SASI must approve all enrollment and disenrollment initiatives and will ensure all students adhere to the minimum acceptable standards of conduct and personal appearance as required by the Air Force. While AFJROTC instills self-discipline, it is not to be used as a remedy for chronic student disciplinary problems.

2.8.1. The SASI will ensure an inclusive program and will not set unreasonable enrollment criteria. All enrollment and disenrollment decisions will be free from any discrimination regarding race, religion, color, ethnicity, gender, sexual orientation, or national origin. Additionally, the principal and the SASI will ensure appropriate fitness of cadets to successfully participate in the AFJROTC Curriculum.

2.8.1.1. The Memorandum of Agreement clearly states that all AFJROTC cadets must be enrolled voluntarily and membership in the cadet corps must be limited to those cadets who meet and maintain all program requirements. Program requirements include taking AFJROTC academic courses, participation in the cadet corps activities, properly wearing the prescribed uniform each required uniform day, meeting and maintaining Air Force grooming standards, and maintaining acceptable disciplinary standards. Cadets who are consistently deficient in one or more of the areas or demonstrate a negative pattern of behavior are disruptive to the overall corps operations and must be disenrolled.

2.8.1.1.1. As the Air Force's on-site representative, the SASI is personally charged with managing a fully compliant AFJROTC program and must be allowed to initiate or approve all enrollment and disenrollment actions.

2.8.1.1.2. Incoming freshmen cadets will likely have to be screened the first day of school to determine their desire to continue in AFJROTC. However, all other new cadets, transfer cadets, or any returning cadet must have SASI approval before they are added to the AFJROTC class roster.

2.8.1.1.3. **The SASI must be allowed to disenroll an AFJROTC cadet at any time during the academic year with proper cause.** Disenrollment is a last resort and must be preceded by documentation and corrective counseling. However, it is necessary in some cases, to maintain the morale and discipline of the unit. Instructors must work together with the cadets, their parents, unit cadet leaders, school counselors and administrators to resolve these issues. However, when these efforts are unsuccessful, the SASI must be allowed to remove the cadet from the AFJROTC program. A maximum of three weeks is sufficient to complete this entire administrative process. The cadet either chooses to comply as required or is removed from AFJROTC. These students can be placed wherever the school administration sees fit, but it is the Headquarters AFJROTC position that these students must be removed from the AFJROTC class and disenrolled.

2.8.1.1.4. Cadets may be disenrolled from AFJROTC based on any other conduct related reason deemed appropriate by the AFJROTC SASI or the principal.

2.8.1.1.5. The SASI must develop specific written disenrollment rules and processes that are coordinated with school leadership and the counseling staff annually prior to the beginning of school. As a minimum, the process must include cadet counseling, discussion with parents/guardians, discussion with counselors/school administration and the SASI's role as the final authority disenrollment procedures and cadet removal.

2.8.1.1.6. Disenrollment rules and process must be published in each unit's Cadet Guide.

2.8.2. All students must be enrolled in and attending a regular course of instruction at the host school, school with cross-town agreement, or be a home-schooled student attending AFJROTC classes at the host high school.

2.8.3. All cadets must be enrolled in the AFJROTC academic program unless designated as a Reserve Cadet. See Chapter 7 for Reserve cadet criteria.

2.8.4. Special needs and handicapped students may participate in AFJROTC with the concurrence of the SASI and the principal. However, AFJROTC should not have a disproportionate number of any special group of students as compared to the remainder of the student body. Special needs and handicapped students must adhere to the minimum acceptable standards of conduct and personal appearance as required by the Air Force.

2.8.5. Sexual Orientation. All students are eligible to participate in AFJROTC regardless of sexual orientation. AFJROTC instructors will provide an environment which ensures the privacy of a cadet's sexual orientation is not infringed upon. All school policies as it relates to this subject must be upheld.

2.8.6. Pregnant Cadets. Pregnant cadets are permitted to participate in AFJROTC.

2.8.7. Cadets wishing to participate in any AFJROTC activity will do so at the discretion of the SASI.

2.8.8. Only students currently enrolled in the full AFJROTC program, or in Reserve status, may be issued uniforms.

2.9. Classroom Facilities/Office Space. The school will provide the necessary classroom facilities and office space for the efficient and effective accomplishment of AFJROTC course objectives. The facilities provided shall be, at a minimum, comparable to those presented to the Air Force during the official site survey conducted at the institution.

2.10. Drill Area. School must provide and maintain drill area(s) at or in the immediate vicinity of the AFJROTC unit, which will include at least 2,500 square feet of flat, unobstructed space, free of vehicular or pedestrian traffic comparable to those presented to the Air Force during the official site survey conducted at the institution. Consideration should be given to indoor drill facilities in areas where inclement weather prohibits outside drill for extended periods of time.

2.11. Storage Facilities. School will provide and maintain climatically controlled storage facilities at or in the immediate vicinity of the AFJROTC unit for the protection and care of uniforms, supplies, and equipment used in the AFJROTC program. Such storage facilities must be reserved for the exclusive use of the AFJROTC program and must be constructed so that access can be denied to unauthorized personnel.

2.11.1. Climatically controlled storage facilities will be a minimum of 400 square feet and comparable to those presented to the Air Force during the official site survey conducted at the institution. As the size of the AFJROTC program increases, additional storage will be necessary. The recommended rate of 4 square feet per cadet will ensure adequate space for uniforms and other equipment items for the increasing corps size.

2.11.2. Headquarters AFJROTC requires school districts participating in the AFJROTC program to safeguard and retain financial accountability for all Air Force property located at the school, making full restitution after all occurrences of theft, loss, and negligent or willful

damage or destruction. Property relief procedures for lost, damaged, or destroyed Air Force property are contained in the *Department of the Air Force Report of Survey (ROS) Guidance* and this instruction.

2.12. AFJROTC Class Scheduling. The SASI will coordinate scheduling of AFJROTC classes with the school to make it as convenient for students to participate in Aerospace Science classes as in any other courses offered at the institution.

2.13. Academic Credit. All students will be given appropriate academic credit towards graduation for successful completion of the AFJROTC program per the Air Force/School District Agreement.

2.14. Unit Closures. Unit closures may be school district or Air Force initiated in accordance with the signed agreement between the Air Force and the school district for the establishment of an AFJROTC unit. If the closure is Air Force-initiated, the Director, Air Force Junior ROTC will notify the school district of the unit closure when the unit fails to correct identified deficiencies. Upon notification of closure, the unit will be deactivated in an orderly manner in accordance with Headquarters AFJROTC guidance. Upon closure notification, new enrollments will not be accepted, and uniforms, equipment, and supplies will be redistributed under the direction of Headquarters AFJROTC. Schools may reapply for an AFJROTC unit no earlier than five years after the deactivation date of the unit closing.

CHAPTER 3 – INSTRUCTOR PERFORMANCE

3.1. Purpose. This chapter provides a brief overview of key responsibilities of AFJROTC instructors. All other chapters in this instruction convey specific instructor requirements, and Chapter 14 provides an in-depth description of instructor responsibilities.

3.2. Uniform Wear. Instructors must wear an approved uniform daily in accordance with Chapter 14 of this instruction and DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*.

3.3. Funds. AFJROTC accounts are normally managed completely within and by the school/school district. However, some school districts will allow units to have auxiliary accounts such as Booster Clubs, Parent Support Groups, etc., outside of school controls. Regardless of how a unit holds its funds, instructors will not have direct/unfettered access to the funds. The unit must ensure the account is reconciled monthly. Any funds held outside of school control must be audited at least annually and fully documented by a responsible School/District Bookkeeper, CPA, or equivalent.

3.3.1. While performing duties as an AFJROTC instructor or while in uniform, instructors will not solicit donations from any corporate entities or local businesses. AFJROTC instructors may accept voluntary donations to fund AFJROTC activities pursuant to any policy or procedures required by the host school, including how the funds are held, processed, distributed, and/or tracked.

3.4. Credit Card and Reimbursements. Expense reimbursements or credit card payments will follow the criteria found in AFJROTC Operational Supplement, Chapter 8 Finance Guide, and any additional Headquarters AFJROTC supplemental direction.

3.5. Professional Relationships. Instructors must adhere to the school and Headquarters AFJROTC Chain-of-Command and maintain appropriate professional officer/non-commissioned officer/cadet relationships.

3.5.1. Instructors will ensure that AFJROTC is a safe environment, maintained free from any form of sexual harassment, sexual assault, any other sexual-related misconduct, or any form of verbal/nonverbal harassment, mistreatment, or bullying.

3.5.2. All instructors are responsible to ensure the duties and responsibilities, as stated in Chapter 14, are always adhered to. The SASI will ensure all workload is equitably distributed between all instructors.

3.5.3. Instructors will ensure the prohibition on physical discipline, hazing, and unofficial teams in Chapter 7 is always adhered to.

3.6. Weight and Body Fat Standards. Instructor staff must meet and maintain weight and/or body fat standards as outlined in Chapter 22.

3.7. Lesson Planning. Instructors must present AFJROTC curriculum lessons that demonstrate detailed planning, organization and use of proper support material and visual aids. Instructors will use current curriculum material. Instructors will use current curriculum material as derived from

the current AFJROTC Curriculum Guide. Instructors will make available to cadets a course syllabus, IAW the AFJROTC Curriculum Guide, that identifies units/chapters being taught each semester (term for 4X4 units).

3.8. Classroom Instruction. Instructors must create a positive learning environment, demonstrate proper classroom management, and involve students in the learning process. Use of Turning Technologies “clickers” are no longer mandatory and are an optional resource for instructors. Use at your discretion. However, a student engagement system/device with similar capabilities is still required. No waiver is necessary.

3.9. SASI Ensures School Compliance. The SASI must inform the chain of command (School Administration and Headquarters AFJROTC) within one week of discovery of all unresolved Section II non-compliant AFJROTC issues as some situations may require Headquarters assistance.

CHAPTER 4 – EQUIPMENT MANAGEMENT

4.1. Purpose. This chapter defines the policies and responsibilities for managing Air Force property in an AFJROTC unit.

4.2. Responsibilities of the Air Force. Headquarters AFJROTC develops policy for management of Air Force-provided or Air Force-purchased equipment. Headquarters AFJROTC evaluates compliance with this instruction during unit evaluations and adjudicates lost and/or stolen property for financial liability.

4.3. Responsibilities of Schools. Schools will ensure compliance with all policies pertaining to management of Air Force equipment and property. Schools must protect Air Force property or may be assessed financial liability for cause of loss, damage, or destruction of Air Force property.

4.4. Responsibilities of Instructors. Instructors will ensure compliance with all policies as it relates to the management of Air Force equipment and property.

4.5. Storage, Security, and Safety of Replica Weapons/Sabers/Air Rifles/Archery Bows/Arrows.

4.5.1. All replica weapons, sabers/swords, air rifles, and archery bows/arrows associated with the AFJROTC program, regardless of how funded or obtained, must be stored with double-barrier security. This means, at a minimum, in a locked cabinet or locked weapons rack within a locked storage room. **NOTE: Weapons storage must have a primary lock (on the weapons themselves or weapons cabinet) and secondary lock (which limits access to the area/room where the weapons are stored, to authorized personnel only). A classroom door will not be considered one of the two required barriers.**

4.5.2. The term “replica weapon” includes any weapon which was not manufactured to fire ammunition. This includes all commonly used wooden/plastic, "facsimile drill rifles" or other items that could be mistaken for weapons.

4.5.3. The term “air rifle” includes any weapon acquired for use in the unit’s Civilian Marksmanship Program. The only propellant used in these weapons is either compressed air or compressed carbon dioxide.

4.5.4. The Military Property Custodian (MPC) will establish local issue procedures for replica weapons, sabers/swords, air rifles, and archery bows/arrows. These items must be returned to unit storage daily unless overnight trips (supervised by an AFJROTC instructor) are involved. While transported, these items may not be openly displayed and must be under the control of an instructor. An instructor or cadet must have positive control of the replica weapons, sabers/swords, air rifles, and/or archery bows/arrows at all times prior to, during, or after an event. For any overnight events away from campus, these items must be stored in an instructor’s hotel room. At no time will these items be left unattended. **NOTE: Replica weapons, sabers/swords, air rifles and/or archery bows/arrows will never be issued to take home.**

4.5.5. The SASI/ASI must ensure the safety of all cadets when handling and using/operating replica weapons, sabers/swords, air rifles, and/or archery bows/arrows. This includes conducting and documenting safety training/certification as required.

4.5.5.1. Drill rifle exchanges/tosses are potentially dangerous. With safety paramount, a person-to-person rifle exchange or toss is permitted. Blind (suicide) and/or backwards rifle tosses are prohibited. Also, the use of fixed bayonets on drill rifles is strictly prohibited by AFJROTC units. Drill routines must be designed with safety in mind for all team members.

4.5.5.2. Due to safety concerns, cadets using sabers/swords must have a firm grasp on, and control of, the saber/sword at all times. Cadets are not permitted to flip, toss, and/or palm spin the saber/sword at any time. Routines using sabers/swords must be designed with safety in mind for all team members.

4.5.5.3. Cadets will follow all published safety guidelines/protocols when handling or operating air rifles and/or archery bows/arrows.

4.6. Air Force Non-Information Technology Asset (ITA) Property Management.

4.6.1. Units will use WINGS to account for Air Force property and equipment, clearly recording the identity (i.e., nomenclature, make, model, serial number), such as televisions, DVD players, replica weapons, air rifles, simulator yokes/pedals, CPS/TPC/QT2 Suite (chalkboard devices, clickers, and receiver) and any other equipment purchased with Air Force funds. **NOTE: Replica weapons, swords/sabers, air rifles, and archery bows/arrows that are not Air Force property are categorized in WINGS as non-Air Force assets.**

4.6.1.1. All units with replica weapons, regardless of how funded or obtained, will ensure all weapons are loaded under the standardized item description "Replica Weapon." **NOTE: Replica weapons ordered through WINGS will be tracked using the item number they were ordered under.**

4.6.1.2. All units with sabers/swords, regardless of how funded or obtained, will ensure all weapons are loaded in WINGS under the standardized item description "Saber."

4.6.1.3. All units with air rifles, regardless of how funded or obtained, will ensure all weapons are loaded in WINGS under the standardized item description "Air Rifle." **NOTE: Air rifles ordered through WINGS will be tracked using the item number they were ordered under.**

4.6.1.4. All units with archery bows/arrows, regardless of how funded or obtained, will ensure all weapons are loaded in WINGS under the standardized item description "Archery Bow."

4.6.1.5. Non-IT property and equipment must be written off in WINGS to reflect the final disposition of the item.

4.6.1.5.1. Unserviceable or outdated non-IT items, with exception to those items listed in para 4.2.1.5.2, may be donated or disposed of. Disposal is not intended for any personal use or gain.

4.6.1.5.2. Replica weapons, sabers/swords, air rifles and archery bows/arrows must be completely and carefully disposed of. Break each replica weapon, air rifle and archery bow down in as many pieces as possible and dispose of to prevent reassembly. Sabers/swords must be bent so that they are unusable.

4.7. Air Force IT Asset Management (ITAM). In accordance with the Memorandum of Agreement between the Air Force and the school district, schools shall furnish appropriate and sufficient technology (i.e., computers, printers, projectors, etc.) to conduct AFJROTC academics, and other AFJROTC program requirements. Units who still maintain Air Force-controlled IT equipment must follow the guidance outlined in Chapter 3 (Logistics) of the AFJROTC Operational Supplement. IT equipment is not funded or controlled by AFJROTC/JRS. All questions will be referred to your Equipment Control Officer in Holm Center Support Directorate, Computer Support Branch (Holm Center /SDCS).

4.8. Identifying Air Force Property. All Air Force property (i.e., WINGS-listed non-IT equipment to include CPS/TPC/QT2 Suite chalkboard devices, clickers, or receiver) must be permanently marked (etched or permanent marker) “Air Force Property” or “Property of AFJROTC.” Air Force property includes equipment issued to the unit by the Air Force, procured with Air Force funds, or locally purchased and later reimbursed with Air Force funding.

4.8.1. Non-Air Force funded property *should* be permanently marked (etched or permanent marker) with the unit’s designation. This includes equipment (i.e., replica weapons, sabers/swords, air rifles, and/or archery bows) purchased with unit funds, obtained through non-Air Force funding sources, or items donated to the unit.

4.9. Uniform Inventory/Hand Receipts. New units must order their initial uniform items through WINGS once accounts are created, and a Department of Defense Activity Address Code has been established. Contact AFJROTC/JRSL for assistance. **NOTE: Ordering uniform items for wear by the instructors is prohibited.**

4.9.1. All accountable uniform items must be managed, issued, and inventoried via WINGS by individual size and quantity. At a minimum, units must update WINGS weekly with any changes. The uniform items listed below are accountable. Non-accountable uniform items (caps, socks, rank, ribbons, PT gear, belts, etc.) may be (but are not required to be) inventoried via WINGS.

Table 4.1. Accountable Uniform Items Obtained through FEDMALL.

Male Uniforms	Female Uniforms
Coat, All Weather	Coat, All Weather
Coat, Service, Blue	Coat, Service, Blue
Jacket, Lt. Weight, Blue	Jacket, Lt. Weight, Blue

Shirt, Cotton/Polyester, Blue SS	Shirt, Cotton/Polyester, Blue SS
Shirt, Cotton/Polyester, Blue LS	Shirt, Cotton/Polyester, Blue LS
Shoes, Dress, Black Leather/Corfam	Shoes, Dress, Oxford/Pumps, Black Leather/Corfam
Trousers, Blue	Slacks, Blue
ABU/OCP Blouse	Skirt, Blue
ABU/OCP Trousers	ABU/OCP Blouse
Sage Green/Coyote Brown Boots	ABU/OCP Trousers
Black Boots *	Sage Green/Coyote Brown Boots
	Black Boots *
<p>*Units may purchase black boots only for Color Guard or Drill Team members using MILPER funds. NOTE: This is for restricted use during applicable events and is not intended for use across unit's entire cadet corps. Black boots are not to be worn with ABUs.</p>	

4.9.2. All authorized uniform items/accessories that cannot be ordered through FEDMALL must be purchased locally using MILPER funds. **OPTION:** Black pumps may be purchased and issued in lieu of the oxford shoes from FEDMALL. The cost cannot exceed the cost of a pair of the FEDMALL female oxford shoes. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 2-1/2 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than 1/2 inch in diameter or larger than the body of the shoe. Faddish styles will not be worn (e.g., extreme toes, pointed or squared, or extreme heel shapes). They will be plain, clean, and serviceable, and without ornamentation such as buckles, bows, and/or straps. The material will be smooth, scotch-grained leather or a manmade material. Black pumps may be purchased with the unit's MILPER baseline, using either the credit card or reimbursement process. Shoes may be acquired from any commercial vendor that provides a pump which strictly adheres to the criteria stated in the change, with a cost that does not exceed that of the FEDMALL female oxford shoe. Additionally, when using non-Air Force funds (i.e., fundraising money that will not be reimbursed by the Air Force), there is no cost limitation, but all stated shoe criteria must be met.

4.9.3. Shoes are considered a non-returnable item. Once a pair of shoes is issued to a cadet, they cannot be returned for reissue. Instructors should request those cadets returning the next academic year to retain their shoes for use during the next school year.

4.9.3.1. Sage Green Boots, Coyote Brown Boots, and Black Boots may be issued, returned, and reissued to cadets as long as they remain serviceable, and a germicidal spray of the boots is done prior to the boots being returned to the shelf and/or being reissued to cadets.

4.9.4. Issue all accountable uniform items (includes shoes per table 4.1) to cadets using WINGS. Procedures must include controls to ensure the proper return of items. Only students currently enrolled in AFJROTC or in Reserve status may be issued uniforms.

4.9.4.1. Record uniform items issued to cadets via WINGS. **At a minimum, each cadet must sign a hand receipt (WINGS generated or locally developed) which indicates their understanding of responsibility for Air Force uniforms. NOTE: The parent/guardian signature is optional.** Units will develop accounting procedures concerning the return of items and will update WINGS/Manage Uniform Items/Issued not Returned. Although optional, if funds are collected for lost or damaged uniform items, follow payment collection procedures and submission requirements found in section 4.6.1 of this instruction. If uniform items are lost or discovered stolen, the unit will write off the missing uniform items in WINGS.

4.9.4.2. Cadets who will return to AFJROTC the next academic year are allowed to retain their uniform items over the summer break. WINGS must reflect current uniform accounting.

4.9.4.2.1. Uniform funding for the fiscal year is based on that fiscal year's Program Status Report (PSR). Headquarters AFJROTCs will notify units of the cut-off date for ordering uniforms through WINGS, and when ordering can resume.

4.9.4.2.2. Units will not place uniform orders exceeding the unit's annual funding allowance.

Table 4.2. AFJROTC Cadet Uniform Allowances – Male and Female (Minimum, Maximum and Optional Issue per Cadet).

Clothing Issue	Sex	Unit of Issue	Minimum/Mandatory Issue*	Maximum Issue
Belt Cotton, Web, Blue	M/F	Each	1	1
Buckle, Nickle, Silver	M/F	Each	1	1
Cap, Garrison, Wool, Blue	M/F	Each	1	1
Necktie, Polyester, Blue	Male	Each	1	1
Neck Tab, Blue	Female	Each	1	1
Coat, Blue (Service Dress)	M/F	Each	1	1
Jacket, Lt Weight, Male/Female**	Male	Each	1	1
Coat, All Weather	M/F	Each		1
Shirt, Cotton/Polyester, Blue Short Sleeve or Long Sleeve	M/F	Each	1	2
Shoes, Dress, Black	M/F	Pair	1	1
Shoes, Women's Pumps	Female	Pair		1
Socks, Cotton/Nylon Black	M/F	Pair	1	2
Trousers, Blue	Male	Pair	1	2
Slacks, Blue	Female	Pair	1	2
Women's Skirt	Female	Each		1
Undershirt, V-Neck	M/F	Each	1	2
ABU/OCP Blouse	M/F	Each		1

ABU/OCP Trousers	M/F	Each		1
ABU/OCP Belt (Rigger)	M/F	Each		1
ABU/OCP Garrison Cap	M/F	Each		1
Green/Brown Socks	M/F	Pair		1
Sage Green/Coyote Brown Boots	M/F	Pair		1
Black Boots***	M/F	Pair		1
Corfam Shoes	M/F	Pair		1
<p>* Issue of all minimum issue items is mandatory. Denotes the minimum issue to each cadet.</p> <p>** Units may issue Male, Light Weight Jackets to female cadets.</p> <p>*** Black Boots may be issued on an as required basis to the unit's Color Guard or Drill Team members. This is for restricted use during applicable events and is not intended for use across the entire unit or cadet corps.</p>				

4.9.5. Excess uniform items are those items, determined by the MPC, for which the unit has no current requirement, and the unit no longer has the space to appropriately store. Units may ship excess uniform items to other AFJROTC units based on the following procedures:

4.9.5.1. Uniforms that are declared excess must be serviceable and clean when shipped. Record excess uniform shipments in WINGS and retain copies of all shipping documents as receipts for reimbursement.

4.9.5.2. If redistributed items are not received within 30 calendar days from notification date of shipment, the receiving unit must contact the shipping unit. When redistribution shipments are received, the receiving unit must provide a signed copy of the invoice to the shipping unit and ensure WINGS is updated.

4.9.5.3. Shipments should be made by the most cost-effective means. Shipping cost will be reimbursed IAW guidance provided in this instruction.

4.9.5.3.1. Shipping can be coordinated through the Headquarters AFJROTC and will be centrally paid at Headquarters AFJROTC instead of reimbursed to unit. Units can coordinate with Headquarters AFJROTC/JRSL who will contact Holm Center/SDCA to schedule pickup by shipper. The shipper will bring pre-printed shipping labels to the unit, put them on the package and deliver.

4.9.6. Unserviceable Uniform Disposal.

4.9.6.1. The SASI must ensure WINGS is updated using the Write Off-Accountable Items function. The justification block must contain an explanation of why and how the items were disposed.

4.9.6.2. Disposal of uniforms locally is authorized in accordance with the following guidelines. NOTE: Charitable/not-for-profit organizations and unofficial JROTC/Leadership Programs in middle schools and high schools are not authorized to receive donated uniforms.

4.9.6.2.1. Remove all shoulder patches.

4.9.6.2.2. Remove all buttons with the Air Force symbol from the service dress coat.

4.9.6.2.3. Demilitarize (destroy) unserviceable items and make unusable. Any Air Force or AFJROTC symbol/logo must be removed and/or destroyed to prevent reuse.

4.9.6.2.4. Donate items to Civil Air Patrol whenever possible.

4.9.6.2.5. Throw away unserviceable items.

4.10. Military Property Custodian (MPC)

4.10.1. The school principal will appoint a Military Property Custodian (MPC) to maintain accountability of all Air Force property. The school and unit must have an MPC appointed at all times. School district employees can be assigned as an interim MPC when instructors are unavailable. If a designated MPC leaves, the school must ensure another individual is appointed to serve in this capacity. Units will notify AFJROTC/JRSL, by letter, of the name of the individual designated as unit MPC within 15 days after the designation. Template for the MPC letter is found in WINGS/Logistics/MPC Information.

4.10.2. The MPC appointment letter will be maintained in the Logistics module of WINGS.

4.10.3. The MPC will establish procedures and controls which will ensure all Air Force property used in the AFJROTC program is properly requisitioned, issued, accounted for, and safeguarded in accordance with procedures in this instruction.

4.10.4. The MPC will conduct an annual inventory of all items in accordance with procedures outlined in this instruction.

4.10.5. Before the MPC leaves the unit, a new inventory must be accomplished and a new MPC must be designated. The SASI will ensure the relinquishing and receiving MPC will immediately accomplish a joint inventory. The relinquishing MPC is responsible for accounting for discrepancies up to final transfer of property responsibility.

4.10.6. Collection Procedures. Any funds collected by AFJROTC instructors for lost or damaged textbooks (contact Holm Center Curriculum/Technology Integration Division for current pricing), uniforms, and equipment must be sent to the Holm Center Support Directorate, Financial Management Branch (SDF), 130 West Maxwell Blvd, Maxwell AFB, AL, 36112-6106, within 30 calendar days after the payment is collected. Multiple collections can be consolidated into a single package of collections sent to Holm Center/SDF every 30 days. An explanatory MFR must accompany all checks. At a minimum, the MFR must contain an itemized listing of equipment being reimbursed and a description of the enclosed payment.

4.10.7. Payments must be made by money order, cashier's check, personal or certified check, and made payable to the U.S. Treasury. Cash will not be accepted. If needed, the school can collect payments and issue a single check payable to U.S. Treasury.

4.10.8. Holm Center/SDF will maintain a copy of the payment (money order, cashier's check, personal or certified check) and support documentation in the unit document file. Records will be maintained for 3-1/2 years.

4.10.9. Upon unit deactivation, the MPC must account for all Air Force equipment and uniforms and the school will ensure that all Air Force equipment and uniforms are distributed in accordance with the instructions of AFJROTC/JRSL.

4.10.10. Upon unit deactivation, the MPC will conduct a complete inventory, sign it, and mail it along with copies of all records relating to equipment, supplies, and uniforms to AFJROTC/JRSL no later than 120 calendar days prior to the end of the instructor's teaching contract with the school. If the deactivation is short notice and will occur within 120 calendar days prior to the end of the instructor's teaching contract with the school, AFJROTC/JRSL must receive the inventory within 60 calendar days of notification of the deactivation.

4.10.11. Upon unit deactivation, the MPC is responsible for returning or shipping Air Force property to the appropriate parties, as determined by Headquarters AFJROTC, no later than 10 calendar days prior to the end of the instructor's teaching contract with the school.

4.11. Report of Survey (ROS) Procedures

4.11.1. Purpose. The general purpose of the AFJROTC Report of Survey (ROS) program is to:

4.11.1.1. Research and investigate the cause of loss, damage, or destruction of property and determine if it was attributable to an individual's negligence or abuse; and document school replacement of such property.

4.11.1.2. Assess monetary liability after investigation of cause of loss, damage, or destruction of Government property.

4.11.2. A ROS is mandatory when any item(s) over \$100 per unit cost or \$500 total cost is/are lost or stolen. See 4.7.3.5.

4.11.3. ROS Responsibilities and Timelines.

4.11.3.1. As soon as the discovery of the loss, damage, or destruction, the unit SASI, acting as the investigating officer, will complete blocks 1 through 11 on the DD Form 200, *Financial Liability Investigation of Property Loss*. Instructions for completion can be found in DoD 7000.14-R-Financial Management Regulation, Volume 12, Chapter 7. **NOTE:** DD Form 200 templates and AFJROTC ROS template are available on the Holm Center Intranet site under Support Directorate, Comm & Info, Hardware.

4.11.3.2. Forward the ROS to the school principal for review and completion of block 12.

4.11.3.3. The SASI will forward all ROS and accompanying documentation to Holm Center/SDCS. All ROS forms, where theft is suspected, will be accompanied by a police report.

4.11.3.4. Holm Center/SDCS will add inquiry/investigation number and forward to AFJROTC/JRSL for further processing.

4.11.3.5. AFJROTC/JRS may appoint a financial liability officer to reinvestigate the case if it is felt the initial investigation was not completed properly.

4.11.3.6. If AFJROTC/JRS suspects negligence or abuse, financial liability may be placed on the school district involved in the case. If school financial liability is determined by AFJROTC/JRS or their designee, a letter will be sent to the school district requesting purchase of replacement equipment for the AFJROTC unit or other restitution is made. The school district will have 30 calendar days to present their plan to make restitution or provide evidence to refute the findings.

4.11.3.7. If AFJROTC/JRS finds no evidence of negligence or abuse, the case may be closed, and the ROS will be forwarded to Holm Center/SDC (if ITE) to adjust inventory records, or to the unit for their records (for Non-ITE). A copy of the completed ROS will be placed in WINGS "Unit Correspondence" by AFJROTC/JRSL.

4.11.3.8. If financial liability is determined by Headquarters AFJROTC/JRS or their designee, the unit's ITE account will be locked, and the unit will not be able to receive new IT equipment until the unit's ROS is resolved.

4.11.3.9. When financial assessment is recommended, a written legal opinion will be obtained before the ROS file is forwarded to the approving authority and an individual is advised that financial liability is being assessed. The legal review will be made a part of the ROS file.

4.11.3.10. Approval Limits. Holm Center/SDCS will take final action on Report of Survey IAW *Department of the Air Force Report of Survey (ROS) Guidance* (for IT assets) by removing asset(s) from the IT account and providing updated inventory.

4.11.3.11. Probation Resulting from Property Loss. Repeated cases of property loss at a unit could, at the discretion of Headquarters AFJROTC, result in unit or instructor probation, decertification and/or closure of the unit.

CHAPTER 5 – CURRICULUM

5.1. Purpose. AFJROTC offers an accredited curriculum, consisting of Aerospace Science, Leadership Education and Wellness components, which must be planned and delivered within specific parameters.

5.2. Responsibilities of the Air Force. The Air Force develops and distributes the curriculum for AFJROTC. Headquarters AFJROTC evaluates execution of this curriculum during unit evaluations. Headquarters AFJROTC approves waivers to curriculum deviations.

5.3. Responsibilities of Schools. Schools must be aware of the curriculum requirements of AFJROTC. School must make AFJROTC academic classes available to students in the same manner as all other academic classes are offered in the school. Schools must provide graduation credit to students for successful completion of AFJROTC classes.

5.4. Responsibilities of Instructors. Instructors must teach current curriculum material as defined in the current AFJROTC Curriculum Guide located in the Curriculum Superstore.

5.5. Execution of Curriculum. All AFJROTC curriculum is in electronic format. Hardback textbooks remain a viable teaching option, as long as the content is identified as current in the Curriculum Guide. Outdated or obsolete curriculum will be donated or disposed of locally.

5.5.1. Curriculum Plan. Each unit must develop and maintain a complete seven-year curriculum plan. This plan must display the courses, by semester (by term for 4X4 units), used for the current academic year as well as those courses taught the previous three academic years and projected for the future three academic years. The seven-year curriculum plan must visually depict how the unit ensures a cadet will not repeat the same course content (specific units and or chapters) over their entire period of enrollment in AFJROTC. Units must carefully consider the content used during the past three academic years to avoid any cadets repeating curriculum. Refer to the AFJROTC Curriculum Guide for details and examples.

5.5.1.1. Elective Credit. Units that teach the course for elective credit use this model. Typically, the contact time focuses on 40% AS material, 40% LE (includes 20% of LE 100, 200, 300, or 400 and 20% Drill Curriculum Cumulative), and 20% on Wellness/PT. In 2021, flexibility was introduced into this model to customize curriculum to meet the developmental needs of your cadet corps. You may adjust your AS and LE ratios as you see fit, maintaining a minimum of 20% in each area (60% maximum). Additionally, you must maintain 20% in Wellness. For example:

Figure 5.1. Example Elective Credit Models.

<p>Situation #1: AS 20%, LE 60% (or vice versa) & Wellness 20%</p> <p>Situation #2: AS 30%, LE 50% (or vice versa) & Wellness 20%</p>

5.5.1.2. Core Credit. In schools where core credit is awarded, 60% of available contact time per semester/term may be spent teaching AS material and 40% on LE (or 60% on LE and 40% on AS, depending upon which component justifies the awarded core credit) for each

semester/term the course is taught. Core credit is to be based solely on the content of the AFJROTC curriculum and not based on the use of outside supplemental curriculum.

5.5.2. All current-year courses built in WINGS must match the unit's Curriculum Plan.

5.5.3. All courses built in WINGS must contain a minimum of 120 total hours of curriculum material unless a waiver is obtained.

5.5.4. Drill-Only classes must use the prebuilt "Drill Only" course available in WINGS | Define Unit Courses Module. AS, LE or Wellness material cannot be added to a Drill Only course. All requirements to conduct a Drill Only class are contained in the AFJROTC Curriculum Guide.

5.5.5. Aviation Honors Ground School and AFJROTC Honors Senior Project courses must meet the minimum criteria listed in the AFJROTC Curriculum Guide. Enrolled cadets are authorized to wear the Flight Suit uniform which may be purchased using AF Funds.

5.5.6. Cadets enrolled in non-AFJROTC sponsored but FAA approved ground school courses are not authorized to wear the Flight Suit uniform until they have successfully completed the FAA ground school exam. Flight Suits may be purchased using AF Funds.

5.6. Course Syllabus. Each student must be provided access to a course syllabus for each AFJROTC course taught during the school year (each term for 4x4 units). The syllabus will be accessible to students on the first day of school.

5.6.1. A syllabus must contain the specific AS/LE/Wellness units/chapters being taught/offered at a unit during each course by semester (each term for 4X4 units).

5.6.2. The course syllabus will be in the format directed by the school. When the school does not specify a particular format, instructors will use the "sample" syllabus template provided in the current AFJROTC Curriculum Guide. Other rules, regulations, or requirements for the course or instructor may be included.

5.7. AFJROTC Courses Loaded in School Catalog. AFJROTC course descriptions will clearly indicate that the course is offered by the AFJROTC department and is for AFJROTC students only. Course descriptions will accurately describe course content being taught for each course offered to include AS, LE and Wellness components.

5.8. Wellness Program. AFJROTC instructors must ensure any wellness program is implemented with cadet safety as the primary consideration. During scheduled PT/Wellness class, cadets will be in either AFJROTC PT Gear or Unit Local Purchase PT Gear.

5.8.1. Prior to starting any fitness training program or assessment, units ***must*** obtain parental permission using the current year Parental Consent form found in WINGS | Cadet Data | Parental Consent Form.

5.8.2. Prior to conducting the unit Wellness Program, units will conduct and load the Cadet Physical Fitness Test (PFT) initial assessment into WINGS in "PFT Event" within the first 45

calendar days of school to determine each cadet's fitness level. Unit will perform one exercise from each of the five PFT activity numbers listed.

5.8.2.1. When all 3 PFT events have been loaded in WINGS, unit will go to Cadet Data | PFT Assessment Mass to calculate the composite score | Add new Value | Select latest PFT event date which will include all 3 PFT events | Add. Click on cadet selection tool | Fetch | Select All | OK | Apply | Save. This will complete the PFT Assessment Mass. (Reference WINGS Users Guide)

5.8.3. Instructors will also conduct a final PFT Assessment Mass no later than 30 calendar days before the end of the school year to determine cadet's overall improvement and load the final scores into WINGS. **NOTE:** For 4x4 schedule units, cadets who will complete both semesters may defer their final PFT assessment to the end of the second semester.

5.8.4. Units may choose to use the Cadet Wellness Program located in WINGS "Published Files," or develop a unique version of a Cadet Wellness Program that meets school requirements. Any Wellness Program that exceeds the allowable 20% curriculum delivery requires an approved curriculum waiver.

5.8.5. When any student has a medical condition that may prevent the student from participating in any exercise, the instructors will consult the school's health staff and parents for full resolution before requiring exercise participation by the student.

5.8.6. All instructors are required to have current Adult (ages 14-18) Cardiac Pulmonary Resuscitation (CPR) certification. These certifications must be granted from a hands-on program that is recognized by the American Red Cross or American Heart Association. Units may pay for CPR training using unit O&M funds (if funds are available). Instructors are still required to maintain CPR currency if O&M funds are not available.

5.8.7. Units will have a first aid kit and a two-way communication device on hand in case of emergencies.

CHAPTER 6 – CADET OPERATIONS

6.1. Purpose. This chapter discusses the requirements of cadet operations within an AFJROTC unit.

6.2. Responsibilities of the Air Force. Headquarters AFJROTC prescribes the uniform, uniform devices, and the manner of wear for AFJROTC cadets. Students will comply with the basic uniform wear, personal appearance, and grooming standards prescribed by DAFI 36-2903, this instruction and the Operational Supplement when in the Blue uniform, Air Force utility uniforms, and PT Gear (PTG). **NOTE:** ALL references to the Physical Training uniform are now identified in DAFI 36-2903 as Physical Training Gear (PTG). All references to the blue uniform should be changed to the blue service uniform to align with the verbiage in DAFI 36-2903.

6.3. Responsibilities of Schools. Schools will ensure that their programs are operated in accordance with the Memorandum of Agreement and other Air Force and Headquarters AFJROTC directives.

6.4. Responsibilities of Instructors. AFJROTC instructors will ensure that their school administrators are fully aware of the requirements contained in the Memorandum of Agreement and other Air Force and Headquarters AFJROTC directives. Instructors will ensure that all cadets know and follow all mandatory requirements for uniform wear and other operational aspects of AFJROTC.

6.5. Cadet Uniform Wear.

6.5.1. The Air Force blue uniform is the standard uniform for AFJROTC. Only students currently enrolled in AFJROTC or in Reserve Cadet Status may be issued uniforms. All cadets enrolled in AFJROTC will meet minimum uniform wear standards and requirements within 45 calendar days from the start of school, or enrollment of the cadet, or they will be disenrolled. Effective upon enrollment, personal appearance and grooming standards are required for all cadets during uniform days. Cadets who have not yet been issued a uniform will comply with grooming standards on uniform days. **NOTE: Silver name tags are mandatory on the cadet service coat.**

6.5.2. Air Force utility uniforms wear is authorized as an additional cadet uniform. (Blue uniform will be worn weekly, but the Air Force utility uniform may be substituted for two regular uniform days per month, only when the school principal approves.) Air Force utility uniforms can be obtained through FEDMALL and are worn in accordance with DAFI 36-2903, this instruction, and the Operational Supplement. Uniforms from other branches of services are not authorized to be worn.

6.5.2.1. If approved by the principal, the SASI will standardize Air Force utility uniform wear.

6.5.2.2. At SASI and principal discretion additional uniform days during the week may be designated beyond the one uniform day per week requirement.

6.5.2.3. Footwear requirements for Air Force utility uniforms: Coyote brown or sage green boots may be worn with ABUs, only coyote brown boots may be worn with OCPs.

6.5.3. Physical Training Gear (PTG) is provided at Air Force expense via FEDMALL.

6.5.3.1. During scheduled PT/Wellness class, cadets will be in either AFJROTC PT Gear or Unit Local Purchase PT Gear. This must be outlined in the Cadet Guide or the Unit Operating Instructions.

6.5.3.2. The PTG may not be mixed with any combination of the Air Force blue uniform or Air Force utility uniforms.

6.5.3.3. The PTG cannot be substituted for the weekly uniform wear day.

6.5.4. Units must have appropriate waivers/documentation in WINGS for any uniform deviations, to include all unique team uniforms. (Drill Team, Color Guard, Marksmanship Team, Raiders Team, etc.) Refer to the AFJROTC Operational Supplement for guidance.

6.5.4.1. Unit Patch approval requests are processed via WINGS waiver module.

6.5.5. Each cadet must participate in at least one uniform wear day per week. Schools with A/B block schedules will require units to have at least two uniform wear days per week to ensure each cadet participates (one per block).

6.5.6. All cadets are required to wear an approved blue service uniform combination (Class B), as determined by the SASI, during an external assessment (Unit Evaluation, SAV, etc.).

6.5.7. The blue service uniform is the standard for cadets participating in official military functions such as honor guard, color guard or any other activity the SASI deems appropriate. SASI may determine wear of Air Force utility uniforms as appropriate.

6.5.8. The SASI will standardize uniform wear for CIA trips, or other visits and events, and will ensure DAFI 36-2903 grooming and uniform wear standards are complied with. The SASI can implement restrictions on out-of-classroom activities for those cadets not in compliance with standards.

6.5.8.1. During a military installation visit, the SASI will ensure all cadets are in AF blue service uniform unless a planned activity (Obstacle course, Orientation Flights, Orienteering Events, etc.) requires alternate dress. Whether in AF uniform or not, cadets will comply with DAFI 36-2903 personnel appearance and grooming standards.

6.5.8.2. For other than military installation visits, the SASI will ensure the cadets are dressed in appropriate clothing.

6.5.8.3. Cadets are required to wear the AF blue service uniform or Air Force utility uniforms when flying on military aircraft.

6.5.9. The lightweight blue jacket may be worn indoors or outdoors and must be zipped at least halfway. It may be worn with civilian clothes when insignia are removed. Women may wear the male version of the lightweight blue jacket, belt and flight cap.

6.5.9.1. The AF Symbol is optional for the lightweight blue jacket. If used, it must be embroidered on the left side. The words “U.S. Air Force” must appear directly below the symbol, or units can choose to use “AFJROTC.”

6.5.9.2. The lightweight blue jacket with the AF symbol embroidered is not authorized to be worn with civilian clothes.

6.5.10. The SASI may designate “No Hat” areas on campus, with written approval from the principal. Unit must upload a copy of the approval letter in WINGS | Unit Management | Manage Unit Data | Unit Correspondence. Units will issue headgear to cadets regardless of “No Hat” waiver for wear outside of the designated “No Hat” area. Cadets will adhere to the proper hair style/grooming standard regardless of the “No Hat” designated area.

6.5.11. Pregnant cadets are exempt from the uniform wear requirement when a pregnancy progresses to a point where it is not possible to wear the standard blouse or skirt (Personal appearance / grooming standards will still apply). Air Force maternity clothing is authorized for purchase with Air Force funds.

6.6. Religious Accommodation/Exception to Policy Requests. AFJROTC welcomes participation from all religious faiths to participate in the program. However, it is important to simultaneously ensure that the desired USAF image is presented, consistent, and in line with broader USAF guidance and intent. Religious Accommodation requests will be evaluated and documented per Chapter 7 of the AFJROTC Operational Supplement.

6.7. Transgender Requests. Requests for a transgender cadet to be issued the uniform of their identified gender (and codified as that gender in the AFJROTC data system) will be evaluated and documented per Chapter 7 of the AFJROTC Operational Supplement.

6.8. Cadet Personal Appearance. Cadets will comply with the personal appearance and grooming standards prescribed by Headquarters AFJROTC in the AFJROTC Operational Supplement and this instruction. If no specific guidance is prescribed by Headquarters AFJROTC, then DAFI 36-2903 must be followed.

6.9. Compliance with School and Unit Conduct Policies. Cadets will demonstrate “excellence in all we do” through compliance with school and unit conduct policies, academic performance, physical fitness, recruiting/retention efforts, success of unit programs to include co-curricular activities, and interaction with other school organizations.

6.9.1. The Cadet Corps is encouraged to work towards specific, measurable, attainable, realistic, timely (SMART) goals. Unit goals are required to be submitted to Headquarters AFJROTC via WINGS no later than the published annual suspense. The goal categories consist of Cadet Impact Goals, School Impact Goals, and Community Impact Goals. One Cadet Impact Goal is to be related to academic performance within the Corps as well as one School Impact Goal related to recruiting/retention efforts of the Corps.

6.9.1.2. Refer to the AFJROTC Operational Supplement, Chapter 1 for suggested goal setting procedures and additional requirements.

6.10. School and Community Service. Cadets will demonstrate “service before self” through active participation in school/community support activities. See Section 7.6.3.3 for the definition of Community Service. Events must be properly loaded in WINGS within one week of the event and updated within one week of completion.

6.10.1. The Cadet Corps is encouraged to work towards any number of meaningful, measurable school/community service goals, but is required to set, and annually provide to Headquarters AFJROTC, via WINGS, one service goal oriented to cadet participation in service-related programs.

6.10.2. Refer to the AFJROTC Operational Supplement, Chapter 1 for additional community service guidance, definitions, and other requirements.

6.11. Cadet Unit Mission Briefing. Cadets will demonstrate discipline, teamwork, and unit cohesion by developing a cadet prepared unit mission briefing. The briefing must include, at a minimum, the six Headquarters-submitted specific SMART goals (one must be academic performance, one recruiting/ retention and one community service participation goal). The briefing must include performance measurements and status of goals, unit wellness program, current SY community service event total hours, CIA trips and number and percentage of cadets participating in LDR unit activities and other school activities participated in by cadets.

6.11.1. The cadet unit mission briefing is a required element of all formal external unit evaluations. Although instructor guidance is expected, the unit mission briefing must be developed and presented by cadets.

6.11.2. Refer to the AFJROTC Operational Supplement, Chapter 1 for additional cadet mission briefing recommendations and requirements.

6.12. Cadet 30-Command Drill Performance. Cadets are required to demonstrate at least minimal proficiency in drill by their second year of AFJROTC experience.

6.12.1. The 30-command drill performance (see current Assessment Guide) is a required element of all formal external unit evaluations and will be led and accomplished by second year cadets (9 or more cadets). Additional planning/coordination may be required to ensure second year cadets are available. If limiting to second year cadets only is considered not practical or possible, contact the Region Director prior to the Unit Evaluation.

6.13. Cadet Corps Responsibility for Unit Programs. Instructors must ensure that cadets are trained and given the opportunity to take responsibility for ownership of unit programs and activities to the maximum extent possible. This will be a key required element of all formal external assessments.

6.13.1. The degree of cadet “ownership” is noted through training and mentoring of fellow cadets, daily planning, cadet-initiated activities/programs, and maintaining all unit functional areas. The unit Cadet Guide/Unit Operating Instruction will include Logistics, the unit

Wellness Program and other WINGS accountability programs. Misuse of leadership authority will not be condoned or tolerated.

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

6.13.3. Refer to the AFJROTC Operational Supplement, Chapter 1 for additional cadet ownership recommendations and expectations.

CHAPTER 7 – UNIT OPERATIONS

7.1. Purpose. This chapter discusses the requirements of major operations within an AFJROTC unit.

7.2. Responsibilities of the Air Force. Headquarters AFJROTC develops specific criteria for operations of AFJROTC programs and published updated directives.

7.3. Responsibilities of Schools. Schools will ensure that their programs are operated in accordance with the Memorandum of Agreement and other Air Force and Headquarters AFJROTC directives.

7.4. Responsibilities of Instructors. AFJROTC instructors will ensure that their programs are operated in accordance with the Memorandum of Agreement and other Air Force and Headquarters AFJROTC directives. Instructors will ensure the WINGS database is kept up to date with accurate information.

7.5. Enrollment Accounting. All units are required to verify active cadet enrollment in WINGS with two Program Status Reports (PSRs), first in October and again in February. For Traditional schedule types, viability will be computed from the October PSR. NOTE: Additional FEDMALL and MILPER funding may be distributed in February for all “newly” enrolled cadets. For 4x4 and Trimester schedule types, viability and funding will continue to be computed from a combination of the October and February PSRs. NOTE: Following the February PSR, Headquarters AFJROTC will use the total *unduplicated* headcount (total summed across all individual programs for the school year) to determine the overall program enrollment.

7.5.1. Definition of Cadet for Enrollment Accounting. An AFJROTC “cadet” is a high school student (grades 9-12, potentially grade 8) actively enrolled in an approved AFJROTC course and who is scheduled to receive a minimum of 120 in-person contact hours (full credit course) of course instruction during the academic term. NOTE: A 4x4 block contains two academic terms within the school year, whereas a traditional schedule (including all A/B schedules) contains only one academic term.

7.5.1.1. Foreign Cadet. Local school policy will be followed in determining the eligibility of a foreign cadet to participate in the AFJROTC program. If approved by the school to participate, foreign cadets will fully participate in the program and are required to meet all standards.

7.5.1.2. Homeschooled Cadet: Homeschooled cadets may count toward enrollment accounting and viability provided the cadet is projected to receive 120 in-person contact hours.

7.5.2. Viability. Minimum viability is calculated as 10% of the school’s population (grades 9-12, potentially grade 8) or 100, whichever is less (per U.S.C. Title 10, Section 2031). Students participating in drill-only classes and/or summertime classes do not count toward this total.

7.5.2.1. The total, unduplicated headcount of cadets within a unit's program over the course of a full school year (regardless of number of terms) determines individual unit viability.

7.5.2.2. An AFJROTC "cadet" is a high school student (above grade 7) actively enrolled in an approved AFJROTC course and who is scheduled to receive a minimum of 120 in-person contact hours (full credit course) of course instruction during the academic term. NOTE: A 4x4 block contains two academic terms within the school year, whereas a traditional schedule (including all A/B schedules) contains only one academic term.

7.5.2.3. Any unit starting its third or subsequent year that does not meet enrollment standards will be placed on probation. Headquarters AFJROTC will:

7.5.2.3.1. No later than the end of the academic year, evaluate the unit's potential to meet the enrollment minimum by the beginning of the institution's fall academic term.

7.5.2.3.2. If it is probable that the enrollment minimum will not be met, encourage the institution's authorities to agree to the disestablishment of the unit at the end of that current school year.

7.5.2.3.3. Make the final determination on the institution's capability to meet the enrollment minimum. When Headquarters AFJROTC's evaluation indicates that minimum enrollment probably will be met by the beginning of the fall academic term, the unit may continue.

7.5.2.3.4. No later than 90 days following the beginning of the next academic term, Headquarters AFJROTC will determine whether the enrollment minimum has been met. If it has not, the institution will be officially notified of unit disestablishment. Physical termination will be scheduled for no later than the end of that academic year.

7.5.2.3.5 Headquarters AFJROTC may authorize an extension of probation in special circumstances.

7.5.2.4. Headquarters AFJROTC will sum the total of all individual programs' unduplicated cadet headcount to determine the overall program enrollment.

7.5.3. Schedule Types. Units must report the correct schedule type under the "Manage Academic Year" module in WINGS.

7.5.3.1. Each unit will indicate their schedule type; (Traditional, A/B, 4x4, Modified 4x4 or Trimester). Instructors will ensure cadets are properly loaded in class rosters to ensure PSR report will accurately reflect total cadet enrollment.

7.5.3.2. NOTE: WINGS is programmed to count an individual cadet only once, regardless of a cadet taking more than one class of AFJROTC within a school year.

7.5.3.3. Units who operate a hybrid or mixed calendar of both traditional and 4x4 schedules will indicate “Modified 4x4” as their schedule type in WINGS to ensure proper accounting of second semester cadets.

7.5.4. Reserve Cadet. A Reserve Cadet is basically a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in before/after school activities. To qualify as a Reserve Cadet, a student will meet one of the following criteria, with SASI concurrence:

7.5.4.1. The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating curriculum courses.

7.5.4.2. The student is currently enrolled in a 4x4 scheduled school, has completed an AFJROTC course during academic term #1 (first semester), but is not participating in an AFJROTC course during academic term #2 (second semester).

7.5.4.3. The student is currently enrolled in a Traditional scheduled school but cannot participate in the AFJROTC academic program for that particular year.

7.5.4.4. A student must have been a cadet for at least one academic year (academic term for 4x4) prior to being considered a Reserve Cadet.

7.5.4.5. Reserve Cadets may participate in all AFJROTC activities (CIA trips, community service events, Leadership Development Requirements (LDR) activities, etc.). Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year. The rules for Reserve Cadet participation will be outlined in the unit’s Cadet Guide.

7.5.5. Units must accurately report the total number of active cadets within their program on PSR reporting dates in October and February. Additionally, WINGS will be updated within 10 calendar days of any change. Accurate accounting is essential to ensure units are funded correctly and minimum viability is met.

7.6. WINGS Utilization. WINGS is the AFJROTC official system of record, and its use is mandatory by all instructors. Instructors and cadets will use WINGS in daily unit operations for obtaining current regulatory guidance, forms, and information, as well as to ensure compliance with all AFJROTC policies.

7.6.1. Each instructor will log into WINGS and the instructor’s AFJROTC email at least weekly to ensure he/she remains current on all announcements, performs all required system updates, and meets all required suspenses.

7.6.2. Waivers. All waivers, regardless of subject, must be requested and approved in WINGS. Any waiver not residing in WINGS is not a valid waiver. Any prior legacy or verbal waiver (e-mail, letter, etc.) previously approved must be re-accomplished in WINGS for continuance.

7.6.2.1. All dress and appearance waivers must be submitted via WINGS and include two photos (front and side view of a cadet wearing the items requested). This includes waivers for all unique LDR team uniforms.

7.6.2.2. Curriculum waivers will be requested in the “Define Unit Courses” module by first building the course as needed and then requesting a waiver via the link entitled “Request Content Waiver for this Course.” All curriculum waivers will be boarded and approved by Holm Center JROTC Curriculum/Technology Integration Division.

7.6.3. Events. All Leadership Development Requirements (LDR) activities, community service events, CIA trips, fundraisers and competitions will be annotated in the WINGS “Events” Module within one week of the event to maintain accurate and up-to-date information throughout the school year.

7.6.3.1. LDR (co-curricular) activities are a critical component of a successful AFJROTC unit and will be incorporated into the program. Operation and supervision of LDR activities are to be considered a shared responsibility between the SASI and ASI(s). LDR activities are AFJROTC-sponsored and school-approved teams and/or committees that normally plan or participate in events conducted outside classroom hours (before school/after school). These events are planned, organized, and executed by the cadet corps while being supervised by a certified AFJROTC instructor. Units should offer a sufficient variety of LDR activities (teams and/or committees) to attract maximum cadet participation. Teams are groups of cadets that meet on a regular or recurring basis to practice or participate in team-related activities, events, and/or competitions. Examples include drill teams, orienteering teams, Raiders/fitness teams, Color Guard teams, marksmanship teams, saber teams, robotics teams, multicopter teams, Remote Controlled (RC) airplane teams, Awareness Presentation Teams, etc. Planning Committees are groups of cadets that work together to plan special events such as military balls, parades, awards ceremonies, etc. **NOTE:** LDR activities do not include CIA Trips, but could include community service (i.e., Color Guard presenting Colors, teams serving the community). Instructors will closely monitor WINGS “events” entries by cadets to ensure each entry is thorough and accurate.

7.6.3.2. Instructors and cadets will be positive AFJROTC ambassadors and perform AFJROTC program outreach to school leadership, school boards, school district leadership, community organizations and leaders, etc.

7.6.3.3. Community Service. Community Service is defined as voluntary, unpaid work intended to help or benefit a person, or persons, in a particular area. AFJROTC Community Service activities are unpaid AFJROTC-sponsored and school-approved events which are planned, organized, and executed by the cadet corps while being supervised by a certified AFJROTC instructor to help or benefit the school or community. Units will annotate in WINGS only those activities which meet this Community Service criteria within one week of the event. Units will enter only the true community service hours worked in WINGS. Any planning sessions (pre or post event) will be documented as a separate event. Additionally, practice sessions (i.e., color guard, saber team, etc.) in advance of an event will not be logged for community service. The unit will not document nor count any

community service hours conducted by an individual cadet when the cadet is not operating under the auspice of AFJROTC. For example, if the cadet is doing a community service project with their church or boy/girl scout organization, those hours cannot be attributed to AFJROTC due to it not meeting the required criteria.

7.6.3.4. When an AFJROTC unit conducts a fundraising activity for the monetary benefit of the unit, it will be annotated in WINGS as a “Fundraiser.” When a fundraising activity is accomplished solely to raise money for another entity or organization, the event would meet the required criteria for a community service event. NOTE: Units will adhere to uniform guidelines in this instruction and AFJROTC Consolidated Operational Supplement, Chapter 7.

7.6.4. Instructors will ensure all their school contact information, including instructors, district superintendent, and principal names, as well as all school and unit addresses and phone numbers, are kept current.

7.2.5. Self-Assessments are required annually NLT 15 March or NLT 14 calendar days prior to an external evaluation (whichever comes first). The Headquarters AFJROTC representative will review the self-assessment prior to external visits to evaluate the accuracy and thoroughness of the unit’s self-assessment, findings, and corrective actions. **NOTE:** Unit-identified findings must be consistent with findings identified during the external evaluation to avoid a potential discrepancy during an external evaluation.

7.6.6. Cadet Access. Instructors will manage cadet access to include entering cadet leaders to the JROTC Cadet Access area of WINGS, as well as monitoring and approving changes made by cadet leaders.

7.7. Prohibition on Physical Discipline, Hazing, and Unofficial Teams. Instructors will ensure these prohibitions are published in the unit’s current Cadet Guide or current operating instruction. These prohibitions are applicable to all AFJROTC events, activities, and/or practices. These prohibitions apply to AFJROTC instructors, AFJROTC cadets, and any other person who may be involved with, coaching, or otherwise participating with cadets, or attending or observing an AFJROTC event, activity, and/or practice.

7.7.1. No person will encourage, allow, or condone the use of any type of *physical act or abuse* as an outcome, punishment, penalty, or corrective training for a cadet’s failure to achieve a specific result. These prohibitions include, but are not limited to physical exercises, menial tasks (e.g., cleaning bathrooms), or any physical exchange such as shoving, pulling, or hitting.

7.7.2. No person will encourage, allow, or condone the use any type of *psychological abuse* as an outcome, punishment, penalty, or corrective training for a cadet’s failure to achieve a specific result. These prohibitions include, but are not limited to any effort to humiliate, tease, intimidate, or publicly reprimand or embarrass a cadet for failure to achieve a specific result.

7.7.3. No person will encourage, allow, or condone the use of any form of hazing, whether physical or psychological, within any AFJROTC event, activity and/or practice. All persons involved will ensure any membership requirements or qualifications to join any approved

AFJROTC team, event, or activity does not include anything humiliating, demeaning, or otherwise unapproved by this instruction.

7.7.4. No person will encourage, allow, or condone the use of any device, gimmick, or game to select an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result.

7.7.5. Unofficial groups, secret societies, private clubs, or any other unofficial entity within an AFJROTC program is prohibited.

7.8. Curriculum in Action (CIA) Trips. CIA trips are proper educational field trips that directly support or serve as an extension of the AFJROTC curriculum. They are sponsored and approved using the same procedures as any other class/organization in the high school must use and must be approved by the appropriate school authority. **NOTE:** Invited guests to the unit/school campus do not qualify as a CIA trip. Additionally, LDR and community service activities conducted off campus do not qualify as CIA trips.

7.8.1. Units must take a minimum of one CIA trip per academic term with a minimum of 20% of the academic term cadets participating. For traditional and A/B schedule units, the academic term is the entire school year, therefore one CIA trip is the minimum. For 4x4 block and Trimester schedules, the school year has multiple terms, therefore these units must take at least two CIA trips per year, each in different term.

7.8.2. The SASI or ASI is ultimately responsible for the supervision and control of all CIA trips.

7.8.3. During the school year (or each term for a 4x4), all cadets must have the opportunity to participate in a CIA trip. Cadets must be in good academic and disciplinary standing to participate in CIA trips. Units who have competitive drill or marksmanship teams must ensure they balance the need to conduct the mandatory CIA trips(s) with their drill/marksmanship schedule. Use of Air Force funds (O&M and MilPer) will be prioritized to pay for proper CIA trips first, and if any funds remain, may be applied toward non-CIA trip costs.

7.8.4. Drill meets and marksmanship events will not count as CIA trips and will be reported only as "Competition" events in WINGS. If a proper CIA trip occurs in conjunction with a drill meet or marksmanship event, those will be entered in WINGS as two separate events. Additionally, military ball events will not count as a proper CIA trip.

7.8.5. Community service and LDR activities will not count as CIA trips. If a proper CIA trip occurs in conjunction with a community service or LDR activity, those will be considered as separate events, and annotated as separate events in WINGS.

7.8.6. Expense reimbursements or credit card payments will follow the criteria found in the AFJROTC Operational Supplement, Chapter 8 "Finance Guide."

7.8.7. Chaperones: For overnight activities, the cadet-to-chaperone ratio will be in accordance with school or school district policy. However, if the school or school district has no such policy, then units shall not exceed a ratio of 15 cadets to 1 chaperone. Additionally, units must

adhere to gender proportionality with chaperones. For example, if there is one female cadet attending, there must be at least one female chaperone. If more than 15 female cadets attend, at least two female chaperones are required. All other school or school district policies must be complied with.

7.8.7.1. Chaperones must be at least 21 years old and approved by the school principal.

7.8.7.2. If cadets are segregated by gender in separate dormitories, hotel wings, etc., the chaperones in those areas must be of the same gender as the cadets.

7.8.7.3. Instructors will establish and communicate the rules to all chaperones and ensure everyone is on the same page. Chaperones used on any AFJROTC activity must be briefed on school district and AFJROTC policy and guidelines covering duties and responsibilities prior to the event. This includes an understanding of the AFJROTC policies regarding inappropriate behavior, verbal maltreatment, hazing/initiations, physical discipline, and physical contact.

7.8.7.4. For local activities not involving an overnight stay, units will follow the school or school district policy concerning chaperone ratio and other constraints. If no school or school district policy exists, the ratio shall not exceed 15 to 1 regardless of cadet gender.

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

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

7.8.8. Color Guard or Honor Guard Participation at Political, Commercial or Religious Events. Units will not accept invitations to present colors for any political event. Color Guards for commercial events are permitted as long as a reasonable outside observer would not conclude from the activities of a uniform wearer that the Air Force supports, favors, or endorses the product, service, or name of any particular commercial activity. This prohibition does not include privately sponsored sporting events. Before accepting any request to present colors for religious organizations, the event must coincide with a nationally recognized holiday; for example, Veterans Day, Memorial Day, or observance of 11 September. The color guard may participate, so long as the ceremony endorses no particular religion.

7.8.9. Units planning on using an obstacle/confidence/ropes course during their Cadet Leadership Course (CLC) or any time throughout the school year must review and adhere to AFJROTC - *Obstacle Course Policy Letter*, located in WINGS | Published Files | Directory | JROTC | AFJROTC Policy Letters. Parent Permission/Release forms are located in WINGS | Published Files | Directory | JROTC | AFJROTC CLC & CAP Flights.

7.8.10. Marksmanship Program: AFJROTC units may sponsor or organize air rifle/marksmanship teams with Headquarters AFJROTC and school district permission. Participation in this program is at the discretion of the school authorities. A unit may apply to

begin or host a marksmanship program by sending a signed letter from the hosting principal requesting the program to Holm Center/JRO. All instructors must receive range safety training sponsored by the Civilian Marksmanship Program (CMP) as a condition of approval by Headquarters AFJROTC.

7.8.11. Other activities that include the use of operable weapons (e.g., archery, signal cannon, firing party) may be conducted if the unit has obtained principal and/or school district permission to host the activity. All instructors must receive appropriate safety training for the activity provided by a recognized sponsor of the activity, as well as provide documentation on cadet safety training prior to conducting the activity.

7.9. Recruiting and Retention. Instructors and school administration must be proactive in their recruiting and retention efforts to ensure the continued viability of their unit's program. Instructors must continually cultivate a positive relationship with principals, counselors, and other administration members to establish a team approach toward recruiting and retention of cadets. Of particular importance is unit recruiting in the feeder schools and the instructor's working relationship with the counselors of incoming freshman students. Instructors must integrate cadet leaders in this process to ensure a highly effective recruiting and retention program.

7.10. Cadet Guide. Units will publish a Cadet Guide or unit Operating Instruction to which all cadets have access.

7.10.1. As a minimum, Cadet Guides will contain the following:

7.10.1.1. Current uniform wear, personal appearance and grooming requirements, as defined in DAFI 36-2903, this instruction, and any supplemental Headquarters AFJROTC direction.

7.10.1.2. Information on applicable program opportunities, such as post-graduation benefits, LDR activities, community service events, etc.

7.10.1.3. Cadet expectations, such as conduct standards, classroom procedures, saluting, etc.

7.10.1.4. Information on cadet promotion opportunities, including unit-specific promotion and demotion procedures.

7.10.1.5. Information on Cadet Corps operational and functional areas, such as Logistics, Personnel, Support, Public Affairs, etc.

7.10.1.6. Disenrollment rules and process.

7.10.1.7. Prohibition on Verbal or Physical Discipline and Hazing (see Paragraph 7.3.).

7.10.1.8. Reserve Cadet participation requirements, such as uniform wear, community service events, etc.

7.10.2. If a unit offers team awards, national awards or Headquarters AFJROTC-approved specialized ribbons, the specific criteria for earning these will be published in each unit's Cadet Guide. These awards/ ribbons are listed in Chapter 7 of AFJROTC Operational Supplement.

7.10.2.1. Many awards/ribbons already have minimum criteria defined in the AFJROTC Operational Supplement. Units may add additional criteria, but this must be clearly published in their Cadet Guide or Operating Instruction.

7.11. Headquarters AFJROTC Suspenses (aka: deadlines). Units must meet all required Headquarters AFJROTC suspenses. All suspenses are listed on the WINGS homepage, but will include, as a minimum, fall and spring PSR (NLT 10 Oct and 10 Feb, respectively), unit goals (NLT 10 Oct), Self-Assessment (NLT 15 Mar), and events (NLT 10 Apr).

CHAPTER 8 – INSPECTIONS

8.1. Purpose. Department of Defense Instruction 1205.13 requires an annual evaluation of the operation, administration, and effectiveness of the overall JROTC program and the individual units for contractual compliance, cost, and performance objectives.

8.2. Responsibilities of the Air Force. Headquarters AFJROTC develops specific criteria for the evaluation of AFJROTC programs and conducts program evaluations as required by Headquarters AFJROTC and higher-level directives.

8.3. Responsibilities of Schools. Schools will ensure that their programs are operated in accordance with the Memorandum of Agreement and other Air Force and Headquarters AFJROTC directives. School officials will review any completed self-assessments to ensure knowledge of the findings

8.4. Responsibilities of Instructors. AFJROTC instructors will ensure that their programs are operated in accordance with the Memorandum of Agreement and other Air Force and Headquarters AFJROTC directives. Instructors will ensure an honest and thorough self-assessment is accomplished each year and any compliance deficiencies are reported to Headquarters AFJROTC.

8.5. Assessment Types.

8.5.1. External Assessments. New Unit Visits, New Instructor Visits, Staff Assistance Visits (SAV), Unit Evaluations (UE), Staff Viability Visits (SVV), Headquarters-Requested visits, and School-Requested visits are all external assessments. An external assessment is conducted by a Headquarters AFJROTC-appointed representative, normally a Region Director (RD). The normal external assessment period runs from 30 days after school starts to 30 days before school ends. However, external visits by a Headquarters AFJROTC representative can occur anytime throughout the year, as required. Only those assessments conducted by a Headquarters AFJROTC representative will qualify as an external assessment. External Assessments may be conducted with prior notice or no-notice. The assessment official will submit their report in WINGS within 72 hours following all external assessments.

8.5.2. Unit Self-Assessments. All units will conduct a thorough self-assessment every school year. Completed Unit Self-Assessment Reports will be submitted via WINGS anytime from 30 days after school starts, but no later than 15 March annually. For units who are scheduled to receive an external visit during the school year, a self-assessment will be accomplished no later than 14 calendar days prior to the external visit date or no later than 15 March (whichever comes first). The SASI will ensure all self-assessments evaluate the same areas and processes as external assessments. The principal (or other school officials), Superintendent, Senior ROTC units, and/or sister unit instructors may observe or assist the SASI/ASI during these inspections. However, these will not qualify as external assessments (see Section 8.2.1). **NOTE:** Failure to submit a required self-assessment may result in the placement of the instructors on probational certification (See Chapter 15).

8.5.2.1. Upon completion of the self-assessment, the unit will submit the AFJROTC Unit Self-Assessment Report in WINGS. Units may create and save an unfinished self-assessment as a draft in WINGS for added convenience.

8.5.2.2. Instructor heights and weights are required on all self-assessments. Instructors must use and attach the most current Weight and Body Fat Measurement Worksheet found in WINGS. These measurements must be taken and entered on the self-assessment with a date that is after the self-assessment has been started but before it is submitted, or it will not populate on the self-assessment report in WINGS.

8.5.2.3. Prior to submission to headquarters, units will ensure their self-assessment is coordinated within their school to ensure all instructors and the principal are fully aware of the contents. Once all coordination is completed, execute the “Submit to HQ” and “Save” functions in WINGS prior to the suspense date passing.

8.5.2.4. Once a unit submits their self-assessment report to headquarters, it constitutes agreement of the findings on behalf of the SASI and principal and replaces the need for signed copies. Paper copies of the assessment report will not be accepted. If you have difficulties submitting the report in WINGS, please contact AFJROTC/JRS at jrotc.jrs.support@au.af.edu.

8.5.2.5. Prior to a unit evaluation, the self-assessment will be submitted in WINGS no later than 14 calendar days prior to the inspecting official’s arrival. The inspecting official will evaluate the accuracy and thoroughness of the unit’s self-assessment, findings, and corrective actions. If the inspecting official finds the unit’s self-assessment to be incomplete or poorly conducted, the overall rating of the unit evaluation could be negatively impacted.

8.5.3. Headquarters or School-Requested Visits. If the SASI or Principal believes the unit requires Headquarters AFJROTC intervention and desires an out-of-cycle visit, the respective RD will be contacted to determine scheduling. Additionally, if Headquarters AFJROTC believes the unit requires an out-of-cycle visit to address unusual or problematic circumstances, the RD will conduct these with or without prior notice.

8.5.4. Refer to the “Assessment Checklist and Attachments” available in WINGS – Published Files – Directory – JROTC – AFJROTC Assessments for all detailed information regarding unit visits.

CHAPTER 9 – UNIT AWARDS

9.1. Purpose. Each year, AFJROTC recognizes those units who have earned the Outstanding Organization Award (OOA), Distinguished Unit Award (DUA), DUA with Merit (DUAM) and ‘Silver Star’ Community Service with Excellence Award.

9.2. Responsibilities of Instructors. Instructors will review the criteria for achieving a unit award and ensure the AFJROTC database (WINGS) has accurate and timely updates.

9.2.1. Instructors will refer to the AFJROTC Operational Supplement for current ribbon/device information.

9.3. Responsibilities of the Air Force.

9.3.1. Each year, no later than 1 October, Headquarters AFJROTC will publish specific criteria for earning the OOA, DUA, or the DUAM. At a minimum, units will have completed a successful graded Unit Evaluation and meet viability standards (unless an exception to policy has been submitted to and approved by HQ AFJROTC).

9.3.2. Each year in April, Headquarters AFJROTC will extract and review data from the WINGS database to determine which units have met the minimum requirements for a unit award.

9.3.3. Headquarters AFJROTC will publish a consolidated list of all units who earned the OOA, DUA, DUA w/Merit, and ‘Silver Star’ Community Service Excellence Award.

9.3.3.1. OOA. Units earning the OOA will receive a congratulatory letter and certificate of recognition which will be posted in WINGS.

9.3.3.2. DUA. Units earning the DUA will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. AFJROTC/JRS will mail the DUA streamer to the unit. If the unit wishes to embroider the year on the streamer, it will be accomplished at unit expense with no AF reimbursement.

9.3.3.3. DUAM units will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. AFJROTC/JRS will mail the DUAM streamer to the unit. If the unit wishes to embroider the year on the streamer, it will be accomplished at unit expense with no AF reimbursement.

9.3.3.4. ‘Silver Star’ Community Service with Excellence Award. The top 5% of units who have the highest “per cadet average” community service hours will receive the Community Service Excellence Award and are authorized to place the Silver Star device with the ribbon.

CHAPTER 10 – PROGRAM COMPLETION

10.1. AFJROTC Graduate. An AFJROTC Graduate is a cadet who has 1) successfully completed the AFJROTC academic program as prescribed by public law and Air Force instruction; and 2) with SASI concurrence, has been awarded a Certificate of Completion.

10.2. Completion Certificate. Passing grades in every credit-granting academic period constitutes successful completion of the AFJROTC program and makes the cadet eligible by law for a Certificate of Completion.

10.2.1. Certificate Types. All cadets will be awarded an AF Form 1256, *Certificate of Training*, for successful completion of two academic program years of AFJROTC with SASI concurrence. AFJROTC Form 310, *AFJROTC Certificate of Completion*, will be awarded to all cadets for successful completion of three academic program years of AFJROTC with SASI concurrence. AFJROTC instructors administering a 4-year program have the option of issuing an updated Certificate of Completion after four academic program years.

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

10.2.3. Recognition. The AFJROTC Form 308, *AFJROTC Certificate of Recognition*, is used to recognize AFJROTC cadets and organizations (units) for outstanding support and achievement. The SASI presents this certificate.

10.3. Advanced Enlistment. In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher paygrade. For specifics, refer to each military service’s recruiting instructions/regulations.

10.4. College AFROTC Course Credit. A student completing at least three years of JROTC may be entitled to no less than one year of credit in the college AFROTC program. Inquiries on scholarship eligibility, availability, and other scholarship-related issues should be made to Holm Center/RRUC, High School Scholarship Program office.

10.5. Service Academy Nominations. U.S.C. Title 10 sets aside up to 20 nominations per Service Academy for “honor graduates of JROTC honor schools.”

10.5.1. Air Force Academy Nominations: Students will apply for nomination to the SASI. The SASI must certify that the applicants meet the basic eligibility requirements and have, or will have, successfully completed the prescribed AFJROTC program by the end of the school year. If not available in WINGS Published Files, the SASI can contact USAFA Admissions for an AFJROTC Nomination Appointment form.

10.5.2. AFJROTC/JRS will send the list of AFJROTC Distinguished Unit Award winners to all applicable Military Service Academies. The Service Academies will maintain a Distinguished Unit Award list so cadets who apply to Academies online will get additional consideration. (AFI 36-2019 and USAFA Sup to AFI 36-2019)

10.5.3. Due to the level of competition for these limited appointments, cadets are highly encouraged to pursue other nomination sources to increase their chances of earning an appointment.

CHAPTER 11 – NEW UNIT SELECTION AND UNIT DEACTIVATION PROCESSES

11.1 Purpose. To maintain DoD-mandated program strength levels, Headquarters AFJROTC will locate and screen new host schools, activate, and deactivate new units as required.

11.2. Responsibility of the Air Force. Headquarters AFJROTC will meet congressional mandates of total unit strength by offering new programs to applicant schools. These new program offers will only come after approval has been received from higher headquarters. New unit offers will be made only after a thorough evaluation of applicant schools using a variety of objective and subjective criteria. Units may be deactivated for non-compliance, low enrollment viability, when requested by the school district, or when deemed in the best interest of the Air Force.

11.3. New Unit Application Process.

11.3.1. Applicant school districts will submit a completed AFJROTC Form 59, *Application for Establishment of Air Force Junior ROTC Unit*, to AFJROTC/JRS by email. (Email address: jrotc.jrs.support@au.af.edu). The individual submitting the application must have authorization to do so from the district superintendent.

11.3.2. AFJROTC/JRS will review the applications to determine initial school eligibility. Eligibility includes, but is not limited to, the following:

11.3.2.1. School must be a public or private secondary educational institution.

11.3.2.2. School must not be hosting a JROTC unit from any branch of service.

11.3.2.3. School must have a current accreditation (unless the school has yet to open).

11.3.2.4. School must comply with Title VI of the US Civil Rights Act of 1964.

11.3.2.5. School must be able to grant academic credit for completion of AFJROTC courses that will count towards graduation requirements.

11.3.2.6. If the school previously hosted an AFJROTC unit, the school must have waited a minimum of five academic years before reapplying to host a unit.

11.3.2.7. If the school has previously declined two offers to host an AFJROTC unit, the school must have waited a minimum of five calendar year before reapplying.

11.3.3. If the school does not meet initial eligibility requirements, AFJROTC/JRS will return the application stating the reasons for ineligibility.

11.3.4. If the school meets initial eligibility requirements, AFJROTC/JRS will notify the school that the application has met initial eligibility requirements. Headquarters AFJROTC/JRS will advise the applicant school that they are being added to Eligible Applicant List (EAL) and that they may potentially receive a site survey in the future.

11.4. Site Surveys. AFJROTC/JRS appoints site survey officials when required to conduct formal in-person visits to EAL schools. Site surveys are not automatic and are accomplished only as necessary to potentially move a school from the EAL to the School Candidate List (SCL). The site survey official will coordinate the date and time of the site survey with the EAL school's superintendent and principal.

11.4.1. During the site survey, the survey official will complete the site survey checklist, review a sample Memorandum of Agreement (MOA) which is standard for all schools, as well as ensure the school candidate has adequate classroom, office, storage, and drill space identified should an AFJROTC unit be offered to the school.

11.4.2. The site survey will be scored according to the procedures established by Headquarters AFJROTC. Site survey officials will submit their report in WINGS within seven calendar days.

11.5. Post Site Survey Actions.

11.5.1. AFJROTC/JRS will notify the EAL school if the information obtained on a site survey results in a non-recommendation. The non-recommendation must be documented to include the reasons for the non-recommendation, and the school's application will be removed from the applicant pool. The school may reapply after the reasons for non-recommendation have been remedied.

11.5.2. If the site survey results in an EAL school being recommended to host a program, the school will be added to the SCL. The SCL is the collective list of all high schools that have received approval to host an AFJROTC unit and this list is maintained in alphabetical order. AFJROTC/JRS will notify schools of being placed on the SCL.

11.6. New Unit Offerings.

11.6.1. When a deactivated unit must be replaced, or higher headquarters authorizes an increase in total unit strength, the AFJROTC Director will use a board process, with input from the Deputy Director, Division Chiefs, Unit Viability Manager, and Region Supervisor(s) and Region Director(s) to determine which candidate school(s) represent(s) the best choice to present an offer to at that time.

11.6.1.1. Application and site survey scoring factors are included in the board process. These scoring factors include, but are not limited to geographic location (i.e., underrepresented/overrepresented state), overall school population, and overall site survey assessment.

11.6.1.2. Board member inputs provide current information, such as the possibility of a new unit being able to hire two instructors, proximity to military installations, proximity to other AFJROTC units and the school's potential to meet minimum cadet enrollment requirements.

11.6.1.3. Using all available inputs, the Director of AFJROTC determines the most appropriate school(s) for which to make an offer.

11.6.1.4. New unit board results will be archived for future reference.

11.6.2. Headquarters AFJROTC will send a letter officially offering a school a new AFJROTC unit. The notification letter will inform the school that they must accept the offer, in writing, within the specified time stated on the letter. Acceptance is defined as signing the MOA between the Air Force/School District and returning it to AFJROTC/JRS by email (Email address to send the application: jrotc.jrs.support@au.af.edu). If the specified time expires without written acceptance, the offer will be considered declined.

11.6.3. If the school accepts the offer to host an AFJROTC program, AFJROTC/JRS will route the school signed MOA to obtain AFJROTC Director's signature. Once signed, AFJROTC/JRS will complete the necessary database updates and publish new unit orders.

11.6.4. Once the new unit orders are published, Headquarters AFJROTC/JRI will post the new instructor positions on the master vacancy listing.

11.7. New Unit Offer Declinations.

11.7.1. If a school declines an offer for the first time, it must notify AFJROTC/JRS with reasons for declination. The school may remain on the SCL if so desired.

11.7.2. If a school declines an offer twice within two years following its first decline, it will be removed from the SCL. AFJROTC/JRS will notify the school of the removal.

11.7.2.1. If the school would like to be considered for an AFJROTC unit in the future, it must submit a new application no earlier than five calendar year after being removed from the SCL. Resubmitted applications must state why the school feels it is now ready to host an AFJROTC unit. All resubmitted applications in this context require AFJROTC Director approval to return to the SCL.

11.8. Common Reasons for Unit Deactivation. When Headquarters AFJROTC determines that a unit does not meet the standards required by the Memorandum of Agreement and other AFJROTC directives, school authorities concerned will be notified that the unit has been placed on probation or scheduled for deactivation, depending on the nature of the violations. When deactivation is warranted following a probationary period, deactivation of the unit will be effective at the conclusion of the probationary period if the reason for the probationary status has not been resolved. An AFJROTC unit may be deactivated for the following reasons:

11.8.1. When a school district requests to deactivate their AFJROTC program. The superintendent will notify Headquarters AFJROTC by submitting an official letter indicating the reason(s) for the district's decision and proposed timeline for program deactivation. **NOTE:** Holm Center/CC approval is not required for school district-initiated program deactivations.

11.8.2. When an AFJROTC unit is found to have one or more areas of non-compliance within the Memorandum of Agreement (MOA) signed between the Air Force/School District. If adequate and timely corrective actions are not taken, Headquarters AFJROTC may recommend the unit be deactivated.

11.8.3. All AFJROTC units must operate with a minimum of two AFJROTC instructors. When an AFJROTC unit fails to have a minimum of two AFJROTC instructors for a period of six months the unit will be placed on a period of probation not to exceed 12 months. If the collective efforts of both the Air Force and school district fail to attract and/or retain a minimum of two instructors by the end of the probationary period, Headquarters AFJROTC may recommend the unit be deactivated.

11.8.4. Low Enrollment. AFJROTC units in the third year or beyond of establishment that do not have the statutory minimum of students enrolled will be placed on probation.

11.8.4.1. No later than 1 April, Headquarters AFJROTC evaluate the unit's potential to meet the enrollment minimum by the beginning of the institution's fall academic term.

11.8.4.2. The host school must submit documents to Headquarters AFJROTC signed by Superintendent and Principal with projected AFJROTC enrollment for next academic year. When the Headquarters AFJROTC determines that minimum enrollment probably will be met by the beginning of the fall academic term, the unit may be allowed to continue. If it is probable that the enrollment minimum will not be met, Headquarters AFJROTC will encourage the school authorities to agree to the deactivation of the unit at the end of that current school year. Or take unilateral action to seek deactivation approval at the end of the current academic year. Headquarters AFJROTC will make the final determination on the institution's capability to meet the enrollment minimum.

11.8.4.3. If a unit is continued, no later than 90 days following the beginning of the next academic term, Headquarters AFJROTC will determine whether the enrollment minimum has been met if it has not. If enrollment has been met, the probation should be removed. If enrollment has not been met, the institution will be officially notified of unit deactivation. Physical termination will be scheduled for no later than the end of that academic year. Headquarters AFJROTC may authorize extensions of probation periods in special circumstances.

11.9. Unit Deactivation Process. Units may be deactivated when they are not in full compliance with public law, DoD instructions, AFJROTC requirements, budgetary reasons, or when it is in the best interest of the Air Force.

11.9.1. Unit Deactivation Board. Prior to Headquarters AFJROTC recommending final unit deactivation, the Director of AFJROTC will chair a deactivation board to determine which units, if any, to recommend for deactivation. Deactivation boards members consist of the Deputy Director, Division Chiefs, Unit Viability Manager, and applicable AFJROTC Region Supervisors or Region Directors. Deactivation boards will fully assess each unit based on the specific circumstances of that unit. Deactivation boards will consider unit evaluation history, compliance history, unit probation, instructor probation or decertification, and unit cadet enrollment history. Deactivation boards may be held at any time of year. NOTE: Deactivation boards are not required for school district-requested deactivations.

11.9.1.1. The results of a deactivation board will be presented to the Holm Center/CC for either approval or submission to higher headquarters, as applicable.

11.9.2. Deactivation Notifications. When a unit deactivation is approved, Headquarters AFJROTC will officially notify the school, in writing, of the deactivation decision, timelines and actions necessary to complete the deactivation.

11.9.2.1. AFJROTC/JRS/JRI and JRO will ensure all necessary actions to complete unit deactivation are scheduled and accomplished as required.

CHAPTER 12 – AFJROTC UNIT ADMINISTRATION

12.1. Purpose. This chapter provides general guidance on unit administration.

12.2. Public Affairs/Media Guidance. Media coverage of AFJROTC can have a desirable effect. However, care must be given to assure it is portrayed in a positive and accurate manner. All AFJROTC units must coordinate with Maxwell Public Affairs at (334) 953-6371, prior to responding to media queries or granting interviews that would potentially garner media attention.

12.3. Administrative Records. Units will organize, maintain, and dispose of files in accordance with the policies of the host school and Air Force or Holm Center directives. Unit files normally consist of administrative records, supply and equipment records, and cadet academic and/or personnel records and instructor personnel-related records.

12.4. Computer Resources. Instructors and cadets will comply with school district policies on the use of computer resources, e-mail, and the internet. AFJROTC instructors and cadets will be familiar with and follow such policies. Conflicts between this instruction and local school district policy should be brought to the attention of AFJROTC/JRO.

12.4.1. The AFJROTC WINGS database is an AFJROTC protected website. Only Holm Center authorized personnel and AFJROTC instructors are allowed access. (**NOTE:** Cadet Access is conducted through a restricted WINGS interface, granted, and monitored by AFJROTC instructors). AFJROTC-provided e-mail accounts are for official use only and must be restricted to authorized AFJROTC program business use only.

12.4.2. Units hosting an unofficial website will post the following disclaimer in a prominent location on the front page: “The information and opinions contained in this internet site do not reflect the official policy or position of the United States Government, United States Air Force, Jeanne M. Holm Center for Officer Accessions and Citizen Development, or the Air Force Junior Reserve Officer Training Corps.”

12.5. Security. All users must take appropriate measures to ensure the security of Air Force funded equipment and WINGS accounts.

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

12.6.1. Natural Disasters. The primary concern during natural disasters is instructor and cadet safety. It is vitally important that Headquarters AFJROTC can reach the instructors and that the Region Director is able to update the unit’s status as soon as possible. Instructors can obtain additional information from the nearest military base Disaster Preparedness Office.

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

AFJROTC instructors are employees of their local school districts and not the Air Force. Therefore, they are not authorized to operate Government Motorized Vehicles (GMVs). (See Chapter 14 for POV use restrictions).

CHAPTER 13 – PROGRAM DEVELOPMENT

13.1. Purpose. New programs that benefit our nation’s youth are in constant development. Headquarters AFJROTC must capitalize on these programs for the benefit of AFJROTC cadets.

13.2. Responsibilities of the Air Force. Headquarters AFJROTC will research program opportunities and secure funding for participation in these programs.

13.2.1. The Program Development Division (JRX) of Headquarters AFJROTC will manage the execution of various programs, including but not limited to LDRs, flight academy, national competitions, scholarship opportunities and Public Affairs (PA).

13.2.2. The Support Division (JRS) of Headquarters AFJROTC will distribute funds and help units secure equipment and other resources to support these developmental programs.

13.3. Responsibilities of Schools. Schools are encouraged to support these new and developing opportunities by publicizing opportunities, providing transportation to events and competitions, and showcasing their cadet’s participation.

13.4. Responsibilities of Instructors. Instructors are the gatekeepers for all developmental programs at the unit level. Instructors will ensure school officials are aware of the unique opportunities offered by AFJROTC and secure their support as required.

13.4.1. Instructors will encourage cadets to apply for experiential learning programs and participate in LDRs.

13.4.2. Instructors will coordinate with school officials to store equipment, utilize campus facilities for practice and to obtain transportation as needed.

13.4.3. Instructors will ensure published timelines are met for any experiential program, competition, scholarship opportunity or other program.

13.5. Leadership Development Requirements. LDR activities are AFJROTC-sponsored and school-approved teams and/or committees that normally plan or participate in events conducted outside classroom hours (before school/after school). These events are planned, organized, and executed by the cadets while being supervised by a certified AFJROTC Instructor.

13.5.1. Units should offer a sufficient variety of LDR activities (planning committees or teams) to attract maximum cadet participation.

13.5.2. Committees plan events such as the Military Ball, parades, award ceremonies, etc. Teams participate in drill competitions, orienteering competitions, Raiders team/competition, Color Guard, marksmanship, Saber Team, model rocketry, multi-copter, RC airplane, PT Teams, APT Teams, etc.

13.5.3. LDR activities do not include Curriculum in Action trips, but could include community service events (i.e., Color Guard presenting Colors, teams serving the community).

13.5.4. Instructors will closely monitor WINGS “events” entries by cadets to ensure each entry is thorough and accurate.

13.5.5. During LDRs, instructors and cadets will be positive AFJROTC ambassadors and perform AFJROTC program outreach to school leadership, school boards, school district leadership, community organizations and leaders, etc.

13.6. Public Affairs. The Public Affairs (PA) office of Headquarters AFJROTC is responsible for showcasing cadets participating in developmental programs and telling the AFJROTC story as widely as possible. The PA team will highlight unit engagements, LDR competitions, interview scholarship recipients, and update Air University website with the most current information.

CHAPTER 14 – GENERAL INSTRUCTOR INFORMATION

14.1. Purpose. This chapter provides information on instructor responsibilities and other requirements which establish the basic standards of behavior and duty performance.

14.2. Responsibilities of the Air Force. Headquarters AFJROTC develops job descriptions, training, performance standards, and work rules. AFJROTC/JRI monitors instructor conduct and performance via official school reports, AFJROTC-specific evaluation forms, unit evaluation reports and other data received.

14.3. Responsibilities of Schools. Schools must operate their AFJROTC programs with a minimum of two certified instructors, consisting of one commissioned officer and one noncommissioned officer. When cadet growth warrants, schools may employ additional instructors, or must cap cadet enrollment. In cases where there is a long-term instructor vacancy, schools should consider use of a substitute teacher to assist with classroom teaching duties (see substitute teacher information in this chapter).

14.3.1. Schools will ensure AFJROTC is a safe environment, maintained free from any form of sexual harassment, sexual assault, any other sexual-related misconduct, or any form of verbal/nonverbal harassment or mistreatment.

14.3.2. AFJROTC Instructors are school employees but obtain their certification to teach AFJROTC from the Air Force. If a person does not hold an AFJROTC certification from the Air Force, a school cannot employ them as a certified AFJROTC Instructor.

14.3.3. Because of the shared interest in an instructor's conduct and performance, school officials will monitor and evaluate performance in accordance with normal school policy and simultaneously using this instruction.

14.3.4. Schools must report to Headquarters AFJROTC within one (1) business day, any allegation or complaint against an instructor; any change in employment or pay status of an instructor; any administrative or disciplinary action taken (verbal or written) on an instructor; or any investigation proposed, initiated, or completed on an instructor. Schools shall provide sufficient details, so Headquarters AFJROTC fully understands the allegation(s) and/or the situation.

14.4. Responsibilities of Instructors. Instructors will exhibit only the highest levels of personal and professional conduct while serving as a certified AFJROTC instructor.

14.4.1. Instructors will ensure that AFJROTC is a safe environment, maintained free from any form of sexual harassment, sexual assault, any other sexual-related misconduct, or any form of verbal/nonverbal harassment, mistreatment, or bullying.

14.4.2. AFJROTC instructors are responsible to both the school (the employer) and the Headquarters AFJROTC (the certifier) for proper operation of the AFJROTC program and their professional conduct. Because of this shared relationship, the school, and Headquarters AFJROTC will have open communications concerning an instructor's performance or conduct, cadet or parental complaints or allegations, certification status, or any other pertinent topic.

14.4.3. Instructors perform duties, accept responsibilities, and meet standards as prescribed by applicable Public Law, DoD, Air Force, and AFJROTC instructions. Instructors will supervise all cadets participating in official AFJROTC-sanctioned activities that enhance or supplement the program, such as community service events, LDR practices and competitions, CIA trips, base visits, or other trips.

14.5. Essential Functions of All AFJROTC Instructors. To successfully perform duties of an AFJROTC Instructor, an applicant must be able to:

14.5.1. Conduct Academic Classes. An AFJROTC Instructor is expected to prepare for and teach periods of instruction of 45 to 90 minutes each, for as many as 4 to 6 periods per day, depending on a particular school's schedule. Each class period may contain as many as 30 students (possibly more in unusual circumstances) holding a range of ages and maturity levels and coming from different socio/economic backgrounds. Teaching academic classes involves significant organizational, interpersonal and communication skills, and a high degree of patience.

14.5.2. Lead Before and/or After-School Activities. An AFJROTC Instructor is expected to coordinate and lead a variety of after school activities, possibly held after each school day, both indoors and outdoors. These after school activities may include both physical and cerebral activities. Leading after school activities involves significant organizational skills, strong teambuilding skills, and physical stamina. Daily commuting distance will not be a factor in an instructor's ability to equally share the AFJROTC workload.

14.5.3. Lead Off-Campus Events. An AFJROTC instructor is expected to lead field trips to historical sites, visits to local government agencies and military installations, and to march in parades with their cadets. Leading off campus events involves significant organizational skills, physical stamina, ability to walk several hundred feet unassisted, and the ability to remain calm in hectic situations.

14.5.4. Be an Ambassador of the Air Force. An AFJROTC instructor is expected to always exemplify a positive image of the Air Force by conducting themselves in a highly professional manner, in both their words and their actions. Additionally, an AFJROTC instructor is expected to maintain a professional military appearance in uniform, and to comply with AFJROTC weight and body fat standards.

14.5.5. Complete any additional state and/or local school district teacher certification or continuing education requirements. Any additional certification requirements above the basic AFJROTC instructor certification must be accomplished at no expense to the Air Force.

14.5.6. Successfully incorporate interactive learning software/hardware with classroom instruction, and have a competent knowledge of curriculum planning, Air Force educational programs, drill and ceremonies, and educational administration, including tests and measurements. Academic, administrative, logistical, financial support tasks, and after-school activities will be equally shared by all instructors as regular duties.

14.5.7. Complete all mandatory AFJROTC-directed training to maintain certification.

14.6. Job Specifications of AFJROTC Instructors.

14.6.1. Senior Aerospace Science Instructor (SASI). By statute, the “Senior Military Instructor” (called SASI in the AFJROTC), must be a commissioned officer (including retired status).

14.6.1.1. The SASI is the senior instructor assigned (by military grade). When two instructors of equal military grade are employed in an AFJROTC unit, the principal (or designated administrator) will designate which instructor will be the SASI. If this is necessary, consider academic degree level (bachelor’s minimum), teaching experience, and observed performance in designating the SASI.

14.6.1.2. In unusual circumstances, such as extended unavailability of a commissioned officer, the SASI role may be *temporary filled* by a noncommissioned officer. If this occurs, the temporary solution will end when one of the noncommissioned officer instructors depart, or an additional instructor (3rd or more) becomes authorized. Regardless of current or retired military grade, the SASI must possess a bachelor’s degree or higher.

14.6.1.3. The SASI manages and administers the AFJROTC program in accordance with public law, DoD instructions, Air Force instructions, Holm Center and AFJROTC instructional guidance, under supervision of the school principal or other designated school official.

14.6.1.4. A successful SASI is an effective leader who is action oriented, outgoing, proactive, and self-reliant. A SASI must be proactive and understand the physical, intellectual, social, and emotional growth patterns of high school students. Must be of excellent moral character and have an enthusiasm for aerospace science, leadership education, teaching, and the Air Force.

14.6.2. Specific Duties of the SASI. The SASI will:

14.6.2.1. Serve as the Head of the AFJROTC Department (or equivalent if the school does not use departments). This is primarily accomplished by attending meetings where school resources (especially drill space) are being negotiated, where annual class schedules are being developed, and any other meeting where AFJROTC may be impacted, or where AFJROTC can assist the school.

14.6.2.2. Supervise, evaluate, and assign work to all assigned Aerospace Science Instructors (ASIs). Review and monitor the course plans of each assigned instructor to ensure all AFJROTC curriculum rules are followed.

14.6.2.3. Supervise the academic, administrative, logistical, co-curricular, and financial management of the unit.

14.6.2.4. The SASI will initiate removal of a cadet from the AFJROTC program when the cadet fails to meet and/or maintain high standards of personal conduct, and uniform and grooming standards.

14.6.3. Aerospace Science Instructor (ASI). By statute, the “Non-Senior Military Instructor,” (called ASI in AFJROTC), must be a noncommissioned officer (may also be *temporarily filled* by a commissioned officer in unusual circumstances) is employed as an ASI to complete the unit's basic complement of instructors.

14.6.3.1. In the context of AFJROTC program requirements, operations and activities, the ASI is supervised by and reports directly to the SASI. The ASI assists with the instruction, supervision and development of students, and the operation of the unit as directed by the SASI.

14.6.3.2. A successful ASI is an effective leader who is action oriented, engaged, proactive, and self-reliant. Must be of excellent moral character and have an enthusiasm for aerospace science, leadership education, teaching, and the Air Force.

14.6.4. Shared Duty Requirements of All AFJROTC Instructors.

14.6.4.1. All instructors will have and maintain a current Adult (ages 14-18) Cardiac Pulmonary Resuscitation (CPR) certification. This certification must be granted from a nationally recognized, hands-on style program. Instructors may pay for CPR training using unit O&M funds if available. If funds are not available, this remains a mandatory, individual instructor requirement. No students will engage in AFJROTC-conducted wellness activities unless all instructors have a valid, unexpired CPR certification as described herein.

14.6.4.2. Equally share (as regular duties) all academic, administrative, logistical, financial support tasks, and after-school activities. Daily commuting distance will not be considered as a factor when determining the equal sharing of duties, including those after school.

14.6.4.3. Maintain required public law-directed unit viability/cadet enrollment and unit operation/management outlined in this instruction.

14.6.4.3.1. Coordinate scheduling of JROTC classes with the school to make it as convenient for students to participate in Aerospace Science classes as in other courses.

14.6.4.3.2. Ensure each AFJROTC student voluntarily participates in the AFJROTC curriculum, conforms to mandatory dress and appearance standards, and maintains acceptable behavior as prescribed by the school, state, and the Air Force. Any cadet who fails to meet and maintain this requirement, must be officially disenrolled and removed from AFJROTC to prevent a negative impact on the remaining cadets.

14.6.4.4. Each instructor must log into the AFJROTC database and AFJROTC-provided email account at least weekly to ensure they remain current on all program announcements, are informed of policy changes, and meet all required deadlines. The use of auto-forwarding of emails is not approved as it will cause some emails to be rejected.

14.6.4.5. Integrate the AFJROTC program into the school environment by cultivating a positive atmosphere of cooperation with school, community, veterans, and parental groups; participating in student information programs and public service actions; and ensuring

AFJROTC is established and remains a separate, integral academic and administrative department of the institution.

14.6.4.6. Maintain liaison with Air Force representatives in academics, logistics, finance, and academic areas to ensure effective utilization of Air Force resources. All instructors will follow AFJROTC financial procedures and maintain financial accountability in accordance with AFJROTC policy.

14.6.4.7. Plan, organize, and instruct aerospace science and leadership education academic courses in compliance with this instruction and other applicable directives. Each class presentation will have a detailed lesson plan. Ensure all courses meet minimum required hours of course content and organize a curriculum model to complement the local school curriculum plan.

14.6.4.8. Develop course syllabi, daily and weekly lesson plans, assignments, demonstrations, training aids, reference materials, and any related data to accomplish course and lesson objectives. Complete lesson plans are furnished to each instructor by Headquarters AFJROTC, and they may be tailored to fit the format directed by the school. When the school does not specify a particular format, instructors must use the format outlined in the AFJROTC Curriculum Guide. Evaluate the aerospace science and leadership education program to determine whether Air Force and school objectives are accomplished.

14.6.4.9. Confer with Holm Center/DE (Academic Affairs) regarding course planning and content, examination procedures, scheduling difficulties, teaching methods and techniques, and other related areas.

14.6.4.10. Instruct students by a variety of means, such as lecture, guided discussion, lecture and discussion combined, student briefing or report, student panel, teaching interviews, guest lectures, team teaching, demonstration-performance, role playing, and brainstorming or problem solving using large and small group interaction.

14.6.4.11 Evaluate student progress, diagnose individual learning problems, and initiate corrective action, as appropriate. Encourage students, through proactive counseling, to complete high school and pursue higher education goals.

14.6.4.12. Ensure effective development of cadet leaders and supervise cadet operations and activities. Plan, organize, and direct corps organization.

14.6.4.13. Develop and supervise curriculum-in-action (CIA) trips, associated student fundraising, community service and other co-curricular activities. **NOTE:** LDRs are a critical component of a successful AFJROTC unit. Operation and supervision of co-curricular activities are a shared responsibility between all instructors.

14.6.4.14. Ensure cadets participating in AFJROTC sponsored trips, events, activities, drill competitions, associated student fundraising (and any other AFJROTC event or activity) are directly supervised by at least one AFJROTC instructor and the appropriate number of chaperones, as required by Headquarters AFJROTC and local school district policies.

14.6.4.15. Provide an introductory briefing on AFJROTC, to include the contract agreement between the school and Air Force, to a newly assigned principal or superintendent, or other key school officials and board members.

14.6.4.16. Give AFJROTC presentations to local schools to raise awareness of the program and encourage new high school students to participate in the program.

14.6.4.17. Sponsor new units and new instructors in the geographic area to guide them in getting started.

14.6.4.18. When necessary, coordinate installation visits with installation commanders or their designated representatives for support and services.

14.6.4.19. Ensure the AFJROTC curriculum is credited toward graduation and that credit is equivalent to credit given for similar academic courses.

14.6.4.20. Participate in career improvement efforts such as in-service training, workshops, and advanced educational courses for professional development, as required by AFJROTC, school, state, or federal directives or laws.

14.6.4.21. During student summer vacations, instructors may teach aerospace science and leadership education courses, conduct leadership seminars and drill practices, plan and conduct Cadet Leadership Courses (CLC), establish a cadet summer work program with aerospace industry or Air Force installations, update curriculum materials and lesson plans; develop associated media aids, organize regional AFJROTC instructor workshops, attend AFJROTC workshops, solicit assistance from support base personnel, contact government surplus agencies, and brief civic groups, parent-teacher organizations, and military and school officials. Establish a course of academic instruction as outlined in the current school year AFJROTC Curriculum Guide, and offer a variety of non-classroom activities, as outlined per this instruction.

14.7. Personal and Program Standards.

14.7.1. Performance Standards. All instructors are accountable to the principal of the school (or designated administrator) and to the Air Force for the proper administration of the program. ASIs (both officers and NCOs) are accountable to the SASI for the day-to-day operations of the AFJROTC program. All instructors must meet both the Air Force and school requirements. All instructors must:

14.7.1.1. Maintain Standards. Instructors must maintain professional dress and personal appearance, meet, and maintain weight and/or body fat requirements, ensure professional relationships, ensure professional communications always occur, ensure professional conduct, as well as abstaining from substance abuse and any other nefarious activity which can bring discredit to AFJROTC or the Air Force. The American public draws certain conclusions about military effectiveness based on the appearance presented by instructors. There must be no doubt that those individuals affiliated with AFJROTC live by a higher standard and are expected to maintain good military-equivalent order and discipline.

14.7.1.2. Professional Relationships. AFJROTC instructors wear the Air Force uniform and represent the Air Force daily. Therefore, instructors must maintain military decorum, appropriate military relationships of respect, and showing proper respect for school officials. Insubordination or unprofessional behavior between instructors or by instructors towards school officials will not be tolerated and will be considered grounds for probational certification, suspended certification, or permanent decertification.

14.7.1.3. Instructor/Student Unprofessional Relationships. AFJROTC Instructors are charged with the incredible responsibility of educating the still-developing minds of high school students about how to be better citizens. Because of this incredible responsibility, AFJROTC instructors must ensure their every action, including verbal and nonverbal communications, are at a level of professionalism which sets the most positive example possible. Instructors are individually responsible to be aware of, and guard against, behaviors or actions that may generate the perception of unprofessional behavior or an unprofessional relationship.

14.7.1.3.1. Instructors will not engage in unprofessional relationships of any kind with students. Examples of an unprofessional relationship include but are not limited to physical contact with a student, socializing in an overly familiar manner, having students perform personal services (ex: babysitting), socializing on internet social networking sites, counseling or talking with a single (1) student alone behind closed doors, or texting to a student's personal phone number.

14.7.1.3.2. Instructors must ensure the entire AFJROTC environment under their purview is known as a safe zone, free from unwanted and/or inappropriate touching, sexual harassment, sexual assault, inappropriate comments, or jokes, racial or gender bias, bullying, degradation, intimidation, and physical discipline or hazing. Instructors must ensure these unwelcome behaviors (or the *perception* of these behaviors) are not associated with the AFJROTC program.

14.7.1.3.3. Instructors must sign any mandatory forms relating to prohibited activities as prescribed by DoD or Air Force instructions or policy.

14.7.2. Work Rules. AFJROTC instructors will adhere to the following rules while performing their duties:

14.7.2.1. Comply with all Air Force directives governing AFJROTC program requirements, operations, and activities.

14.7.2.2. Comply with school district professional standards, policies, and regulations.

14.7.2.3. Instructors are responsible to prevent any inappropriate, unethical, or unauthorized behaviors from entering into or remaining in the AFJROTC program.

14.7.2.4. Conduct the program without discriminating against students based on race, religion, sex, creed, sexual preference, or national origin.

14.7.2.5. Wear an Air Force or AFJROTC-approved uniform daily.

14.7.2.6. Perform only those duties connected with the instruction, operation, and administration of the AFJROTC program. AFJROTC instructors will not perform duties, teach non-AFJROTC classes, or coach any non-AFJROTC sport unless the performance of such duties or teaching is outside the normal school day, does not hinder or conflict with any AFJROTC after-school activities, and is contracted between the school and the individual AFJROTC instructor at no expense to the Air Force. This provision does not preclude AFJROTC instructors from serving on committees or performing other routine additional duties which all other teachers are normally subject to and that are rotated regularly (daily, weekly, monthly, or annually) among all other teachers in the school.

14.7.2.7. Maintain the proper “chain of command” and chain of communication within the school and Headquarters AFJROTC.

14.7.2.8. Teachers Union and Strikes. Instructors are not restricted from being a member of a teacher’s union. However, instructors will abstain from participation in strikes that are prohibited by law. If striking is allowed by law, and an instructor wishes to participate in lawful strikes or lawful demonstrations, wear of any Air Force uniform is not authorized. Additionally, AFJROTC instructors will not participate in such activities if they are presenting themselves as an Air Force or AFJROTC representative. Use of cadets in uniform in support of strikes or demonstrations is strictly prohibited. Instructors are required to immediately notify their Region Director of a pending strike or potential instructor participation in an actual strike.

14.7.2.9. Public Office. Instructors are not prohibited from campaigning for or holding a public office. However, any such activity must be undertaken with careful thought and consideration to the potential impact on AFJROTC program duties, and to the equal distribution of duties among an instructor team. Instructors considering such an effort must first consult with their Region Director, school administration and fellow instructor(s) to ensure all understand the content of this policy and any potential impact this effort may have. In no case will any instructor undertake a campaign for public office, or accept duties of a public office, when doing so will reduce their required share of daily AFJROTC responsibilities, impact regular activities of an AFJROTC program, or require any other AFJROTC instructor to increase their workload to compensate for another’s absence. If campaigning for or holding a public office will likely interfere with an instructor’s regular AFJROTC responsibilities, the instructor should resign their AFJROTC position. AFJROTC cadets will not be used to support an AFJROTC instructor’s campaign, or as a free labor pool for events associated with that instructor’s campaign or public office, if elected.

14.8. Mandatory Reporting of Adverse Actions. Instructors have 24 hours to report to both AFJROTC/JRI and their Region Director any parent or cadet complaint or allegation against them, any investigation being communicated, initiated or conducted on them by the school, or disciplinary or administrative action taken by the school (including being placed on administrative leave, letters, or memorandums), or receipt of a civil (with the exception of minor traffic violations such as speeding) or any criminal charge. This reporting may be accomplished via telephone or email within the 24-hour timeframe. A failure to make these notifications as stated may be grounds for probational certification, suspended certification, or decertification.

14.9. Instructor Uniform Wear.

14.9.1. Instructors must wear an approved uniform every regular school day and on all other occasions when acting in the official capacity of an AFJROTC instructor. Instructors shall not create, approve, condone, or participate in “down days” or any other concept which excuses wear of an approved uniform.

14.9.2. Approved Uniforms. Uniform wear and grooming standards apply to all approved uniforms worn by AFJROTC instructors.

14.9.2.1. During Cadet Uniform Days. All instructors will wear an equal or higher class of uniform that the cadets are wearing on a given day (e.g., cadets wearing service dress means all instructors are wearing service dress).

14.9.2.2. During Cadet Non-Uniform Days. The normal uniform of the day is the Air Force blues uniform. However, with principal approval, instructors may wear a current Air Force utility uniform or polo type shirt and slacks. Polo type shirts will be blue/black or school/unit colors and include either the Air Force/Space Force symbol or unit patch (these may be embroidered). Instructors may include unit number and instructor name. No advertising logos or sponsorship information. Also, this apparel may be worn for travel and to and from AFJROTC events.

14.9.3. Uniform and grooming requirements are waived for instructors employed during the summer months when school is not in session, when no AFJROTC activities are being conducted, and cadets are not present.

14.9.4. Special Uniform Items. DAFI 36-2903 prescribes the proper (or prohibited) wear of the various uniform items, badges and accouterments earned by Air Force members. For retirees, it is not uncommon for a uniform item which is authorized for wear before retirement, to be no longer authorized afterwards, or be otherwise changed. Instructors are individually expected to maintain current knowledge of all dress and appearance requirements and restrictions. Additionally: First Sergeant’s and Command Chiefs must consult the applicable DAFI for wear of the First Sergeant Diamond device or Command Chief Star while serving as an AFJROTC instructor.

14.9.5. AFJROTC Instructor Badge. Wear of this badge is optional, but highly encouraged. If worn, the badge will be worn in an authorized badge location per DAFI 36-2903.

14.9.5.1. Wear of the Gold Instructor Badge is strictly limited to current and past winners of the Region Outstanding Instructor Award.

14.9.6. Wear of the uniform is not authorized while participating in political activities or political events, and AFJROTC instructors will not participate in such activities if they are presenting themselves as an official Air Force or AFJROTC representative.

14.10. Instructors Transporting Cadets in Privately Owned Vehicles. The following policy applies to all AFJROTC instructors:

14.10.1. Transporting any cadet in an instructor POV during a non-emergency situation without prior written parental (or legal guardian) consent is prohibited.

14.10.2. Instructors will not be alone with a single (1) cadet in a POV (moving or non-moving), regardless of prior written parental consent in a non-emergency situation.

14.10.3. If an emergency arises where a cadet or cadets must be transported in an instructor's POV and prior written parental consent was not obtained, the instructor must fully document the situation in writing and notify their school principal and Headquarters AFJROTC immediately after the event is completed, but no later than the next regular school day.

14.10.4. If a school and/or district has more restrictive policies than those listed here, the more restrictive policy must be followed.

14.10.5. Instructors who are found to be in violation of this policy may face probational certification, suspended certification, or decertification.

14.10.5. This does not apply to cadets/instructors who are family members.

14.11. Instructors and Headquarters Personnel Being Alone with Cadets. The intent of this policy is to protect both instructors and cadets. This policy is not intended to apply to coincidental, unplanned engagements that may occur away from school property, and outside of official AFJROTC duties, trips, activities, or events. However, instructors should make every effort to excuse themselves from any coincidental, unplanned engagement as soon as possible to prevent improper perceptions. NOTE: this policy does not apply to those who are lawful family members. All AFJROTC instructors will ensure their school administration and cadets are aware of this policy.

14.11.1. While on school property, or during official AFJROTC duties, trips, activities, or events, one AFJROTC instructor or one HQ AFJROTC member will not be alone with one cadet in any closed room or area that is isolated and out of open view of others in a non-emergency situation. Isolated is defined as an area/room where other persons do not have ready access to, or cannot enter unannounced, or cannot see into. One example of this is a closed office door/storeroom door, with no windows to see the inside the office, or windows that provide limited/obstructed views.

14.11.2. Having a second AFJROTC instructor or Headquarters AFJROTC member present, the cadet's parent/guardian present, a school faculty member/administrator present, or a second AFJROTC cadet present will safeguard adherence to the policy.

14.11.3. Should an emergency arise, where one instructor/one cadet being alone, or one Headquarters AFJROTC member/one cadet being alone was unavoidable, the AFJROTC instructor or Headquarters AFJROTC member will fully document the situation in a written narrative. Then, the AFJROTC instructor will provide the written narrative to their school principal and Headquarters AFJROTC immediately after the emergency has passed, but no later than the next regular school day. Also, should any Headquarters AFJROTC member encounter this, they must inform the AFJROTC instructor, the school principal, and their Headquarters AFJROTC supervisor immediately.

14.11.4. If a school and/or district has more restrictive policies than those listed here, the more restrictive policy takes precedence. AFJROTC instructors will ensure any visiting Headquarters AFJROTC members are informed of any such school/district policies prior to their arrival at the school, or other location where cadets are present.

14.12. Understanding of Communications. Information related to instructor duty performance and behavior will be openly shared between Headquarters AFJROTC and school officials. This information will include, but is not limited to an instructor's conduct, performance, investigations, employment status, and certification status.

CHAPTER 15 – INSTRUCTOR CERTIFICATION

15.1. Purpose. Only those personnel with a current instructor certification are eligible to be employed as an AFJROTC instructor and cost shared by the Air Force. Corrective actions may be taken, or loss of certification may result from a violation of the standards of behavior or failure in duty performance.

15.2. Responsibilities of the Air Force. AFJROTC/JRI manages instructor training, instructor certifications and monitors instructor performance. AFJROTC/JRI will ensure no person is employed as an AFJROTC instructor (and cost shared by the Air Force) unless they have a current AFJROTC instructor certification.

15.2.1. AFJROTC/JRI will provide initial instructor training, professional development training and advanced certification training.

15.2.2. AFJROTC/JRI will monitor instructor duty performance via unit evaluations, AFJROTC-specific instructor evaluations, reports from school officials and Region Directors, and other indicators.

15.3. Responsibilities of Instructors. Instructors are individually responsible to ensure their training is current, that their performance and conduct meet the professional requirements of an AFJROTC instructor, and that their unit is operated in full compliance with all program requirements.

15.4. Certification Statuses.

15.4.1. Certified. A new applicant is considered certified after successfully receiving an approved application, completing all mandatory initial training prescribed by Headquarters AFJROTC, and any applicable Air Force background checks.

15.4.2.1. Certification remains valid while all areas of the instructor's performance remain at a satisfactory level, annual mandatory training requirements are completed prior to the established deadline, and the instructor has a current application.

15.4.2.2. Headquarters AFJROTC will fund travel, lodging and per diem costs (no salary included) for certified instructors to attend the mandatory Advanced Instructor Certification Course, or any Headquarters AFJROTC-mandated Professional Development Training.

15.4.2.3. Should a new applicant wish to compete for an immediate opening, they may be issued a Provisional Certification if all mandatory initial training is complete and they have begun the background check process. If the offer of immediate employment is accepted, a new instructor can begin employment prior to their AFJROTC-specific background check being fully completed, *only with* written school acknowledgement that the background check is incomplete and the instructor is only Provisionally Certified.

15.4.3. Advanced Certification. Advanced certification shall be awarded by Headquarters AFJROTC for successful completion of the Advanced Instructor Certification Course, and successful completion of a Headquarters AFJROTC graded unit evaluation.

15.4.3.1. For instructors employed prior to 1 July 2023 and were unable to attend in-residence training, Advanced Instructor Certification remains contingent upon successful completion of the legacy/previously prescribed requirements.

15.4.4. Probational Certification. Probational certification provides an instructor an opportunity to improve and/or rehabilitate their personal conduct or performance, or to correct deficiencies in unit operations. During a period of probational certification, an instructor's performance or behavior will be closely monitored. School officials will be informed when any instructor is placed on, or removed from, probational certification status.

15.4.4.1. Probational certification can be issued by the Chief of Instructor Management or Director of AFJROTC. Placement on probational certification is not appealable. The terms of ending the probation successfully will be contained in the probation notification letter.

15.4.4.2. An instructor may be placed on probational certification when they exhibit less than satisfactory performance or unprofessional conduct, or they have failed to be in, or operate their unit in, full compliance with all program standards. These deficiencies may surface via unit evaluations, AFJROTC-specific instructor evaluations, data system entries, reports from school officials or Region Directors, and other indicators.

15.4.4.3. Probational certification status can result from (but is not limited to): an instructor receiving an administrative or disciplinary action from the school; AFJROTC-specific instructor evaluation ratings or comments; placement into Phase 1 of the Weight and Body Fat Management Program; a "Does Not Meet Standards" unit evaluation; low unit cadet enrollment; or when there are other concerns identified with individual instructor performance or behavior. Additionally, instructors who fail to report complaints, allegations, or adverse actions against them may be placed on probational certification for failing to report, regardless of perceived severity of the underlying issue.

15.4.4.4. Probational Certification letters will identify the reason(s) for the probational certification, the period of the probational certification, the expected outcomes, or conditions necessary for successful removal of the probational certification, and that decertification may result if probation outcomes or conditions are not successfully met. If multiple probations are in effect, each period of probational certification will have its own reasons, its own probational period and its own specific conditions for removal. The official issuing the probation determines the length of the probational period, according to situational circumstances and/or time of school year.

15.4.4.5. Probational Certification is the preferred step preceding decertification but is not mandatory. If an instructor's performance is determined to be extremely deficient, egregious, unprofessional, or criminal, decertification may be immediately warranted.

15.4.4.6. A probationally certified instructor is personally responsible for ensuring their behavior and/or performance becomes satisfactory in the timeframe provided.

15.4.4.7. When necessary, the probation issuing official may continue or extend a period of probational certification for an additional period.

15.4.5. Suspended Certification. An instructor's certification to teach AFJROTC may be suspended, in writing, by the Chief of Instructor Management or Director of AFJROTC if an instructor is arrested or charged for a criminal offense, has allegations of improper or unprofessional behavior reported, or is placed under investigation by the school district or a criminal investigative authority for conduct that could discredit the AFJROTC program. School officials will be informed when an instructor's certification status is changed.

15.4.5.1. Placement on suspended certification is not appealable. The terms of lifting the suspension will be communicated in the suspension notification letter.

15.4.5.2. While an instructor's certification is suspended, they are prohibited from performing any AFJROTC duties or interacting with any cadets until the reason for their suspended certification is resolved and their certification is reinstated, in writing.

15.4.5.3. When an instructor's certification is suspended, the paid or unpaid status of an instructor is at the discretion of the employing school district. If a school district chooses to place the instructor in an unpaid status, the Air Force cost share for the instructor will be adjusted to prevent overpayment to the school district.

15.4.6. Withdrawal of Certification. Withdrawal means an instructor no longer has a valid certification. Withdrawal actions require no notification letter and are not appealable. Any withdrawal reinstatement consideration, along with sufficient explanation and appropriate documentation, is at the discretion of the Chief of Instructor Management.

15.4.6.1. Out-of-Cycle Departures. Unless there are pre-approved humanitarian/unusual circumstances, withdrawal may result from an instructor who 1) voluntarily resigns with a final work day occurring anytime within 30 calendar days prior to the start of the school year in which they have already committed to (via a signed DD Form 2767, *Junior Reserve Officer Training Corps (JROTC) Instructor Annual Certification of Pay and Data*), or 2) voluntarily resigns with a final work day during the established school year (instructors are expected to serve full school years before departing). Also see decertification criteria in this chapter.

15.4.6.2. Missing or Disqualifying AFJROTC Form 99, *Air Force Junior ROTC Instructor Departure Evaluation*. An instructor who resigns or chooses not to seek/accept a contract renewal at their current school, or who is involuntarily terminated/contract non-renewed and fails to receive a qualifying AFJROTC Form 99 in the prescribed timeline is withdrawn. It is the responsibility of each instructor to ensure an AFJROTC Form 99 is submitted to AFJROTC/JRI in the required timeframe if they wish to retain their AFJROTC certification after departure.

15.4.7. Decertification. Decertification is the permanent removal of AFJROTC certification, Instructors whose overall conduct or performance is determined to be unsatisfactory may be decertified.

15.5. Decertification Actions.

15.5.1. Automatic Decertification with No Notification Letter and No Appeal. The following situations may result in an automatic decertification, with no notification letter required, and no appeal opportunity exists. These are:

15.5.1.1. An instructor on Probational Certification who resigns or does not seek/accept contract renewal at the current school.

15.4.1.2. An instructor on Suspended Certification who resigns or does not seek/accept a contract renewal at the current school.

15.5.1.3. An instructor who resigns or does not seek/accept a contract renewal at their current school any time after an allegation of misconduct is known, any time after notification that an investigation will begin, while under an investigation, or in lieu of investigation, termination, or contract non-renewal.

15.5.2. Notice of Decertification with Appeal Opportunity. Decertification actions issued under this section have an appeal opportunity. Decertification may be a result of:

15.5.2.1. An unsuccessful period of Probational Certification.

15.5.2.2. An incident of inappropriate, unprofessional, or egregious misconduct, even if not on Probational Certification. Examples include, but are not limited to:

15.5.2.2.1. Conduct that does not meet the standards expected of an Air Force officer or NCO, regardless of the instructor's service/veteran status.

15.5.2.2.2. Conduct causing discredit or embarrassment to the Air Force or the AFJROTC program.

15.5.2.2.3. Fraudulent/negligent omission of information or forged/fictitious entries on any official AFJROTC document or report, including their initial instructor application.

15.5.2.2.4. Unprofessional/insubordinate behavior between instructors, or by instructors towards school officials, cadets, parents, or other community members.

15.5.2.2.5. A disqualifying AFJROTC-specific instructor evaluation is finalized.

15.5.2.2.6. Determination that an instructor's performance or conduct does not meet the expectations as outlined in this instruction. This includes the refusal or inability to meet and/or maintain minimum AFJROTC program standards or instructor standards.

15.6. Decertification Processing. The Chief of Instructor Management will initiate action to decertify an instructor when it is determined that an instructor has violated policy or criteria listed in this instruction.

15.6.1. When an instructor is served a Decertification Letter, it is effective immediately, and the Air Force cost share of the instructor's minimum pay is terminated effective the next calendar day.

15.6.1.1. AFJROTC/JRI will begin advertising for the vacancy immediately but will not refer interested candidates to the school until the appeal process is completed.

15.5.2. Any decertification appeal must be made in writing to the Director of AFJROTC, no later than 10 calendar days from the date of the notification of decertification. An appeal package must include any necessary information to show the decertification action is inaccurate, unsubstantiated, or served unfairly. The Director will review and render a written decision on the appeal. The appeal may be fully granted, granted in part, or denied. If an appeal is fully granted, or granted in part, the result may include an additional period of probation or other specific conditions. The Director's decision is final and represents the end of the decertification appeal process.

15.6.3. If more time is required to assemble an appeal, the instructor must contact the Director of AFJROTC (in writing) within the 10-calendar day timeframe to request an extension. Failure to submit an appeal package in the timeframe specified, or failure to receive an extension to the timeframe specified (via request to Director of AFJROTC), will result in the decertification becoming permanent.

15.7. Investigations. Headquarters AFJROTC has limited investigation authority. Allegations of serious instructor misconduct are normally handled by the school (employer) or local law enforcement. Other lesser allegations may be handled via the AFJROTC-specific evaluation process or via other means of documentation.

15.7.1. The Air Force follows a "presumption of regularity" in considering the actions of school officials. In other words, it is presumed that school administrators, acting in their official capacity, follow the rules and act with fairness, integrity, and diligence in carrying out their duties, including when handling employee investigations, administrative or disciplinary actions on employees, or when writing AFJROTC instructor evaluations.

15.7.2. After consulting with the school principal, superintendent, or Air Force Judge Advocate, Headquarters AFJROTC may appoint an investigating official to research the behavior or performance of an instructor or to determine whether the ratings given in an AFJROTC-specific evaluation, or other official document, are supported by a preponderance of the evidence. The right to initiate an investigation belongs to Headquarters AFJROTC and is not a substantive right conferred to any instructor. An investigation may only occur when there is sufficient reason not to presume regularity by school officials, or if a school district or police investigation is not available or is inadequate. Additionally, any matter must be brought to Headquarters AFJROTC attention within 30 days after the exhaustion of all other review procedures.

15.7.3. Investigating officials may be the AFJROTC Division Chiefs and Deputies, or Region Supervisors/Region Directors for any instructor, regardless of current/retired military grade, or situation. If a non-retired Air Force member (AD/ANG/AFRES) is appointed as the

investigating official, they must have an equal or higher military grade than the instructor against whom the investigation is centered on (current grade, retired grade or final grade held). The guidelines for Inspector General and Commander-Directed investigations should be used as a general guide for conducting the investigation and preparing the report of investigation.

15.7.4. The investigating official gives the final report to the Chief of Instructor Management, who reviews and determines any certification decisions. The instructor is notified of the final decision in writing.

CHAPTER 16 – AFJROTC-SPECIFIC INSTRUCTOR EVALUATIONS

16.1. Purpose. AFJROTC-specific instructor evaluations are proprietary evaluation instruments governed by AFJROTC directives. By agreeing to host an AFJROTC program, school officials agree to utilize the AFJROTC-specific evaluation processes, when required, in addition to, or in conjunction with, normal district/school evaluation procedures. The creation and maintenance of AFJROTC-specific evaluations is the responsibility of AFJROTC/JRI.

16.1.1. AFJROTC Form 98, *Air Force Junior ROTC Instructor Performance Evaluation*. This form evaluates an instructor's adherence to AFJROTC program standards, including logistics, finance and after school activities, and how well an instructor meets and maintains the minimum standards of professional conduct, including fostering positive relationships within the school and community. This form may be used to capture a singular incident or to verify improvements made following a period of probational certification.

16.1.1.1. The AFJROTC Form 98 may serve as the initial notification to an instructor of deficient performance or poor behavior and the associated improvement expectations.

16.1.2. AFJROTC Form 99, *Air Force Junior ROTC Instructor Departure Evaluation*. This is a mandatory departure evaluation that provides a concise review of an instructor's performance while they were employed at a particular school. This form communicates how well an instructor met AFJROTC program and school/district standards, and how well an instructor met and maintained the minimum standards of professional conduct, including fostering positive relationships within the school and community while they were employed in a particular location. This form also captures a school's official recommendation on the instructor's suitability for continued AFJROTC employment. *This form must be accomplished within the last 30 days of employment at a school to be valid.*

16.2. Responsibility of the Air Force. AFJROTC/JRI must ensure that only those instructors who maintain acceptable standards of professional conduct and performance retain their Air Force-provided certification. Headquarters AFJROTC may request an AFJROTC Form 98 be accomplished on an instructor at any time. Headquarters AFJROTC/JRI ensures all departing instructors obtain a qualifying AFJROTC Form 99 or be rendered ineligible for future AFJROTC opportunities. All AFJROTC-specific evaluations will be made part of an instructor's permanent record.

16.3. Responsibility of Schools. Monitoring and evaluating of instructor performance is normally accomplished through evaluation of instructors by school officials during day-to-day operations.

16.3.1. Schools may complete an AFJROTC Form 98 on an instructor at any time. School officials will follow the instructions codified on the AFJROTC Form 98 itself. Any completed AFJROTC Form 98 (meaning all required signatures are obtained) must be forwarded to AFJROTC/JRI within one (1) business day to be made part of the permanent record.

16.3.1.1. Any time an instructor is presented a Form 98, it must be done in an official manner, already filled in and signed, ready for them to concur/non-concur, then sign. A Form 98 with ratings/comments will not be used in any unofficial or otherwise intimidating manner. There are no "desk drawer" Form 98 evaluations.

16.3.2. Schools must complete an AFJROTC Form 99 on all departing instructors when the evaluation is requested by the departing instructor.

16.3.2.1. The school official signing the AFJROTC Form 99 will verify information relating to the instructor's performance/conduct while employed, including information relating to any complaints, allegations, investigations, policy violations, or disciplinary actions that may be associated with, or occurring along with, the instructor's departure.

16.3.2.2. School officials must make a recommendation on the AFJROTC Form 99 as to the instructor's continued suitability to be an AFJROTC instructor.

16.3.2.3. **AFJROTC Forms 99 must be sent directly from a school official to AFJROTC/JRI (Forms 99 sent from an AFJROTC instructor will not be accepted for the official record).**

16.4. Responsibility of Instructors.

16.4.1. Instructors must concur/non-concur and sign a Form 98 when it is presented to them. If the instructor does not concur with specific ratings or comments, an appeal may be filed.

16.4.2. Instructors must request to their school administration that an AFJROTC Form 99 be accomplished and sent to AFJROTC/JRI as prescribed by this instruction. Failure to obtain a qualifying AFJROTC Form 99 renders an instructor ineligible for future AFJROTC opportunities, because their certification will be withdrawn.

16.5. When to Complete an AFJROTC Form 98. The following are the typical events that drive accomplishment of an AFJROTC Form 98.

16.5.1. Initial evaluation. AFJROTC requires an initial evaluation of an instructor to capture how well they are performing as a new instructor. Typically, this will be directed at the one-year point of being an instructor. AFJROTC/JRI will contact the school at the appropriate time.

16.5.2. Periodic evaluation. Periodic evaluations (e.g., annual, biennial, other) may be directed by Headquarters AFJROTC to assess an instructor's performance at any time. Unless Headquarters-directed, schools may choose to complete an evaluation using the Form 98 at their discretion to capture the performance of an instructor as needed.

16.5.3. Substandard or Unacceptable Instructor Performance. A Rater may write a School-Initiated Form 98 on an instructor at any time during the school year when the instructor's performance or conduct does not meet acceptable standards. Before finalizing the report, the reporting official must contact Headquarters AFJROTC/JRI to discuss the pending report. NOTE: the Director of AFJROTC or Chief of Instructor Management may direct an AFJROTC Form 98 be accomplished when deemed appropriate (Headquarters AFJROTC-Directed Form 98), even if the school does not initiate one.

16.5.4. Follow Up to a Period of Probational Certification. A letter of probational certification may mandate a specific timeframe for the instructor to improve and the subsequent completion of a Headquarters AFJROTC-Directed Form 98 to communicate the results.

16.6. When to Complete an AFJROTC Form 99. Departing instructors who wish to retain their AFJROTC certification must request to their school administration that an AFJROTC Form 99 be completed and sent to AFJROTC/JRI within specific timeframes. Failure to have a Form 99 accomplished means an instructor's certification is withdrawn.

16.6.1. End of School Year Departure. Instructors who are not on probational certification, who depart employment at the *end* of a school year, whose contracts are not renewed, or who do not seek/accept contract renewal at their current school must have an AFJROTC Form 99 completed no earlier than 30 calendar days prior to their final paid AFJROTC workday, and no later than their final paid AFJROTC workday.

16.6.2. Instructor Transfers. Once an instructor accepts employment in another school, an AFJROTC Form 99, must be completed no earlier than 30 calendar days prior to their final paid AFJROTC workday, and no later than their final paid AFJROTC workday.

16.6.3. Early Involuntary Termination. If an instructor is involuntarily terminated during the established school year, an AFJROTC Form 99 must be completed no earlier than 30 calendar days prior to their final paid AFJROTC workday, and no later than their final paid AFJROTC workday.

16.6.4. Humanitarian/Unusual Circumstance Departure. If an instructor must resign during the established school year due to a humanitarian or unusual circumstance, they must request consideration for a waiver to remain eligible. This waiver must be requested and approved prior to the resignation. If the humanitarian/unusual circumstance is approved by the Chief of Instructor Management, an AFJROTC Form 99 must be completed no earlier than 30 calendar days prior to their final paid AFJROTC workday, and no later than their final paid AFJROTC workday.

16.7. Qualifying and Disqualifying AFJROTC-Specific Evaluations.

16.7.1. AFJROTC Form 98. AFJROTC/JRI determines whether a Form 98 is 'qualifying' or 'disqualifying.' In all cases, a 'disqualifying' Form 98 will require further action. Further action may include an investigation, a request for clarification of ratings, an appeal by the instructor, or issuance of suspended certification, probational certification, or decertification.

16.7.1.1. A Form 98 with no more than one (1) Performance Area rated no lower than "Needs Improvement" and rated overall "Satisfactory" may *normally* be considered 'qualifying' and requires no further action. However, if there are comments provided that do not match the rating(s), or the Form 98 is accomplished following a period of probational certification and the evaluation indicates the probational terms were not fully met, the evaluation may be deemed 'disqualifying' and further action will then be required.

16.7.1.2. A Form 98 with two or more "Needs Improvement" ratings *may be* deemed 'disqualifying' by Headquarters AFJROTC/JRI and, if so, will require further action.

16.7.1.3. A Form 98 with any “Unsatisfactory” rating *will be* ‘disqualifying’ and will require further action. Failure of an instructor to pursue an appeal will result in the disqualifying Form 98 becoming permanent, and the result will be decertification.

16.7.2. AFJROTC Form 99. For an AFJROTC Form 99 to be considered ‘qualifying,’ it must indicate that the departing instructor has a satisfactory employment performance history, with no unresolved or major professional or behavioral concerns, no allegations or investigations associated with the instructor’s departure, and that they are recommended as suitable for continued AFJROTC employment.

16.7.2.1. If any unresolved or major performance or behavioral concerns exist, or if the instructor is not recommended by the school as suitable for future AFJROTC employment, the evaluation is considered ‘disqualifying.’

16.7.2.1.1. When a ‘disqualifying’ evaluation is received, AFJROTC/JRI will notify the instructor (and any potential employing schools) that the instructor is deemed ineligible until the AFJROTC Form 99 is adjudicated (i.e., appealed and/or finalized).

16.8. AFJROTC-Specific Evaluation Appeals. An instructor may appeal any ‘disqualifying’ AFJROTC Form 98 or Form 99 (**NOTE:** Those deemed ‘qualifying’ by AFJROTC/JRI are not permitted an appeal, regardless of whether the instructor agrees/disagrees with the ratings or comments). When an AFJROTC-specific evaluation is appealable, it is the sole responsibility of the evaluated instructor to submit the appeal as required.

16.8.1. AFJROTC Form 98 Appeals.

16.8.1.1. School-Level Appeal. If the Superintendent is *not* the Rater or Endorser on an AFJROTC Form 98, the first avenue of appeal is to the school superintendent.

16.8.1.2. AFJROTC-Level Appeal. After exhaustion of the school level appeal process, including if the school superintendent is unresponsive, an instructor may appeal to the Chief of Instructor Management. This represents the final appeal opportunity for a Form 98.

16.8.1.3. Appeal Timelines. Failure to submit an appeal package within 10 calendar days of receiving the Form 98 or school-level Form 98 appeal decision will result in the AFJROTC Form 98 standing as written, or as amended by the school level appeal, if applicable.

16.8.2. AFJROTC Form 99 Appeals. Instructors may appeal a ‘disqualifying’ AFJROTC Form 99 to the Chief of Instructor Management.

16.8.2.1. Appeal Timelines. Failure to submit an appeal package within 10 calendar days of notification by Headquarters AFJROTC/JRI that a ‘disqualifying’ Form 99 was received, will result in the AFJROTC Form 99 standing as written.

16.8.2.2. The outcome of a Form 99 appeal may be continued eligibility with no associated conditions, continued eligibility with conditions (i.e., probation), or Decertification.

CHAPTER 17 – INSTRUCTOR DEPARTURES AND TRANSFERS

17.1. Purpose. An instructor departure means they are leaving AFJROTC employment at their current school, either voluntarily or involuntarily. The instructor may have no immediate plans to be employed in another school, or they may have already secured employment at another school via the transfer process. Instructor departures must be managed effectively to ensure the unit and instructor records are updated accurately. This chapter codifies procedures for all departures.

17.2. Responsibilities of the Air Force. AFJROTC/JRI is the gatekeeper for instructor departures and the instructor transfer process. Only departing instructors who meet specific criteria may retain their AFJROTC certification and/or complete a transfer to another school for employment. All screening and nominations of instructors to schools with vacant positions are managed by AFJROTC/JRI.

17.3. Responsibilities of Instructors.

17.3.1. Instructors are responsible to know and understand all portions of this chapter before initiating their departure or requesting a transfer.

17.3.2. Instructors must send a completed AFJROTC Departure Worksheet to AFJROTC/JRI regardless of the reason they are leaving employment at their current school.

17.3.3. All instructors who wish to retain their certification must have an AFJROTC Form 99 completed no earlier than 30 calendar days prior to their final paid AFJROTC workday, and no later than their final paid AFJROTC workday. It is the responsibility of each instructor to ensure their school administration completes the Form 99 evaluation and the school administration sends the completed form to AFJROTC/JRI.

17.4. Departure Categories.

Departures are categorized as voluntary or involuntary.

17.4.1. Voluntary Departures. This is an instructor's voluntary choice to depart employment at their current school for any reason.

17.4.1.1. To depart and retain certification. All voluntary departures must occur at the end of the regular school year, but no later than the employment end date reflected on their current DD Form 2767. Instructors must ensure an AFJROTC Form 99 reaches Headquarters AFJROTC/JRI as prescribed in this publication to maintain their certification.

17.4.1.2. To depart and forfeit certification. Instructors who voluntarily depart employment during the regular school year will forfeit their continued AFJROTC certification.

17.4.1.3. Exceptions to policy for early departures. If an instructor must depart employment early due to humanitarian or unusual circumstances (or to move to accept an AFJROTC position in a Department of Defense Education Activity school) the facts must be presented to AFJROTC/JRI for consideration and approval in advance of the departure. If approved, the instructor must ensure an AFJROTC Form 99 reaches AFJROTC/JRI as prescribed in this publication to maintain their certification.

17.4.2. Involuntary Departures. This is when the school chooses to terminate (i.e., fire) or non-renew an instructor's employment contract beyond the current school year. In either case, the instructor must ensure an AFJROTC Form 99 reaches Headquarters AFJROTC/JRI as prescribed in this publication to maintain their certification.

17.5. Resignation Procedures.

17.5.1. To depart from their current school of employment, instructors shall officially notify AFJROTC/JRI via completion of a Departure Worksheet, while simultaneously following any school/district procedures for resignation. Once the Departure Worksheet is received, AFJROTC/JRI will post the pending vacancy, unless cadet enrollment is insufficient to support filling/continuing the authorization (i.e., for the third, fourth or fifth instructor authorization).

17.5.2. Instructors who depart effective at the end of a school year and obtain a 'qualifying' AFJROTC Form 99, will retain their certification for five years following their most recent final paid AFJROTC workday. AFJROTC/JRI will ensure the AFJROTC database is updated with the resignation and the AFJROTC Form 99, and the instructor's application expiration date will be adjusted as required by this instruction.

17.6 Instructor Transfer. Transferring is the process where a certified AFJROTC instructor, employed at one school, applies for a specific vacancy at another school, interviews for that position, and accepts the position, then relocates to that new school in the summer months.

17.6.1. Transfer Application Window. The annual transfer application window is 15 January to 31 May each year (exception: DoDEA vacancies). Current instructors who are eligible to apply for transfer must do so during this window only, unless it is for an advertised DoDEA vacancy, or a humanitarian/unusual situation is approved by the Chief of Instructor Management in advance. No resignation action or evaluation completion is necessary until a job offer at another school is accepted.

17.6.1.1. Beginning 1 June of each year, no new transfer requests will be processed (exception: humanitarian/unusual situation and DoDEA vacancies). Any instructor not already in the transfer process ("in the process" means they have asked that their name be added to a specific vacancy list on or before 31 May) are excluded from new requests. Those instructors already in the transfer process will be allowed to complete the interviews at schools they were nominated to but may not be added to additional vacancy lists after the 31 May cutoff.

17.6.1.1.1. Any current instructor wishing to be referred to a particular vacancy on or after 1 June (without an approved humanitarian/unusual situation, or for DoDEA), must first resign their current position as described in this chapter *and* provide a 'qualifying' Form 99 to AFJROTC/JRI. If their resignation and their AFJROTC Form 99 enables them to maintain their certification, they can be referred to the vacancy school.

17.6.1.2. Actual relocations/moves will only take place in the summer months, outside of the regular school year, unless an exception to policy is approved by the Chief of Instructor Management, or it is to relocate to a DoDEA AFJROTC position.

17.6.2. Transfer Prerequisites. The following prerequisites apply to all transfer requests:

17.6.2.1. Instructors are eligible for transfer consideration during their second school year of employment at their current unit, provided all other transfer prerequisites are met. Actual departures must still occur in the summer unless otherwise indicated.

17.6.2.2. An instructor must have undergone a formal Headquarters AFJROTC-conducted unit evaluation at their current unit (regardless of previous AFJROTC experience or assessments underwent at other schools) where a minimum of a passing rating or equivalent was achieved.

17.6.2.2.1. Normal Headquarters AFJROTC unit evaluation timelines will not be altered to accommodate a potential instructor transfer. If an instructor is scheduled to undergo their first Headquarters AFJROTC evaluation at their current unit, but later in the school year (e.g., April), the transfer request will not be processed until the final assessment rating is documented by the Headquarters AFJROTC evaluator.

17.6.2.3. Instructors must not have any investigation/disciplinary situation pending or be on probational or suspended certification. If any investigation/disciplinary situation is pending, or if probational or suspended certification is issued after applying, all transfer actions for that instructor will cease until the situation is resolved.

17.6.2.4. Instructors must not be in the 90-day observation period, Phase 1 (probation), or have an overdue report in the Weight/Body Fat Management Program (WBFMP). After an instructor applies for a transfer, if they enter the 90-day observation period, or if they are entered/reentered into Phase 1, or a scheduled WBFMP report becomes overdue, they may be removed from the transfer process.

17.6.2.5. Enlisted instructors who initially applied to be an AFJROTC instructor with an educational agreement, must have fully completed the degree prior to requesting a transfer.

17.6.2.6. Instructors assigned to units undergoing closure actions may be added to interview lists for other units if the closure was not attributed to their performance.

17.6.2.7. DoDEA vacancies. In addition to meeting all other transfer prerequisites listed in this chapter, instructors interested in DoDEA vacancies must possess an Advanced Certification from AFJROTC.

17.6.2.7.1. Because DoDEA vacancies are processed and filled at various times throughout the calendar year, those instructors hired by DoDEA are not restricted to the normal transfer window, and they are not restricted to summer departures only. Once hired by DoDEA, an instructor may resign as required to meet the DoDEA hiring process.

17.6.2.8. Any instructor requesting a transfer must have a current AFJROTC background check.

17.6.3. Transfer Procedures.

17.6.3.1. Instructors who meet all the transfer prerequisites listed in Paragraph 17.6.2 may contact AFJROTC/JRI via email and request their name be added to the specific vacancy nomination list(s). No new transfer requests will be accepted after 31 May each year unless a documented humanitarian situation or unusual circumstance is approved by the Chief of Instructor Management, or it is to apply for an advertised DoDEA AFJROTC vacancy.

17.6.3.2. No instructor shall attempt to obtain an unfair advantage over others in the hiring process. Instructors shall *not* initiate contact with school officials concerning current or projected vacancies unless specifically nominated by AFJROTC/JRI. If this occurs, the instructor may be rendered ineligible for that vacancy, and/or be excluded from further transfer consideration in that school year.

17.6.4. Acceptance of Transfer Job Offer.

17.6.4.1. An instructor who accepts a transfer position employment offer must notify Headquarters AFJROTC/JRI within 24 hours.

17.6.4.2. Within 10 calendar days of acceptance of the new position, an instructor must send a completed Departure Worksheet to Headquarters AFJROTC/JRI, reflecting their final paid AFJROTC workday at their current school. Instructors must ensure that their final paid AFJROTC workday is at the end of the regular school year (except for DoDEA) **and** is not later than the employment end date reflected on their current DD Form 2767.

17.6.4.2.1. Once Headquarters AFJROTC/JRI receives the Departure Worksheet, the instructor's record will be updated, and their pending vacancy will be added to the advertised vacancy list.

17.6.4.3. Instructors must ensure an AFJROTC Form 99 is completed no earlier than 30 calendar days prior to their last paid AFJROTC workday, and no later than their last paid AFJROTC workday. Instructors are individually responsible to track this with school officials to ensure the Form 99 is completed and sent from the school to AFJROTC/JRI.

17.6.4.3.1. If the Form 99 is not received by the last paid AFJROTC workday, the transfer may be placed on hold and the instructor's certification withdrawn per this instruction. If the missing Form 99 becomes successfully resolved, the certification can be reinstated. If the hiring school still wishes to hire the instructor in-question, the transfer may be completed. If the hiring school has already moved on to other candidates, the departing instructor can be referred to a school of their choice.

17.6.4.3.2. Should a 'disqualifying' AFJROTC Form 99 be received, Headquarters AFJROTC/JRI will notify the transfer school's hiring official to notify them of the situation and determine their desired course of action. This may include waiting for the resolution of the Form 99, reposting of the vacancy advertisement and/or moving to hire another referred applicant.

CHAPTER 18 – INSTRUCTOR RECOGNITION PROGRAM

18.1. Purpose. To recognize the hard work, dedication, and outstanding achievement of AFJROTC instructors.

18.1.1. AFJROTC/JRI is responsible for overseeing and administering the instructor recognition program.

18.1.2. The two types of recognition are *Departure Recognition* and the annual *Outstanding Instructor Awards*.

18.2. Departure Recognition.

18.2.1. Instructors who are permanently departing AFJROTC after a successful employment period of 30 months or more, with no negative indicators during their tenure will receive a certificate and letter from Headquarters AFJROTC.

18.2.1.1. AFJROTC/JRI will begin processing the recognition package upon receipt of the Departure Worksheet.

18.2.1.2. The goal is to deliver the recognition package to the school address no later than 15 calendar days prior the instructor's last workday.

18.3. Outstanding Instructor Award (OIA). This program is to provide recognition to those instructors who provide exceptional service to their schools and communities.

18.3.1. Instructors must meet the following eligibility criteria and be selected by their Region Supervisor.

18.3.1.1. Must be nominated via an AFJROTC Form 97, *Air Force Junior ROTC Instructor Outstanding Instructor Award Nomination*, endorsed by the SASI, principal/equivalent, or superintendent, (or be nominated by their Region Supervisor/Region Director with no Form 97 required). All AFJROTC Form 97s nominations must be submitted to AFJROTC/JRI no earlier than 1 April and no later than 1 May. Nominations received after the 1 May deadline will not be considered. It is the responsibility of the nominating official to ensure their nominations were received.

18.3.1.2. Must not be on Probational or Suspended Certification.

18.3.1.3. Must not be in the Weight Body Fat Management Program's 90-day observation period, Phase 1, or have an overdue report.

18.3.1.4. Must have met all major operational and reporting deadlines required for the current school year.

18.3.1.5. If a Headquarters-conducted unit assessment occurred in the current school year, the unit must have received a passing/equivalent rating. If no graded assessment was conducted, this requirement is not applicable.

18.3.2. AFJROTC/JRI will receive and screen all nominations for compliance with the eligibility criteria listed in paragraph 18.3.1. Only *qualified nominations* will be forwarded to the Region Supervisors for OIA consideration.

18.3.3. Region Supervisors will review all qualified nominations and may choose any qualified nominee to receive the OIA. Region Supervisors may also add additional names of qualified instructors who were not originally nominated, but meet the criteria established 18.3.1. Region Supervisors will communicate their final OIA results to AFJROTC/JRI.

18.4. Region Outstanding Instructor Award (ROIA). Each Region Supervisor may choose one officer and one enlisted instructor as their respective region's top instructors for the year. Region Supervisors will evaluate the AFJROTC Form 97, plus any other performance factor available, including unit statistics or unit status in making their ROIA selections.

18.4.1. To be considered for the ROIA, AFJROTC instructors **must meet all** the following criteria:

18.4.1.1. Must be selected for the OIA in the current school year.

18.4.1.2. Must have an AFJROTC Form 97, endorsed by the Senior Aerospace Science Instructor, principal/equivalent, or superintendent.

18.4.1.3. Must have a current school year Headquarters AFJROTC-conducted assessment that resulted in a passing/equivalent rating.

18.4.2. Region Supervisors must communicate their final ROIA results to AFJROTC/JRI.

18.5. Outstanding Instructor of the Year (OIY). To be considered for the OIY, AFJROTC instructors must have been selected for the ROIA in the current school year.

18.5.1. AFJROTC/JRI will convene a selection board to evaluate all ROIA winners for the OIY. Only the ROIA winners shall be considered for OIY.

18.5.2. The board will normally consist of the Region Supervisors, Division Chiefs, and Deputy Director. The board will recommend the top officer instructor and top enlisted instructor as OIY recommendations to the AFJROTC Director. The AFJROTC Director will resolve any board disputes/scoring ties and will approve the final OIY selectees.

18.6. Award Announcements. The Director of AFJROTC will approve a program-wide announcement of all award winners NLT 15 June. The principals and superintendents of the ROIA and OIY winners will also receive a copy of the program-wide announcement. Should a supplemental award announcement be necessary, it will be distributed only to the affected instructor(s) and school(s). AFJROTC/JRI will distribute award products after the program-wide announcement is made.

18.6.1. OIA: The OIA consists of a congratulatory letter, signed by the Director of AFJROTC.

18.6.2. ROIA: In addition to the OIA congratulatory letter, ROIA winners receive a certificate signed by the Director of AFJROTC, a Gold Instructor Badge, and \$250 in targeted unit funding, based on availability of funds (provided by the Region Supervisor).

18.6.3. OIY: In addition to the OIA and ROIA awards, OIY winners will receive a trophy or plaque (funds permitting) and an additional \$250 in targeted unit funding, based on availability of funds (provided by the Region Supervisor). When applicable, the OIYs will be the AFJROTC nominees for other organizational awards or recognition.

CHAPTER 19 – INSTRUCTOR APPLICATION AND HIRING PROCESS

NOTE: Non-retirees being able to apply (i.e., qualified veterans and currently serving ANG/AFRES members) is on hold until further implementation guidance is published by DoD.

19.1. Purpose. New instructor applicants must undergo a thorough screening process to ensure only those with the highest standards of conduct and duty performance are approved to potentially be hired by AFJROTC host schools.

19.2. Responsibility of the Air Force. AFJROTC/JRI manages the instructor corps, conducts instructor recruiting, approves new instructor applications, and nominates approved applicants to schools for hiring consideration. Once a school makes a hiring selection, AFJROTC/JRI works with Holm Center/SDF, the schools, and the candidate to complete the hiring and onboarding process, including providing the initial pay estimate and collecting all necessary paperwork to confirm employment.

19.2.1. Waivers to any application requirement will be considered on a case-by-case basis when in the best interest of the overall program.

19.3. Responsibility of Applicants. No person can apply to be an AFJROTC instructor unless they meet all minimum application requirements or have received an approved waiver from AFJROTC/JRI.

19.3.1. All applicants must have received their certification from Headquarters AFJROTC/JRI before they can be officially nominated as a candidate to fill any vacancy. Applicants will not attempt to interview with any school unless they are officially nominated to that school by AFJROTC/JRI.

19.3.2. Once an applicant is officially nominated to a specific school, it is the responsibility of the applicant to establish contact with the school, discuss any local application requirements and set up interview times. Schools make final hiring decisions.

19.4. Minimum Application Requirements. All new applicants:

19.4.1. Must have held or currently hold a grade of E6 to E9 or O4 to O6. This includes retirees (retired grade), non-retired/currently serving ANG/AFRES and honorably discharged veterans. (See NOTE at beginning of this chapter.)

19.4.1.1. For retiring/retired officers, the official retirement order may reflect two grades: the retired grade and the highest grade held. When the two grades are not the same, the 'retired grade' is used for title, term of address, and which rank is worn on the uniform while serving as an AFJROTC instructor. Refer to the official retirement order for this information. If there is a conflict between the official retirement order and what an applicant believes he/she is authorized to wear, it is the applicant's responsibility to contact AFPC/ARPC to get their retirement orders updated, or to obtain an official clarifying document which fully explains the situation.

19.4.1.2. Eligible qualified veterans (discharged, not retired, not currently serving) must use the grade reflected on their most current DD Form 214, *Certificate of Uniformed Service*, as the grade for title, term of address, and which rank is worn on the uniform while serving as an AFJROTC instructor. (See NOTE at beginning of this chapter.)

19.4.1.3. Currently serving ANG and AFRES members must use their current military grade for title, term of address, and which rank is worn on the uniform while serving as an AFJROTC instructor. If a change in military grade occurs, AFJROTC/JRI must be notified within three (3) business days. Demotions may result in decertification, dependent on reason(s) for demotion. (See NOTE at beginning of this chapter.)

19.4.2. Must have satisfactorily completed the minimum military service years required. (See NOTE at beginning of this chapter.)

19.4.2.1. Currently serving ANG/AFRES members must have completed a minimum of 10 satisfactory service years as of the month prior to their application.

19.4.2.2. Honorably discharged veterans (not currently serving and not retired) must have completed a minimum of 10 satisfactory service years as of the date of their honorable discharge, as reflected on their most current DD Form 214. Must have been honorably discharged no longer than five (5) years as of the last day of month after the application is submitted.

19.4.2.3. Retired members (AD/ANG/AFRES) must have served at least 10 satisfactory years prior to the date of retirement (including medical/disability retirements). Must have been retired no longer than five (5) years as of the last day month after the application is submitted.

19.4.3. Must provide verification of military service. (See NOTE at beginning of this chapter.)

19.4.3.1. Retiring/retired applicants. Written confirmation from AFPC/ARPC, or a copy of the retirement application is acceptable to begin an application. The actual retirement orders must be published and made part of the application before final application approval can occur.

19.4.3.1.1. Retired or retiring ANG and AFRES members must also provide an official Points Summary as verification of satisfactory service years.

19.4.3.2. Currently serving ANG/AFRES (not projected to retire) members must provide a SURF/Data Verification Brief that is dated within 30 days of the instructor application submittal.

19.4.3.3. Eligible honorably discharged veterans must provide their final DD Form 214.

19.4.4. Must hold a minimum of a bachelor's degree in any discipline. Applicants must include a copy of the diploma or transcripts reflecting the degree(s) awarded from an accredited institution.

19.4.4.1. For enlisted members who are six (6) or fewer classes from completion of their bachelor's degree, an academic agreement may be issued to allow the application to be approved with conditions of completing the degree within a specified timeframe.

19.4.5. Must use personal email addresses, (not military email) in the application process.

19.4.6. Must disclose on their initial application submission, all derogatory information from civilian and military incidents, including past investigations. Applicants must fully explain any derogatory information (including being charged or investigated) and include supporting documents in their original application submission. **NOTE:** An applicant who fails to fully disclose derogatory information may be disqualified, even if the information itself is not disqualifying. Automatic disqualification may stem from:

19.4.6.1. Any civilian felony conviction or any military courts-martial conviction.

19.4.6.3. Military non-judicial punishment records (or civil convictions) involving a violent act, a threatening act, domestic violence, child or spouse abuse, sexual abuse, or sexual-related offenses (physical or verbal), pornography, forgery/falsification of a document, or abuse of rank/position.

19.4.7. Must provide a current, head to toe color photograph. This is to permit positive identification and to facilitate a visual assessment of military image. Retiring/retired members and currently serving ANG/AFRES applicants must wear an Air Force blue shirt and Air Force blue pants with no coat/jacket (deployed members only may submit photo in the Air Force utility uniform). Eligible honorably discharged veterans only may present photo in professional business attire (no coat/jacket), if their blue uniform is no longer available.

19.4.8. Must provide legible electronic copies of their most recent five (5) years of performance reports (EPR, OPR and qualifying training reports only). (See NOTE at the beginning of this chapter.)

19.4.8.1. Retiring, already retired, or honorably discharged applicants. Applicants who did not have/will not have a final performance report accomplished within 12 months of their final retirement/separation date will require an explanatory letter from the applicant detailing why the final report was not accomplished.

19.4.8.2. Currently serving ANG/AFRES members. In addition to the most recent five (5) years of reports, instructors who are still ANG/AFRES members must ensure all future mandatory reports are accomplished, and copies of all completed future performance reports are provided to AFJROTC/JRI as they are produced.

19.4.8.3. All applicants must have a continuous record of documented performance with no performance reporting gaps. DAFI 36-2406 prescribes when mandatory performance reports are required. Within the last five years, any missing *mandatory* performance report is disqualifying. NOTE: For AFJROTC purposes, an Administrative LOE that serves only to indicate a performance report was not accomplished, or an LOE that does not provide a meaningful narrative of performance will be considered a disqualifying gap in coverage.

19.4.9. Must include two references with daytime contact information, including complete 10-digit phone numbers and valid email addresses. For *currently serving* applicants, and those who have a future retirement date, one reference must be the current commanding officer. None of the references should be related to the applicant in any way. A standardized set of questions will be used when references are contacted. (See NOTE at the beginning of this chapter.)

19.4.10. Must have an interview with a current AFJROTC instructor. This one-on-one interview is conducted by a currently serving AFJROTC instructor using the AFJROTC Form 102, *Interview of AFJROTC Instructor Applicant*. Once completed, the interviewer will email the completed form to AFJROTC/JRI.

19.4.11. Must meet body fat standards as defined by this instruction. Air Force Physical Fitness Test results are not accepted for AFJROTC. All applicants must provide an AFJROTC weight/body fat assessment worksheet. Applicants must be at or under their maximum body weight, *or*, if over their maximum body weight, must be at or under their calculated maximum allowable body fat percentage (males 26% and females 36%) to be approved.

19.4.12. Must complete an Occupational Screening Questionnaire. Each applicant must attest to their ability to perform the essential functions of an AFJROTC instructor. An inability to fully perform the essential functions of an AFJROTC instructor may result in application disapproval. Falsification of the Occupational Screening Questionnaire will be considered grounds for application disapproval and/or decertification regardless of time since the application was approved. AFJROTC/JRI may request a medical suitability assessment of any applicant through AETC/SG when deemed necessary.

19.4.13. Must provide a written history of teaching experience (in the military or otherwise) and a history of experience working with children and/or youth groups.

19.4.14. Must complete an AFJROTC Form 200, Application Acknowledgement for Air Force Junior ROTC Instructor Duty.

19.5. Application Submittals. Applications are normally submitted using the online application located on AFJROTC's public website.

19.5.1. Waivers to an application requirement must be submitted in writing to AFJROTC/JRI *prior* to submitting the application. The Chief of Instructor Management is the waiver approval authority.

19.5.2. When a manual application process is necessary, Headquarters AFJROTC/JRI will coordinate with the applicant to obtain all necessary items.

19.6. Application Processing. AFJROTC/JRI will process all submitted applications in the order they are received (first in, first out). New applications will not be processed out of order to facilitate an individual applicant obtaining an application decision ahead of others, unless directed by the Chief of Instructor Management to resolve an unusual situation.

19.6.1. If an application is submitted with missing or incomplete items, the applicant will be contacted by AFJROTC/JRI for correction. It is the applicant's responsibility to respond in a timely manner to any requests for missing or incomplete data.

19.6.2. AFJROTC/JRI will review all application documents for accuracy, omissions, or abnormalities, such as low performance report ratings or negative performance report comments.

19.6.3. References provided by the applicant will be contacted as determined by AFJROTC/JRI.

19.6.4. All new applicant names will be vetted through Holm Center/JA for any previous judicial/non-judicial punishment records. If irregularities are discovered, Headquarters AFJROTC/JRI may contact AFPC/ARPC for additional information, may perform a full personnel records review, or may ask the applicant to provide further information.

19.6.5. If an applicant has submitted all required/requested application items and there are no omissions, inaccuracies or other abnormalities, the application is deemed complete and can be approved without delay. However, if an applicant fails to correctly meet all requirements, has a disqualifying factor, or fails to adequately address any omissions or abnormalities, the application will be disapproved.

19.6.6. Once an application decision is reached, AFJROTC/JRI will notify the applicant, via memorandum, of the outcome. Approved applicants will be updated in the AFJROTC database.

19.6.7. Approved applicants will be contacted by AFJROTC/JRI with instructions on how to complete the mandatory AFJROTC IICC.

19.6.8. As required by higher directives, a full background check may be instituted for all AFJROTC instructors and new applicants. Any new applicant or current instructor deemed unsuitable following full adjudication of a background check or background check update may be subject to their application being denied, or if already hired, being permanently decertified.

19.6.9. Full certification is reached after completion of all mandatory initial training and any mandatory background checks. **NOTE:** A Provisional Certification may be issued after completion of all mandatory initial training and background checks have begun if they wish to be referred to and/or hired into an immediate opening.

19.7. Application Duration. All approved applications have an expiration date.

19.7.1. Newly approved applications are valid up to five years from the applicant's retirement/discharge effective date, if the applicant is not hired into a vacancy before the application expires. Once an applicant is hired and remains hired, the expiration date is not applicable until they depart AFJROTC employment.

19.7.2. For instructors who depart AFJROTC, but remain in good standing per this instruction, their application will remain valid for five years from their final day of employment as an

AFJROTC instructor. AFJROTC/JRI will update the application expiration date in WINGS and include supporting documentation.

19.7.3. When an instructor is decertified or withdrawn per this instruction, or is deceased, their application record will be closed. Headquarters AFJROTC/JRI will update the application record in WINGS and include any supporting documentation.

19.7.4. AFJROTC/JRI may provide an extension of an application expiration when it is in the best interest of the AFJROTC program.

19.8. Falsification of an Application. If an applicant is found to have negligently omitted or otherwise provided false or misleading information in their application that would have resulted in a disapproved application, the instructor's application may be closed, regardless of the timeframe since the initial application or current employment status. If a certified instructor is found to have falsified their initial application, they may be decertified, regardless of the time since their application was approved, or their current AFJROTC employment status.

19.9. Application Closure. If an application is disapproved, has expired, or if a current instructor is withdrawn, decertified, fails to obtain a departure evaluation as required, or is deceased, the application will be closed. AFJROTC/JRI will ensure WINGS updates are accomplished as required to reflect the correct status of all applications.

19.10. Initial Training. All approved applicants must complete all AFJROTC Initial Instructor Certification Course requirements after approval of their initial application to obtain certification. This training will be developed and modified by AFJROTC/JRI as needed.

19.11. Background Checks. Must complete the Childcare National Agency Checks with written Inquiries (CNACI) to obtain certification. To meet any mandatory DoD and/or Air Force background check requirements, applicants may be asked to provide additional information or documentation to AFJROTC or via an additional electronic system.

19.12. Nominations to Schools. Only those approved applicants who have completed all initial training and have begun the background check process may request to be nominated for any advertised vacancy in their grade category (officer or enlisted).

19.12.1. Vacancies are posted on the AFJROTC website. To ensure fairness to all applicants, AFJROTC/JRI will not withhold any known vacancy from public advertisement.

19.12.2. Certified applicants will communicate to AFJROTC/JRI the locations of the vacancies they wish to be nominated for.

19.12.3. AFJROTC/JRI will use no application scoring, rank-ordering, or other method in the nomination process. If a candidate is eligible, desires to be added to a specific vacancy list, meets timelines and qualifications, they will be referred to that school.

19.12.3.1. When a school is sent a list of four or more candidates, AFJROTC/JRI may retract the vacancy advertisement until the school decides on the currently nominated candidates.

19.12.3.2. AFJROTC/JRI may immediately nominate an interested candidate to a school for hiring consideration, or may wait until a designated future date, depending on circumstances of the specific vacancy and the school's desires.

19.12.3.3. Schools wishing to hire a specific person (i.e., a by-name request) may do so, if the person they wish to hire has a current certification on file with AFJROTC/JRI. However, if the vacancy was already advertised and the school has received other interested applicants (other than the person the school wants by-name), all candidates will be referred for simultaneous school consideration. Current instructors seeking to transfer must meet eligibility requirements and timelines per this instruction.

19.12.4. Nominations are sent to the school Principal via email with each candidate's name and contact information included. Nominated applicants will receive a separate email with the school's contact information.

19.12.5. Applicants who are nominated to a particular school are expected to be proactive and contact the school within 72 hours of being notified of their referral to discuss an interview or any other local application requirements. **NOTE:** Headquarters AFJROTC/JRI does not send instructor application documents to any school. If the school requires any documents, it is the responsibility of the applicant to provide that information to the school.

19.12.6. No later than 10 calendar days after a list of candidates is sent to a school, AFJROTC/JRI will contact the school to ask about the interview and potential to hire one of the candidates sent. AFJROTC/JRI will continue to follow up with the school until a hire is determined, or the nominated candidates have all been eliminated from consideration. If the school was sent four or more candidates and the vacancy advertisement was removed, it may be re-posted once all previously referred candidates are confirmed to have been declined/not selected for hire.

19.12.7. Department of Defense Dependent Schools (DoDEA). All candidates nominated to DoDEA schools must possess an Advanced Certification (see Chapter 15) and otherwise be eligible for DoDEA transfer per this instruction. Inexperienced AFJROTC instructors may not be considered for DoDEA openings.

19.13. Responsibility of Schools. Per public law, DoD policy and the signed agreement between the school district and the Air Force, a minimum of two instructors are required at each unit, regardless of the number of cadets. Schools may not choose to delay hiring the two minimum instructors while cadet enrollment is building or recovering. Additional instructors may be required when specific thresholds of cadet enrollment are reached.

19.13.1. Once a school receives a candidate list from AFJROTC/JRI, it is the responsibility of the school and the candidate(s) to establish contact with each other, set up interview times, and ultimately reach a hiring decision.

19.13.2. Background checks for *employment* purposes are the responsibility of the hiring school. AFJROTC/JRI will conduct background checks as directed by DoD for *certification* purposes.

19.13.3. No school can be compelled by the Air Force to hire any specific candidate. However, failure to hire the required minimum number of instructors may lead to the unit being placed on probation or being deactivated for failing to have the minimum of two instructors.

19.13.4. Schools will contact AFJROTC/JRI when a selection has been made or if there are any questions about the process. Headquarters AFJROTC/JRI will provide the school an estimate of the selectee's Minimum Instructor Pay and request a DD Form 2767 and DD Form 2754, *Junior Reserve Officer Training Corps (JROTC) Instructor Pay Certification Worksheet for Entitlement Computation*, be completed on the selectee once it is determined that the school wishes to make a hiring offer to a specific candidate.

19.14. Substitute Teachers. In the event of an instructor vacancy, host schools are encouraged to provide a substitute teacher to assist with academic portions of the AFJROTC Program. Substitute teachers employed in AFJROTC classrooms do not need to have any prior military service or have any military-related experience.

19.14.1. If used, substitute teachers are not funded or cost-shared by the Air Force, nor will they be granted AFJROTC data system access.

19.14.2. Substitutes do not count toward the two-instructor minimum, nor do they satisfy the requirement for additional instructors when cadet growth warrants.

19.14.3. Substitute teachers are expected to adhere to the one instructor/one cadet policy codified in Chapter 14.

19.14.5. No previously decertified AFJROTC instructor should be employed in a substitute AFJROTC instructor role since decertification actions are taken for cause. Questions on a previous AFJROTC instructor being utilized in a substitute role can be addressed to AFJROTC/JRI.

CHAPTER 20 – ADDITIONAL INSTRUCTOR AUTHORIZATIONS

20.1. Purpose. Each AFJROTC Program must be staffed with a minimum of two instructors. Any instructor above the minimum of two is considered an additional instructor.

20.2. Responsibilities.

20.2.1. Responsibilities of the Air Force. AFJROTC/JRI manages the increases and reductions of additional instructor authorizations.

20.2.2. Responsibilities of Schools. All schools must follow the decisions of Headquarters AFJROTC as it relates to the minimum number of instructors, additional instructors, and cadet enrollment caps. Schools must agree to increase of instructors when required by increases in cadet enrollment or agree to limit or reduce cadet enrollment.

20.3. Additional Instructor Positions. Additional instructor positions are not mandatory unless cadet enrollment exceeds specific thresholds. When cadet growth warrants, schools may choose to hire an additional instructor (cost shared by the Air Force) or cap cadet enrollment for the number of instructors they currently have. Additional instructor positions are determined based on a unit's average "teaching load."

20.3.1. Additional instructors are authorized when the average "teaching load" (defined as the number of cadets actively enrolled in Aerospace Science academic classes, or the average number enrolled in academic classes per semester for certain non-traditional schedules) reaches 151 or higher and will remain above that number during the coming school year. Further increases in instructors are authorized when "teaching load" increases in increments of 100 (i.e., 251, 351, 451, etc.).

20.3.2. In absence of school support for an additional instructor position, schools will cap enrollment at a maximum of 20% above the threshold authorizing an additional instructor position (i.e., $151 + 20\% =$ an enrollment cap of 181 cadets for two instructors; $251 + 20\% =$ an enrollment cap of 301 cadets for 3 instructors, etc.).

20.3.3. Requesting an Additional Instructor Position. A request for an additional instructor position (to be cost shared by the Air Force) must be made by the school principal (or other designated school administrator), in writing, to AFJROTC/JRI. Prior to rendering a decision, unit enrollment data will be analyzed to determine if authorizing an additional instructor (and the associated Air Force cost-share) is appropriate. The written request must include:

20.3.3.1. Certification of the current active cadet enrollment. Only the official Program Status Report (PSR) and associated class rosters (not enrollment projections) may be used to determine if the school's active cadet enrollment is at or above the threshold for an additional instructor authorization.

20.3.3.1.1. Exception for high school military academies. Military academies may use projected enrollment data to request an additional instructor authorization since their entire faculty staffing is developed on projected enrollment. However, if actual cadet enrollment (PSR and associated class rosters) fails to reach the minimum threshold,

AFJROTCI/JRI will move to reduce instructor authorizations and discontinue the associated cost share.

20.3.3.2. Specification for the type (officer or NCO) of instructor. For a third, fourth, or fifth instructor, requests for an officer versus an NCO may be approved with justification and based on school district budget capabilities.

20.3.3.3. Confirmation that the school district is willing and capable of funding the additional position as prescribed by AFJROTC instructions.

20.4. Calculating Teaching Load. Teaching load is based upon an examination of active cadet enrollment, or the “teaching load” within a program. Additionally, it is important to fully understand the schedule type used in the school. Only the officially reported PSR (and associated class rosters) will be used to determine teaching load.

20.4.1. For Traditional schedule, Modified 4x4 Block (keep same cadets all year), A/B Block and Trimester units, the active cadet enrollment (cadets in AFJROTC academic classes) as captured on the October PSR is the teaching load. A school may request an additional instructor position after submission of the October PSR when teaching load meets or exceeds the minimum threshold and is very likely to remain above the threshold.

20.4.2. For 4x4 Block schedule types, the teaching load is determined by calculating the average number of cadets taught per semester. The total number of active cadets taking AFJROTC academic classes in the current school year’s first semester (i.e. October class roster) is added to the total number of cadets taking AFJROTC academic classes in the current school year’s second semester (i.e. February class roster). Cadets taking academic classes in both semesters are counted in each respective semester’s numbers. The sum of both semesters is then divided by two to get the per-semester average, or teaching load for that school year. A school may request an additional ASI position after submission of the February PSR when per semester average teaching load meets or exceeds the minimum threshold.

20.5. Reduction in Instructor Authorizations. When a unit’s teaching load falls below the minimum threshold to support the number of instructor positions being cost shared by the Air Force, the following actions will be taken:

20.5.1. First school year under the minimum threshold. When a unit’s current school year teaching load falls below the minimum threshold for an additional instructor, AFJROTC/JRI will provide a written notice to the school that the Air Force cost share for that additional position will be terminated at the end of the following school year, should the following school year’s teaching load remain below the minimum threshold.

20.5.2. Second consecutive school year under the minimum threshold. When a unit’s teaching load falls below the minimum threshold for a second consecutive school year, AFJROTC/JRI will provide a written notice to the school that the Air Force cost share for the additional instructor position will be terminated at the end of the current school year.

20.5.2.1. Enrollment projections will not be used to support continuance of the Air Force cost share for an additional instructor position beyond the end of the current school year

when the unit has reported two consecutive years below the minimum threshold. Only the official PSR (and associated class rosters) will be used to calculate teaching load when continuance of an additional instructor cost share is in question.

20.5.2.2. If the school believes the following school year's teaching load will return to the minimum threshold, the school may choose to retain an additional instructor into the following school year without the Air Force cost share. Should the officially reported teaching load again support an additional instructor, the Air Force cost share for an additional instructor can be reinstated, effective no earlier than the day following the appropriate PSR date (i.e., 10 October or 10 February, academic schedule-dependent) which validated the teaching load.

20.6. Automatic Recalculation of Additional Instructor Positions. When an instructor departs or is projected to depart from a school (resign, terminated, contract non-renewal), regardless of the time of calendar year or school year, AFJROTC/JRI will reassess the total number of instructor positions being cost-shared at that unit.

20.6.1. If the current school year teaching load does not support continuance of the additional instructor position, AFJROTC/JRI will notify the school, in writing, that the Air Force cost share for the additional instructor will be terminated upon departure of the current additional instructor and no advertisement will be posted. Exception: If the school agrees to fund 100% of the additional instructor cost with no Air Force reimbursement.

CHAPTER 21 – INSTRUCTOR PAY AND AIR FORCE CONTRIBUTION

21.1. Purpose. Higher level directives prescribe the Minimum Instructor Pay (MIP) calculation for each instructor. Each instructor must receive at least their MIP each month.

21.2. Responsibilities of the Air Force. The Air Force does not pay an AFJROTC instructors' salary directly. The Air Force reimburses schools or school systems hosting AFJROTC units for a portion of AFJROTC MIP in accordance with the Air Force /school agreement to host an AFJROTC program.

21.2.1. The Holm Center Support Directorate, Finance Division (Holm Center/SDF) administers the Instructor Pay program. Except for initial hires, all documentation, forms, or requests pertaining to instructor pay or district reimbursements for the AFJROTC Program should be uploaded into WINGS or emailed to JROTC.Pay@au.af.edu.

21.2.2. AFJROTC/JRI collects and uploads paperwork into the database as part of the initial onboarding process for new hires.

21.3. Responsibilities of Schools. Per the Air Force/School agreement to host an AFJROTC program, an AFJROTC instructor's salary will be 100% paid by the school district in which they work.

21.4. Terms Explained.

21.4.1. Academic Year (AY). The annual period of academic instruction at any given school. For AFJROTC and this directive, the AY is established as 1 July through 30 June.

21.4.2. Active Duty Pay and Allowances. The pay and allowances authorized for active-duty military members includes base pay, basic allowance for housing (BAH), basic allowance for subsistence (BAS), clothing replacement allowance (for NCOs only), and cost-of-living allowance (COLA) for select areas within the continental United States (CONUS) and Alaska and Hawaii. Overseas housing allowance (OHA) and COLA is applicable at overseas locations. Minimum Instructor Pay (MIP) for AFJROTC instructors is determined using only the amounts listed above. AFJROTC instructors do not actually receive active duty pay or allowances.

21.4.3. Air Force Contribution (AFC). The amount of instructor salary the Air Force reimburses the school or school system, equal to one-half of the instructor's MIP amount.

21.4.4. Minimum Instructor Pay (MIP). The minimum salary the school or school system hosting an AFJROTC unit is required to pay the instructor for instructor duties in direct support of the AFJROTC program.

21.4.4.1. Retiree MIP (legacy MIP). The amount of MIP is the difference between the active duty pay and allowances the instructor would receive if recalled to active duty, and the instructor's gross retired pay entitlement. Since MIP is the required minimum salary, it should not be considered a cap or limit the amount of pay agreed upon between the instructor and the school. Schools are highly encouraged to consider paying more than MIP

to improve instructor continuity, reduce vacancies, and provide fair reimbursement for work performed outside normal school hours.

21.4.4.2. New JROTC Instructor Pay System (new MIP). Once approved and implemented by DoD, the new JROTC pay system will be in effect with a new method of establishing MIP for some or all categories of AFJROTC instructors as determined by higher directives.

21.4.5. Retired Pay. An amount of money prescribed and limited by law which a military member receives monthly upon retirement from Air Force extended active duty.

21.4.6. Terminal Leave. A period for which a member is authorized a leave of absence from military duties immediately prior to the effective date of retirement.

21.5. Period for which MIP and AFC are Applicable. The total MIP due to the instructor and the AFC payable to the school or school system for the AY are determined by the time period from the start of the contract period (as indicated on the DD Form 2767, *Junior Reserve Officer Training Corps (JROTC) Instructor Annual Certification of Pay and Data*), for an inclusive period of at least 10 months (300 days), that the instructor performs duties in direct support of AFJROTC. DoDI 1205.13 has established 10 months as the minimum contract length for instructors. Reimbursement is not authorized if the instructor performs duties for the school that are not in direct support of AFJROTC or for any period of time that the instructor does not work. (This does not prevent AFJROTC instructors from serving on committees or performing routine duties that are rotated regularly among other teachers in the school, nor does it prevent them from having holidays, sick leave, or vacation days within the normal school year in accordance with the policy for all teachers within the school system.) The Air Force is not authorized to provide reimbursement for any portion of salaries of instructors employed while on terminal leave from the Air Force.

21.6. DD Form 2767, *Junior Reserve Officer Training Corps (JROTC) Instructor Annual Certification of Pay and Data.*

21.6.1. DD Form 2767 certifies the inclusive dates of an instructor's employment in support of AFJROTC for the upcoming AY. Holm Center/S DFA uses the inclusive employment dates to determine MIP due each instructor and the amount of the AFC to MIP for the AY that is just beginning. Reimbursement payments cannot be made without this certification.

21.6.2. Holm Center/S DFA provides the link to download DD Form 2767 to instructors in April of each year. School officials and each instructor will sign the form, and instructors will submit the form in WINGS no later than 1 June (for returning instructors) each year.

21.6.3. Submission of DD Form 2767.

21.6.3.1. New Instructors. School officials and new instructors must sign the DD Form 2767 for new instructors, and it must be submitted by the school/instructor to AFJROTC/JRI.

21.6.3.2. Instructors Returning after Previously Resigning in Good Standing. Pay records for returning instructors are created in the computerized pay system at the beginning of

each AY. Reimbursement of the AFC to MIP is made only for instructors with a DD Form 2767 on file. Instructors must submit the form via WINGS.

21.6.3.3. Terminating Instructors. DD Form 2767 is the source document utilized to verify prior year work dates.

21.6.4. Changes or corrections to Reported Dates of Work.

21.6.4.1. If the beginning or ending work date reported on the DD Form 2767 is incorrect, or if an error in dates reported is noticed, instructors must immediately forward a corrected DD Form 2767 to Holm Center/SDFA.

21.6.4.2. School officials must immediately notify AFJROTC/JRI of any change in the instructor's employment status such as administrative leave with/without pay, resignation, suspension, or termination.

21.6.4.3. When a change affects the instructor's pay status but does not terminate employment, school officials must forward a copy of the notification to Holm Center/SDFA, via e-mail to JROTC.Pay@au.af.edu.

21.7. Computation of MIP. The zip code of the school of employment, not the school district zip code nor the instructor's residence is used in computation for MIP.

21.7.1. In order to determine the appropriate rates for calculating MIP, instructors must provide a DD Form 2754, *Junior Reserve Officer Training Corps (JROTC) Instructor Pay Certification Worksheet for Entitlement Computation*. Each instructor must provide this information upon initial hire to Holm Center/JRI, upon request from Holm Center/SDFA, or any time there is a change in information. The BAH rate calculated is based on the zip code of the school address, not the instructor's residence zip code. The housing cost information is required to determine the amount of OHA, if any, to be included in the computation of MIP. Dependent information is required to determine the amount of BAH, CONUS COLA, and OCONUS COLA. **If instructors do not provide the required information, BAH at the 'without' dependent rate will be used in the MIP computation and COLA and OHA will not be included in the MIP computation.** Instructors must inform Holm Center/SDFA immediately of any change in the information reported.

21.7.1.1. Documents required to ensure BHA, OHA, COLA, and BAH are accurately calculated include marriage certificate with visible official seal, birth certificates, official letter from dependent's university stating they are currently enrolled in school, and court documents for child support.

21.7.2. Initial Hire. Holm Center/SDF estimates the monthly MIP for each new instructor and provides this calculation to AFJROTC/JRI. AFJROTC/JRI notifies school officials and the instructor of the amount. AFJROTC/JRI requires the new instructor to complete a DD Form 2754 to provide certification of housing expenses and dependent status. Upon receipt of the completed DD Form 2767 and DD Form 2754, Headquarters AFJROTC/JRI enters these documents into the new instructor's record. Soon after, Holm Center/SDFA ensures a pay record is created in the AFJROTC Instructor Pay System.

21.7.3. Instructors Returning after Previously Resigning in Good Standing. After receipt of the required documentation for the upcoming year a returning instructor's pay records will be reactivated.

21.8. Monthly Reimbursement of AFC. Holm Center/SDFA reimburses the AFC for each instructor's MIP for the period the instructor performs AFJROTC duties, based on current AFJROTC directives. Reimbursement is processed after the end of each month within the AY. Electronic Funds Transfer (EFT) is made to the banking institution specified by the school officials. Payment is projected to be processed into the banking institutions approximately around the 10th of the following month.

21.9. Pay Periods. MIP is computed and shown on computer-generated schedules for each calendar month during the AY. School pay periods are not required to conform to those shown on the computer-generated pay schedule and may be established in accordance with local pay cycles.

21.10. Pay Statements. Statements showing pay amounts are produced during the computerized reimbursement process. Statements from DFAS are provided to instructors and school officials after the end of the reimbursement month. Instructor statements are located in MyPay and District statements are mailed using the address located in WINGS.

21.10.1. AFJROTC Instructor Monthly Statement. The instructor's statement shows the total active duty pay and retired pay used in computing MIP and the AFC for the month. Each instructor should keep the monthly statements from August to June. At the end of the AY, the monthly MIP amounts should be added and compared to the salary amounts paid by the school to ensure MIP for the AY was met. (See paragraph 21.11.) **NOTE:** Active-duty pay is an amount used only in determining MIP; instructors do not receive active duty pay or allowances.

21.10.2. AFJROTC School/School System Monthly Statement. The statement sent to the District Payroll POC provides the amount of the EFT reimbursement for the month. It shows name, MIP and AFC for each instructor, total reimbursement for each instructor, and total reimbursement for the school district. Instructors are required to input/verify/validate "District Payroll POC" information in WINGS NLT 1 Aug each year.

21.11. Changes in MIP. The amount of MIP is subject to change due to the following:

21.11.1. Active Duty Pay Increases. MIP increases when an Active Duty pay raise becomes effective. Computer-generated pay schedules are provided by DFAS to school officials and instructors showing MIP based on the new active duty pay rates when official pay rates are effective. The schedules show rates of pay for the effective month of the raise.

21.11.2. Retired Pay Increases. MIP decreases when a raise in retired pay becomes effective. Written notification of the retired pay increase will be on the appropriate District Monthly Statement and will be reflected on the individual MyPay statement(s).

21.11.3. Longevity Increases. Total active duty pay used in determining MIP may increase when instructors reach 16, 18, 20, 22, 24, 26, 28, 30, 34, or 38 years longevity. Longevity increases vary according to rank. Not all ranks receive an increase every 2 years. For example, a major reaches maximum base pay at 18 years longevity while a full colonel reaches

maximum at 30 years longevity. MIP increases as a result of longevity increases. These increases are shown on the AFJROTC district totals and the AFJROTC instructor monthly statement.

21.11.4. Changes in Dependent Status. The amount of BAH and CONUS COLA used in determining MIP is based on the instructor's dependent status (i.e. "with-dependents" or "without-dependents"). The **MIP will change if an instructor's dependent status changes**. Instructors are required to report all changes to Holm Center/SDFFA. Changes will be reflected on statements provided by DFAS.

21.11.5. Changes in Housing Expenses. The amount of OHA used in determining MIP is dependent upon the instructor's actual monthly housing costs. The amount is subject to change when an instructor's housing costs change. Instructors must report all changes to Holm Center/SDFFA. Changes will be reflected on statements provided by DFAS.

21.11.6. Changes in OHA and COLA Rates. OHA and COLA rates used in determining MIP for instructors employed overseas change frequently, often several times in a month. Due to the numerous changes in these rates, Holm Center/SDFFA does not notify school officials or instructors of changes in MIP due to OHA or COLA rate changes; however, such changes are included in MIP amounts shown on the pay schedules.

21.12. Variations in MIP. Monthly MIP may vary due to the following:

21.12.1. BAS Rates. The BAS rate used in computing MIP for retired enlisted instructors is a daily rate, and the total amount included is based on the actual number of days in the month. Retired officer instructors receive a standard amount each month based on the active duty pay charts.

21.12.2. Overseas COLA Rates. COLA is included in the computation of MIP for instructors at overseas locations. It is calculated at a daily rate, and the total amount included in the MIP computation is dependent upon the actual number of days in the month.

21.12.3. Starting and Ending Dates of Employment. Active duty pay (with the exception of some allowances) and retired pay are based upon monthly rates, and every month is considered to have 30 days. When an instructor works a partial month, the monthly pay rates are prorated (based on the daily rates for a 30-day month multiplied by the actual number of calendar days of employment).

21.12.4. Grade and Education Levels. When implemented, a DoD-published pay scale for JROTC may be based on position, grade and education levels to determine pay scale placement.

21.13. Adjustment of MIP for the AY. If the school or school system has not paid each instructor at least the minimum salary required for the AY, an additional payment from the school or school system to the instructor is required to reach the minimum salary. If inclusive dates of work originally provided to Holm Center/SDFFA on the DD Form 2767 were incorrect, and the AFC to MIP was paid incorrectly, an adjustment to the amount paid is required.

21.14. Deductions from Instructor Salaries. School officials should ensure the gross wages earned by each instructor are subject to the same deductions as wages earned by other school district employees in the same category. **NOTE:** The Internal Revenue Service has ruled that the gross income earned by AFJROTC instructors from educational institutions is taxable income (Revenue Rulings 71-307 and 72-69).

21.15. Inquiries. Direct all questions or requests for instructor pay information to Holm Center/SDFA at: JROTC.Pay@au.af.edu.

CHAPTER 22 – WEIGHT/BODY FAT MANAGEMENT PROGRAM (WBFMP)

22.1. Purpose. The WBFMP establishes procedures to prevent approval of new AFJROTC instructor applicants who exceed maximum body fat standards and/or do not present an acceptable appearance in uniform. The WBFMP also monitors the body fat status and appearance of all instructors and contains provisions to accommodate medical conditions which may *temporarily* prevent a current instructor from meeting weight and body fat standards, and to decertify instructors cannot conform to body fat standards or refuse to participate in the WBFMP.

22.2.1. It is important to note that an instructor's weight is used only as the determinant on whether the body fat measurements are to be taken or not. It is the body fat percentage that may drive entry into the WBFMP.

22.2. Responsibilities:

22.2.1. Responsibilities of the Air Force. Headquarters AFJROTC requires all certified instructors to meet body fat standards and exhibit a professional, military image to maintain their certification. While determining a professional image is *subjective*, Headquarters AFJROTC relies primarily on an *objective* method to ensure each individual instructor projects their best possible military image. AFJROTC policies on this topic exist to ensure prescribed body fat standards are upheld for new applicants and current instructors, time is provided to reduce body fat when maximum body fat is exceeded, limited waivers are considered for medical or unusual circumstances, or decertification occurs. The program is administered by Instructor Management Division (AFJROTC/JRI).

22.2.2. Responsibilities of Schools. School officials should be aware that a portion (normally 20%) of the AFJROTC curriculum is devoted to wellness, teaching students how to live a healthy lifestyle and maintain good fitness. AFJROTC instructors will model this by meeting and maintaining prescribed body fat standards as a condition of their AFJROTC certification. There must be no doubt that those individuals affiliated with the military live by a higher standard, and this includes all AFJROTC instructors, regardless of service status.

22.2.3. Responsibilities of Instructors. AFJROTC instructors must know and adhere to the prescribed body fat and military appearance standards contained in this instruction. If an instructor is entered into the WBFMP, they must conscientiously pursue a satisfactory body fat loss program. Instructors should seek medical assistance to establish a safe and effective body fat reduction program (includes diet and exercise) and exercise self-discipline and self-motivation in returning to body fat standards. Instructors must understand that failure to maintain body fat standards, or make satisfactory progress in the WBFMP, or failure/refusal to participate in the WBFMP as prescribed, may result in decertification.

22.3. Standards and Procedures. The standards and procedures used to develop the AFJROTC WBFMP program were originally derived from DoDI 1308.3, *DoD Physical Fitness/Body Composition Program*, and have been modified as published in this instruction. Only the procedures listed in this instruction will be used to determine an AFJROTC instructor's body fat percentage.

22.4. Terms Explained.

22.4.1. Body Fat Measurement. A determination of an individual's body fat percentage using a circumferential measurement technique as outlined in this chapter.

22.4.2. Body Fat Percentage. The percent of body fat tissue versus total body composition (body muscle, bone, water, and fat).

22.4.3. Maximum Allowable Weight (MAW). The threshold that determines when body fat measurements must be taken (see Table 22.1).

22.4.4. Medical Practitioner. A physician, a physician assistant (PA), or nurse practitioner (NP) working under a physician's supervision, who is authorized to certify that an individual's excess body fat condition is controllable, and the body fat measurement was properly administered.

22.4.5. Monthly. Calendar month, or a period from any day of the month to the corresponding day of the following month. Periods of approximately 30 days.

22.4.6. 90-Day Observation Period. An initial 90-day period to allow instructors identified as being over their maximum body fat to adjust their diet and lifestyle for proper classification into the WBFMP.

22.4.7. Phase I (Weight Loss Period) A probationary certification period where weight loss/body fat loss is expected at specific minimum rates.

22.4.8. Phase II (Follow Up Period) A 3-month period of continued observation after the instructor has returned to body fat standards.

22.4.9. Over Body Fat. The condition of an individual when the body fat percentage exceeds 26 percent for men and 36 percent for women.

22.4.10. Satisfactory Progress. A change in body fat composition or weight resulting in a decrease of at least 1 percent in body fat each month or a loss of 3 pounds for women or 5 pounds for men.

22.4.11. Unsatisfactory Progress. Failure to reduce weight or body fat at the rates described for satisfactory progress while in Phase I; an increase in body fat resulting in an individual exceeding the body fat standard in Phase II and returning to Phase I; or a failure to report weight and body fat measurements to AFJROTC/JRI every 30 days as required.

22.5. Procedures.

22.5.1. New Applicants. New AFJROTC instructor applicants must meet AFJROTC body fat standards and present an acceptable Air Force image in uniform *before* their application can be approved. This is evaluated by having the applicant submit a current, full-length photo, normally in a blue service uniform (no coat) and collecting the applicant's height/weight and

body fat percentage via an AFJROTC Weight Body Fat worksheet. If the body fat standard is not met, or their appearance is unprofessional, the application will not be approved.

22.5.2. Instructor Weight Checks. Table 22.1 reflects the threshold at which body fat measurements must be taken. Instructors are required to report their height and weight annually on unit self-assessment reports (**NOTE:** Instructors must have their height/weight data recorded by using the most current Weight and Body Fat Measurement Worksheet found in WINGS. Additionally, height and weight for all instructors is normally checked during all official Headquarters AFJROTC visits where unit performance indicators are being assessed. Procedures for weight checks and height measurements are in this chapter.

22.5.3. Body Fat Standards. If instructors exceed their prescribed maximum allowable weight (MAW), a body fat measurement is required. The circumferential measurement technique described in this chapter is the only acceptable body fat measurement technique. Body fat standards are 26 percent for men and 36 percent for women. Instructors who are identified as exceeding body fat standards are entered into the WBFMP to monitor them while they lose body fat and comply with AFJROTC standards.

22.5.4. 90-Day Observation Period. Instructors identified as being over their maximum allowable body fat percentage will be entered into a 90-day observation period, provided helpful information, and advised to seek medical assistance to establish an appropriate exercise and diet plan. After the 90-day observation period, the instructor must provide a follow-up weight and body fat measurement to AFJROTC/JRI. If within body fat standards, the instructor will be removed from further monitoring. If body fat standards are not met, the instructor will be entered into Phase I and placed on probational certification.

22.5.5. Phase I (Weight Loss Period). Instructors exceeding body fat standards will be entered into Phase I of the WBFMP and are required to develop an exercise/diet plan that works for them, based on their medical situation and physical capabilities.

22.5.5.1. Instructors are placed on probational certification when they are placed in Phase I of the WBFMP.

22.5.5.2. Unless a temporary medical deferral is granted (see paragraph 22.6), female instructors must lose at least 1 percent in body fat per month or 3 pounds per month, and male instructors must lose at least 1 percent in body fat or 5 pounds per month.

22.5.5.3. The body fat status of instructors in Phase I must be monitored monthly. The measurements will be provided monthly to AFJROTC/JRI no earlier than three (3) days prior to, but no later than, the due date established by Headquarters AFJROTC and provided to the member in writing. (**NOTE:** If the due date falls on a holiday or weekend, the WBFM report is due NLT the first business day following the holiday or weekend.) Failure to provide a required body fat report when required will be considered unsatisfactory progress.

22.5.5.4. Instructors who meet body fat standards are removed from Phase I and placed in Phase II of the WBFMP. Upon placement in Phase II, probational certification is removed.

22.5.5.5. Instructors who *twice* demonstrate unsatisfactory progress towards weight/body fat loss as prescribed in paragraph 22.5.5.2 or who *twice* fail to report a 30-day measurement IAW paragraph 22.5.5.3 to AFJROTC/JRI, or who are *repeatedly* entered into Phase I, or who refuse to participate in the WBFMP will be considered for decertification.

22.5.6. Phase II (Observation Period). Instructors in the WBFMP who reach their body fat standard stay in the program for three (3) months and will continue to report their body fat measurements each month. Exceeding body fat standards at any time during Phase II constitutes unsatisfactory progress and results in an immediate return to Phase I of the WBFMP. Instructors who maintain body fat standards for three (3) months are removed from the WBFMP.

22.5.7. Summer Break Requirements. During the summer break (e.g., school not in session), instructors who are in the WBFMP *are not required* to submit a worksheet but are expected to continue losing the required monthly weight/body fat percentage to meet standards. Immediately upon the start of the school year (within first 5 calendar days of school), instructors in the WBFMP must submit a worksheet to AFJROTC/JRI. The first-of-the-school-year measurement will be compared to the last officially submitted measurement to assess the required *accumulation* of monthly progress of weight/body fat loss during the summer break. If progress is deemed successful, the instructor is credited for those months as having successful progress in the program. Instructors who fail to meet WBFMP requirements during the summer break will be noted as having unsatisfactory progress. **EXCEPTION:** Instructors who are in the WBFMP and are attending the AFJROTC Advanced Certification Course or Professional Development Seminar will undergo an official weight and body fat assessment. The resulting measurements will be recorded as an official report.

22.6. Temporary Medical Deferral. An instructor may request a temporary medical deferral *only after* they have provided an official WBFMP worksheet, and the result is their entry into the 90-day observation or Phase I of the WBFMP. AFJROTC/JRI may grant a temporary medical deferral only for the length of time specified by the medical practitioner, up to a maximum of 6 months, whichever is shorter.

22.6.1. An instructor who is entered in the WBFMP 90-day observation or Phase I may request a temporary medical deferral from monthly WBFMP reporting requirements if such a recommendation is made (in writing) by a valid medical practitioner that documents the individual's limitations which may impede their ability to lose weight/body fat at the prescribed rate needed to achieve satisfactory progress. Any medical deferral request must also include what the instructor *can* do, such as proper nutrition and specific exercises they can perform, considering their condition(s).

22.6.1.1. During any approved medical deferral period, satisfactory progress is not required, but encouraged.

22.6.1.2. Once any medical deferral is completed, mandatory submission of a new WBFMP worksheet is required within 5 calendar days following the deferral expiration date to determine the instructor's current weight/body fat status.

22.6.2. If there are no other medical deferments to be considered, the instructor will be placed in either WBFMP Phase I or Phase II, based on their latest WBFMP worksheet measurements.

22.6.3. In those unique situations where a second consecutive medical deferral is requested, the Chief of Instructor Management must evaluate the situation. If the request is denied, normal WBFMP program requirements are in effect immediately.

22.6.4. Instructors requesting more than two consecutive medical deferrals will be required to provide further information so a full review can be accomplished. Headquarters AFJROTC may ask the Air Education and Training Command Surgeon General's (AETC/SG) office to perform review of the situation to determine if the situation is temporary or if the instructor will no longer be able to meet established standards. A non-temporary condition that prevents meeting/maintaining body fat standards may result in decertification for an inability to maintain standards.

22.7. Body Fat Standard Adjustment for Unusual Circumstances. Very unusual cases may arise in which an instructor's body fat percentage exceeds the standard prescribed by this instruction, but in the opinion of Headquarters AFJROTC leadership, the instructor does not present as having too much body fat, nor is their image unprofessional. In such unusual cases a body fat standard adjustment may be considered by AFJROTC/JRI. The following procedures will normally apply:

22.7.1. Instructors requesting a body fat adjustment will obtain a WBFMP measurement worksheet completed by a medical practitioner IAW this chapter, along with a written statement describing the instructor's overall physical condition, and why they feel a body fat adjustment is justified.

22.7.2. The instructor will submit a written request for body fat adjustment to Headquarters AFJROTC/JRI, along with the medical practitioner's request described in paragraph 22.7.1, and two current full-length photos (full-length side and straight-on poses) in a blue service uniform with no jacket/no coat. AFJROTC/JRI will decide on each case according to the information provided.

22.7.3. AFJROTC/JRI may disapprove the request if the proposed body fat standard adjustment will detract from the instructor's military appearance. A disapproved request is returned to the instructor. The instructor will be placed/continued in the WBFMP.

22.7.4. AFJROTC/JRI may approve the request if the adjustment will not create a situation where approval will detract from the instructor's military appearance. If approved, the request will be returned to the instructor and the instructor must maintain the adjusted body fat percentage and may not exceed it after it is approved.

22.7.5. An approved body fat adjustment is valid for a maximum of one year from the date of approval. Requests for renewals are the responsibility of the instructor and must be submitted annually to AFJROTC/JRI. The Chief of Instructor Management may revoke a body fat adjustment at any time if the instructor ceases to present a professional military appearance.

22.8. Submission of Questionable Measurements. If AFJROTC/JRI finds a submission of measurements to be incorrect, inaccurate, or otherwise believed to have been accomplished incorrectly, another measurement may be requested, or the incident may be investigated. Instructors who are found to have purposely or negligently submitted fraudulent measurements, or to have provided inaccurate or misleading information to the person measuring them, may be decertified.

22.9. Procedures for Height and Weight Measurements.

22.9.1. Height Measurement. Height will physically be measured each time. The method for height measurement is the back-to-hard surface method.

22.9.1.1. Recommend measurement be administered before 1000 hours.

22.9.1.2. Height will be measured *without* shoes.

22.9.1.3. The person being measured will stand facing the person measuring them, with heels together and back straight.

22.9.1.4. The person being measured will hold their head level with no upward head tilt.

22.9.1.5. The measuring bar should rest lightly on the crown of the head.

22.9.1.6. The measurement will be read directly level with the measuring rod, not an angle.

22.9.1.7. The measurement should be rounded up to the nearest half inch.

22.9.2. Weight Checks.

22.9.2.1. The person being weighed will have their *shoes off*. Weight may be taken in any approved uniform.

22.9.2.2. The person being weighed should remove contents of pockets and any extraneous equipment (i.e., tools, keys, etc.) or outer clothing (i.e., coats, jackets, etc.).

22.9.2.3. The person being weighed will stand still while on the scale.

22.9.2.4. The weight measurement should be read directly in front or behind the scale if possible. Reading the scale from either side rather than straight-on reduces accuracy.

22.9.2.5. Subtract 3 pounds from actual scale reading for clothing for men and women. No other weight adjustment is permitted.

Table 22.1. Weight Table – Males and Females (See Note 1)

Height in Inches (See Note 2)	Maximum Allowable Weight (MAW) (before Body Fat Measurements must be accomplished - See Note 3)	MAW for ½” (before Body Fat Measurements must be accomplished - See Note 3)
58	138	141
59	143	146
60	148	151
61	153	156
62	158	161
63	163	166
64	169	171
65	174	177
66	179	182
67	185	188
68	190	193
69	196	199
70	202	205
71	208	211
72	213	217
73	219	223
74	225	229
75	232	235
76	238	241
77	244	248
78	251	254
79	257	261
80	264	267

Note 1: AFJROTC uses the weights associated with a Body Mass Index (BMI) of 29.0 to determine the MAW for a given height. BMI applies equally to both males and females. BMI is not used in any other manner but to determine the maximum weight for a given height. (The Body Fat percentage is a separate calculation)

Note 2: Round up to the nearest half inch (examples: height is 68 ¼”: round up to 68 ½” or height is 68 ¾”: round up to 69”).

Note 3: When an instructor exceeds their MAW, they will be measured for Body Fat percentage. The measurements for Body Fat must be taken using the procedures described in this chapter.

22.10. Body Fat Measurement Technique: Males

22.10.1. General Instructions. To measure an individual's body fat percentage the examiner must know the individual's height *without* shoes (rounded up to the nearest half-inch), and have a standard, non-stretching (metal, cloth/fiberglass) tape measure. When applied to the body, the tension of the tape should be sufficient to keep it in place *without* indenting the skin surface. All measurements will be taken on bare skin.

22.10.2. Measurement Procedures.

22.10.2.1. Neck. With the individual looking straight ahead and shoulders down (not hunched), measure the neck circumference at a point just below the larynx (Adam's apple) and perpendicular to the long axis of the neck (spinal column) (Figure 22.1). Neck measurements will be rounded up to the half-inch (i.e., round 16 1/8 inches to 16 1/2 or 16 5/8 to 17 inches).

Figure 22.1. Neck Measurement.



22.10.2.2. Abdominal. With the individual standing with arms at his sides and at the end of a normal relaxed exhalation, measure the **abdominal circumference at the navel (belly button)** while keeping the tape level to the floor. Abdominal measurements will be rounded down to the half-inch (i.e., round 34 3/4 inches to 34 1/2 or 34 1/4 to 34 inches) (Figure 22.2).

Figure 22.2 Abdominal Measurement.



22.10.3. Calculating Male Body Fat Percentage. The individual's body fat percentage is determined by first subtracting the neck measurement from the abdominal measurement (ensure the rounded measurements are used, if appropriate). Next, using Tables 22.2 – 22.5, compare this value to the individual's height measurement.

Table 22.2. Percent Body Fat for Male (Height 60.0 – 64.5).

Circumference Value	Height (in)									
	60.0	60.5	61.0	61.5	62.0	62.5	63.0	63.5	64.0	64.5
13.5	9	9								
14.0	11	11	10	10	10	10	9	9		
14.5	12	12	12	11	11	11	11	10	10	10
15.0	13	13	13	13	12	12	12	12	11	11
15.5	15	14	14	14	14	13	13	13	13	12
16.0	16	16	15	15	15	15	14	14	14	14
16.5	17	17	16	16	16	16	15	15	15	15
17.0	18	18	18	17	17	17	17	16	16	16
17.5	19	19	19	18	18	18	18	17	17	17
18.0	20	20	20	19	19	19	19	18	18	18
18.5	21	21	21	20	20	20	20	19	19	19
19.0	22	22	22	21	21	21	21	20	20	20
19.5	23	23	23	22	22	22	22	21	21	21
20.0	24	24	24	23	23	23	23	22	22	22
20.5	25	25	25	24	24	24	24	23	23	23
21.0	26	26	25	25	25	25	24	24	24	24
21.5	27	27	26	26	26	26	25	25	25	25
22.0	28	27	27	27	27	26	26	26	26	25
22.5	29	28	28	28	28	27	27	27	27	26
23.0	29	29	29	29	28	28	28	28	27	27
23.5	30	30	30	29	29	29	29	28	28	28
24.0	31	31	30	30	30	30	29	29	29	29
24.5	32	31	31	31	31	30	30	30	30	29
25.0	32	32	32	32	31	31	31	31	30	30
25.5	33	33	33	32	32	32	32	31	31	31
26.0	34	34	33	33	33	33	32	32	32	32
26.5	35	34	34	34	34	33	33	33	33	32
27.0	35	35	35	35	34	34	34	34	33	33
27.5	36	36	36	35	35	35	35	34	34	34
28.0	37	36	36	36	36	35	35	35	35	34
28.5			37	37	36	36	36	36	35	35
29.0					37	37	37	36	36	36
29.5								37	37	36

Table 22.5. Percent Body Fat for Males (Height 75.0 – 79.5).

Circumference Value	Height (in)									
	75.0	75.5	76.0	76.5	77.0	77.5	78.0	78.5	79.0	79.5
16.5	10	10	10	10	9	9				
17.0	11	11	11	11	10	10	10	10	10	9
17.5	12	12	12	12	12	11	11	11	11	11
18.0	13	13	13	13	13	12	12	12	12	12
18.5	14	14	14	14	14	13	13	13	13	13
19.0	15	15	15	15	15	14	14	14	14	14
19.5	16	16	16	16	16	15	15	15	15	15
20.0	17	17	17	17	17	16	16	16	16	16
20.5	18	18	18	18	17	17	17	17	17	16
21.0	19	19	19	19	18	18	18	18	18	17
21.5	20	20	20	19	19	19	19	19	18	18
22.0	21	21	20	20	20	20	20	20	19	19
22.5	22	22	21	21	21	21	21	20	20	20
23.0	23	22	22	22	22	22	21	21	21	21
23.5	23	23	23	23	23	22	22	22	22	22
24.0	24	24	24	24	23	23	23	23	23	22
24.5	25	25	25	24	24	24	24	24	23	23
25.0	26	25	25	25	25	25	24	24	24	24
25.5	26	26	26	26	26	25	25	25	25	25
26.0	27	27	27	27	26	26	26	26	26	25
26.5	28	28	27	27	27	27	27	26	26	26
27.0	29	28	28	28	28	28	27	27	27	27
27.5	29	29	29	29	28	28	28	28	28	27
28.0	30	30	29	29	29	29	29	29	28	28
28.5	31	30	30	30	30	30	29	29	29	29
29.0	31	31	31	31	30	30	30	30	30	29
29.5	32	32	31	31	31	31	31	30	30	30
30.0	32	32	32	32	32	31	31	31	31	31
30.5	33	33	33	32	32	32	32	32	32	31
31.0	34	33	33	33	33	33	33	32	32	32
31.5	34	34	34	34	33	33	33	33	33	33
32.0	35	35	34	34	34	34	34	33	33	33
32.5	35	35	35	35	35	34	34	34	34	34
33.0	36	36	36	35	35	35	35	35	34	34
33.5	37	36	36	36	36	36	35	35	35	35
34.0		37	37	37	36	36	36	36	36	35

22.11. Body Fat Measurement Technique: Females

22.11.1. General Instructions. To measure an individual's body fat percentage the examiner must know the individual's height *without* shoes (rounded up to the nearest half-inch), and have a standard, non-stretching (metal, cloth/fiberglass) tape measure. When applied to the body, the tension of the tape should be sufficient to keep it in place *without* indenting the skin surface. Except for women's hip measurements, all measurements will be taken on bare skin. Women's hip measurements will be taken while the woman is wearing gym-type shorts.

22.11.2. Measurement Procedures.

22.11.2.1. Neck. With the individual looking straight ahead and shoulders down (not hunched), measure the neck circumference at a point just below the larynx and perpendicular to the long axis of the neck (spinal column) (Figure 22.3). Neck measurements will be rounded up to the half-inch (i.e., round 13 1/8 inches to 13 1/2 or 13 5/8 to 14 inches).

Figure 22.3. Neck Measurement.



22.11.2.2. Waist. With the individual standing with arms at her sides and at the end of a normal relaxed exhalation, measure the natural waist circumference. The natural waist circumference is the *narrowest* point, usually located about half-way between the navel and the lower end of the sternum (breastbone). When it is not easy to distinguish the narrowest point, take several measurements and use the smallest (Figure 22.4). Waist measurements will be rounded down to the half-inch (i.e., round 25 3/4 inches to 25 1/2 or 25 1/4 to 25 inches).

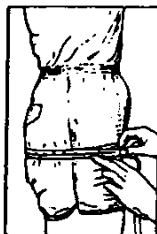
Figure 22.4. Waist Measurement.



22.11.2.3. Hip. While facing the individual's right side, and with the tape level to the floor, measure the hip circumference by placing the tape around the hips so that it passes over the gluteal muscles (buttocks) at the point that protrudes the *farthest*. Ensure the tape is applied with sufficient tension so the effect of clothing is limited (Figure 22.5). Hip

measurements will be rounded down to the half-inch (i.e., round 36 3/4 inches to 36 1/2 or 36 1/4 to 36 inches).

Figure 22.5. Hip Measurement.



2.11.3. Calculating Female Body Fat Percentage. The individual's body fat percentage is determined by adding the waist and hip measurements then subtracting the neck measurement from the sum. Next, using Tables 22.6 – 22.9, compare this value with the individual's height measurement. **NOTE:** If the individual is on a menstrual cycle during a required body fat evaluation, the measuring official is notified immediately, and the measurements will be conducted a week from notification.

Table 22.6. Percent Body Fat for Females (Height 58.0 – 62.5).

Circumference Value	Height (in)									
	58.0	58.5	59.0	59.5	60.0	60.5	61.0	61.5	62.0	62.5
45.0	19									
45.5	20	20	19							
46.0	21	20	20	19						
46.5	21	21	21	20	20	20	19	19		
47.0	22	22	22	21	21	20	20	20	19	19
47.5	23	23	22	22	22	21	21	21	20	20
48.0	24	23	23	23	22	22	22	21	21	21
48.5	24	24	24	23	23	23	22	22	22	21
49.0	25	25	24	24	24	23	23	23	22	22
49.5	26	26	25	25	24	24	24	23	23	23
50.0	27	26	26	26	25	25	24	24	24	23
50.5	27	27	27	26	26	26	25	25	25	24
51.0	28	28	27	27	27	26	26	26	25	25
51.5	29	28	28	28	27	27	27	26	26	26
52.0	29	29	29	28	28	28	27	27	27	26
52.5	30	30	29	29	29	28	28	28	27	27
53.0	31	30	30	30	29	29	29	28	28	28
53.5	31	31	31	30	30	30	29	29	29	28
54.0	32	32	31	31	31	30	30	30	29	29
54.5	33	32	32	32	31	31	31	30	30	30
55.0	33	33	33	32	32	32	31	31	31	30
55.5	34	34	33	33	33	32	32	32	31	31

Table 22.7. Percent Body Fat for Females (Height 63.0 – 67.5).

Circumference Value	Height (in)									
	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5
47.5	19	19								
48.0	20	20	20	19						
48.5	21	21	20	20	20	19				
49.0	22	21	21	21	20	20	20	19	19	
49.5	22	22	22	21	21	21	20	20	20	19
50.0	23	23	22	22	22	21	21	21	21	20
50.5	24	23	23	23	23	22	22	22	21	21
51.0	25	24	24	24	23	23	23	22	22	22
51.5	25	25	25	24	24	24	23	23	23	22
52.0	26	26	25	25	25	24	24	24	23	23
52.5	27	26	26	26	25	25	25	24	24	24
53.0	27	27	27	26	26	26	25	25	25	24
53.5	28	28	27	27	27	26	26	26	25	25
54.0	29	28	28	28	27	27	27	26	26	26
54.5	29	29	29	28	28	28	27	27	27	26
55.0	30	30	29	29	29	28	28	28	27	27
55.5	31	30	30	30	29	29	29	28	28	28
56.0	31	31	30	30	30	30	29	29	29	28
56.5	32	31	31	31	30	30	30	29	29	29
57.0	32	32	32	31	31	31	30	30	30	29
57.5	33	33	32	32	32	31	31	31	30	30
58.0	34	33	33	33	32	32	32	31	31	31
58.5	34	34	34	33	33	33	32	32	32	31
59.0	35	35	34	34	34	33	33	33	32	32
59.5	35	35	35	34	34	34	33	33	33	33
60.0	36	36	35	35	35	34	34	34	33	33
60.5	37	36	36	36	35	35	35	34	34	34
61.0	37	37	37	36	36	36	35	35	35	34
61.5	38	37	37	37	36	36	36	36	35	35
62.0	38	38	38	37	37	37	36	36	36	35
62.5	39	39	38	38	38	37	37	37	36	36
63.0	40	39	39	39	38	38	38	37	37	37
63.5	40	40	39	39	39	38	38	38	37	37
64.0	41	40	40	40	39	39	39	38	38	38
64.5	41	41	41	40	40	40	39	39	39	38
65.0	42	41	41	41	40	40	40	39	39	39
65.5	42	42	42	41	41	41	40	40	40	39
66.0	43	42	42	42	41	41	41	41	40	40
66.5	43	43	43	42	42	42	41	41	41	40

Circumference Value	Height (in)									
	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5
67.0	44	44	43	43	43	42	42	42	41	41
67.5	44	44	44	43	43	43	42	42	42	41
68.0	45	45	44	44	44	43	43	43	42	42
68.5	45	45	45	44	44	44	43	43	43	43
69.0	46	46	45	45	45	44	44	44	43	43
69.5	46	46	46	45	45	45	44	44	44	44
70.0	47	47	46	46	46	45	45	45	44	44
70.5			47	46	46	46	46	45	45	45
71.0				47	47	46	46	46	45	45
71.5						47	47	46	46	46
72.0							47	47	46	46
72.5									47	47

Table 22.8. Percent Body Fat for Females (Height 68.0 – 72.5).

Circumference Value	Height (in)									
	68.0	68.5	69.0	69.5	70.0	70.5	71.0	71.5	72.0	72.5
49.5	19									
50.0	20	20	19							
50.5	21	20	20	20	19	19				
51.0	21	21	21	20	20	20	19	19		
51.5	22	22	21	21	21	20	20	20	20	19
52.0	23	22	22	22	21	21	21	21	20	20
52.5	23	23	23	22	22	22	22	21	21	21
53.0	24	24	23	23	23	22	22	22	22	21
53.5	25	24	24	24	23	23	23	23	22	22
54.0	25	25	25	24	24	24	24	23	23	23
54.5	26	26	25	25	25	24	24	24	24	23
55.0	27	26	26	26	25	25	25	25	24	24
55.5	27	27	27	26	26	26	25	25	25	25
56.0	28	28	27	27	27	26	26	26	25	25
56.5	29	28	28	28	27	27	27	26	26	26
57.0	29	29	29	28	28	28	27	27	27	26
57.5	30	29	29	29	29	28	28	28	27	27
58.0	30	30	30	29	29	29	29	28	28	28
58.5	31	31	30	30	30	29	29	29	29	28
59.0	32	31	31	31	30	30	30	29	29	29
59.5	32	32	32	31	31	31	30	30	30	29
60.0	33	32	32	32	32	31	31	31	30	30
60.5	33	33	33	32	32	32	32	31	31	31
61.0	34	34	33	33	33	32	32	32	32	31

Circumference Value	Height (in)									
	68.0	68.5	69.0	69.5	70.0	70.5	71.0	71.5	72.0	72.5
61.5	35	34	34	34	33	33	33	32	32	32
62.0	35	35	35	34	34	34	33	33	33	32
62.5	36	35	35	35	34	34	34	34	33	33
63.0	36	36	36	35	35	35	34	34	34	34
63.5	37	37	36	36	36	35	35	35	34	34
64.0	37	37	37	36	36	36	36	35	35	35
64.5	38	38	37	37	37	36	36	36	36	35
65.0	38	38	38	38	37	37	37	36	36	36
65.5	39	39	38	38	38	37	37	37	37	36
66.0	40	39	39	39	38	38	38	37	37	37
66.5	40	40	39	39	39	39	38	38	38	37
67.0	41	40	40	40	39	39	39	39	38	38
67.5	41	41	41	40	40	40	39	39	39	38
68.0	42	41	41	41	40	40	40	40	39	39
68.5	42	42	42	41	41	41	40	40	40	39
69.0	43	42	42	42	41	41	41	41	40	40
69.5	43	43	43	42	42	42	41	41	41	41
70.0	44	43	43	43	43	42	42	42	41	41
70.5	44	44	44	43	43	43	42	42	42	42
71.0	45	44	44	44	44	43	43	43	42	42
71.5	45	45	45	44	44	44	43	43	43	43
72.0	46	45	45	45	45	44	44	44	43	43
72.5	46	46	46	45	45	45	44	44	44	44
73.0	47	46	46	46	45	45	45	45	44	44
73.5		47	47	46	46	46	45	45	45	44
74.0				47	46	46	46	46	45	45
74.5					47	47	46	46	46	45
75.0							47	46	46	46
75.5								47	47	46
76.0										47

Table 22.9. Percent Body Fat for Females (Height 73.0 – 77.5).

Circumference Value	Height (in)									
	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5
52.0	20	19	19							
52.5	20	20	20	19	19					
53.0	21	21	20	20	20	20	19	19		
53.5	22	21	21	21	21	20	20	20	19	19
54.0	22	22	22	21	21	21	21	20	20	20
54.5	23	23	22	22	22	22	21	21	21	20

Circumference Value	Height (in)									
	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5
55.0	24	23	23	23	22	22	22	22	21	21
55.5	24	24	24	23	23	23	23	22	22	22
56.0	25	25	24	24	24	23	23	23	23	22
56.5	26	25	25	25	24	24	24	24	23	23
57.0	26	26	26	25	25	25	24	24	24	24
57.5	27	26	26	26	26	25	25	25	25	24
58.0	27	27	27	27	26	26	26	25	25	25
58.5	28	28	27	27	27	27	26	26	26	25
59.0	29	28	28	28	27	27	27	27	26	26
59.5	29	29	29	28	28	28	27	27	27	27
60.0	30	30	29	29	29	28	28	28	28	27
60.5	30	30	30	30	29	29	29	28	28	28
61.0	31	31	30	30	30	30	29	29	29	28
61.5	32	31	31	31	30	30	30	30	29	29
62.0	32	32	32	31	31	31	30	30	30	30
62.5	33	32	32	32	32	31	31	31	30	30
63.0	33	33	33	32	32	32	32	31	31	31
63.5	34	34	33	33	33	32	32	32	32	31
64.0	34	34	34	34	33	33	33	32	32	32
64.5	35	35	34	34	34	33	33	33	33	32
65.0	35	35	35	35	34	34	34	33	33	33
65.5	36	36	35	35	35	35	34	34	34	33
66.0	37	36	36	36	35	35	35	35	34	34
66.5	37	37	37	36	36	36	35	35	35	35
67.0	38	37	37	37	36	36	36	36	35	35
67.5	38	38	38	37	37	37	36	36	36	36
68.0	39	38	38	38	38	37	37	37	36	36
68.5	39	39	39	38	38	38	37	37	37	37
69.0	40	39	39	39	39	38	38	38	37	37
69.5	40	40	40	39	39	39	39	38	38	38
70.0	41	40	40	40	40	39	39	39	38	38
70.5	41	41	41	40	40	40	40	39	39	39
71.0	42	41	41	41	41	40	40	40	39	39
71.5	42	42	42	41	41	41	41	40	40	40
72.0	43	42	42	42	42	41	41	41	40	40
72.5	43	43	43	42	42	42	42	41	41	41
73.0	44	43	43	43	43	42	42	42	41	41
73.5	44	44	44	43	43	43	42	42	42	42
74.0	45	44	44	44	44	43	43	43	42	42
74.5	45	45	45	44	44	44	43	43	43	43

Circumference Value	Height (in)									
	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5
75.0	46	45	45	45	44	44	44	44	43	43
75.5	46	46	46	45	45	45	44	44	44	44
76.0	47	46	46	46	45	45	45	45	44	44
76.5		47	46	46	46	46	45	45	45	44
77.0			47	47	46	46	46	45	45	45
77.5					47	47	46	46	46	45
78.0						47	47	46	46	46
78.5								47	47	46
79.0										47

JOHNNY R. MCGONIGAL, Col, USAF
 Director, Air Force JROTC

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

Title 10, United States Code, Chapter 102, *Junior Reserve Officers' Training Corps*

Title 10, United States Code, Section 2031, *Junior Reserve Officers' Training Corps*

Title 10, United States Code, Section 2032, *Responsibility of the Secretaries of the military departments to maximize enrollment and enhance efficiency*

Title 10, United States Code, Section 2033, *Instructor qualifications*

Title 10, United States Code, Section 2034, *Educational institutions and maintaining units of Junior Reserve Officers' Training Corps: issuance of arms, tentage, and equipment*

Title 10, United States Code, Section 2035, *Flexibility in authorities for management of programs and units*

Public Law 104-208, Section 625

Public Law 88-647, *Junior Reserve Officer Training Corps Program*

DoDI 1205.13, *Junior Reserve Officers' Training Corps (JROTC) Program*, 21 May 2021

DoDI 1308.3, *DoD Physical Fitness/Body Composition Program*, 10 March 2022

DAFI 36-2010, *Junior Reserve Officers' Training Corps Program*, 28 April 2022

DAFI 36-2406, *Officer and Enlisted Evaluation Systems*, 14 November 2019 (incorporating Change 2, 16 March 2022)

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 7 February 2020 (incorporating Change 4, 12 April 2022)

SORN F036 AETC B, *Air Force Junior ROTC (AFJROTC) Applicant/Instructor System*

Department of the Air Force Report of Survey (ROS) Guidance

Prescribed Forms

AFJROTC Form 59, *Application for Establishment of AFJROTC Unit*

AFJROTC Form 97, *Air Force Junior ROTC Outstanding Instructor Award Nomination*

AFJROTC Form 98, *Air Force Junior ROTC Instructor Performance Evaluation*

AFJROTC Form 99, *Air Force Junior ROTC Instructor Departure Evaluation*

AFJROTC Form 102, *Interview of AFJROTC Instructor Applicant*

AFJROTC Form 200, *Application Acknowledgement for Air Force Junior ROTC Instructor Duty*

AFJROTC Form 308, *AFJROTC Certificate of Recognition*

AFJROTC Form 310, *AFJROTC Certificate of Completion*

Adopted Forms

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 214, *Certificate of Uniformed Service*

DD Form 2754, *Junior Reserve Officer Training Corps (JROTC) Instructor Pay Certification Worksheet for Entitlement Computation*

DD 2767, *Junior Reserve Officer Training Corps (JROTC) Instructor Annual Certification of Pay and Data*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1256, *Certificate of Training*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFC—Air Force Contribution

AFJROTC—Air Force Junior Reserve Officer Training Corps

AFJROTC/JRI—Instructor Management Division, AFJROTC

AFJROTC /JRO—Operations Division, AFJROTC

AFJROTC/JRS—Support Division, AFJROTC

AFJROTC/JRX – Program Development Division

AFWA—Air Force Weather Agency

AIM—Asset Inventory Management

AS—Aerospace Science

ASI—Aerospace Science Instructor

AU—Air University

AY—Academic Year

BAH—Basic Allowance for Housing

BAS—Basic Allowance for Subsistence

BFM—Body Fat Measurement

CIA—Curriculum in Action

COLA—Cost-Of-Living Allowance

CONUS—Continental United States

CPS—Classroom Performance System

DAF—Department of the Air Force

DNMS—Does Not Meet Standards

DOD—Department of Defense

DUA—Distinguished Unit Award

EAL—Eligible Applicant List

EFT—Electronic Funds Transfer

Holm Center—Jeanne M. Holm Center for Officer Accessions and Citizen Development

Holm Center/CC—Commander, Holm Center

IAW—In Accordance With

IT—Information Technology

ITA—Information Technology Asset

JROTC—Junior Reserve Officer Training Corps

LE—Leadership Education

LDR—Leadership Development Requirements

MILPER—Military Personnel

MIP—Minimum Instructor Pay

MPC—Military Property Custodian

NP—Nurse Practitioner

OHA—Overseas Housing Allowance

OIA—Outstanding Instructor Award

OIY—Outstanding Instructor of the Year

O&M—Operation and Maintenance

PA—Public Affairs; Physician Assistant

PT—Physical Training

RD/RS—Region Director

ROIA—Region Outstanding Instructor Award

ROS—Report of Survey

ROTC—Reserve Officer Training Corps

RS—Region Supervisor

SASI—Senior Aerospace Science Instructor

SCL—School Candidate List

SDFA—Support Division Finance Accounting

SECAF—Secretary of the Air Force

TA—Table of Allowance

USC—United States Code

VCO—Vehicle Control Officer

WBFMP—Weight and Body Fat Management Program

Terms

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

Active Duty Pay and Allowances—The pay and allowances authorized for active duty military members (includes base pay, basic allowance for housing (BAH), basic allowance for subsistence (BAS), and clothing maintenance allowance (for NCOs only) and cost-of-living allowance (COLA)

for select areas within the continental United States (CONUS) and Alaska and Hawaii). Overseas housing allowance (OHA) and COLA may be applicable at overseas locations.

Aerospace Science Instructor (ASI)—An AFJROTC instructor assisting the SASI in day-to-day unit operations. ASIs are normally NCOs. However additional ASI positions may be filled with officers when an exception policy is approved. In the context of AFJROTC program operations in a school, the ASI is supervised by, and reports directly to, the SASI.

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

Air Force Contribution (AFC)—The amount the Air Force reimburses the school or school system for a portion of instructor salaries and is equal to one-half of each instructor's minimum instructor pay (MIP).

Air Force/School Agreement—An agreement between the Director of AFJROTC and the host school superintendent as a condition of unit activation and operation that stipulates standards and guidelines for unit operation.

Director, Air Force Junior ROTC —Manages AFJROTC program operations, instructor management, support and program development. Responsible for overall AFJROTC program content, direction, and coordination.

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

Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center)—The single point for Air Education and Training Command (AETC) officer accessions training that includes a commission through Officer Training School or Reserve Officer Training Corps. It also provides citizenship education and aerospace awareness through Junior ROTC.

Logistical Support—Supplies and services used in the operation of an AFJROTC unit. The Air Force provides payment for specified items within established limits.

Minimum Instructor Pay (MIP)—The minimum salary the school or school system hosting an AFJROTC unit is required to pay the instructor for instructor duties in direct support of the AFJROTC program. The amount of MIP is the difference between the active duty pay and allowances that the instructor would receive if on active duty and the instructor's gross retired pay entitlement.

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

Region Director (RD)—Region Directors are Headquarters AFJROTC Representatives, serve as assessment officials, and oversee the operations of their assigned units.

Region Supervisors (RS) – Region Supervisors serve as the overall managers of their assigned AFJROTC region. A Region Supervisor leads a group of Region Directors.

Retired Pay—An amount of money prescribed and limited by law which a military member receives monthly upon retirement from Air Force extended active duty.

Senior Aerospace Science Instructor (SASI)—The AFJROTC officer instructor of senior rank at the host school responsible for day-to-day unit operations. The SASI reports to the principal (or equivalent) and ensures applicable instructions are complied with and the unit is operated in an efficient, military manner. The SASI will be designated as a department head (or equivalent) at the host school. The SASI acts as the unit commander providing overall direction to the ASI and cadet programs/activities.

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

Terminal Leave—A period for which a member is authorized a leave of absence from military duties immediately prior to the effective date.

Unit Viability—To meet minimum enrollment requirements, units must maintain an unduplicated AFJROTC cadet enrollment of a) 10% of the number of students enrolled in the school, or b) 100 cadets; whichever is less.