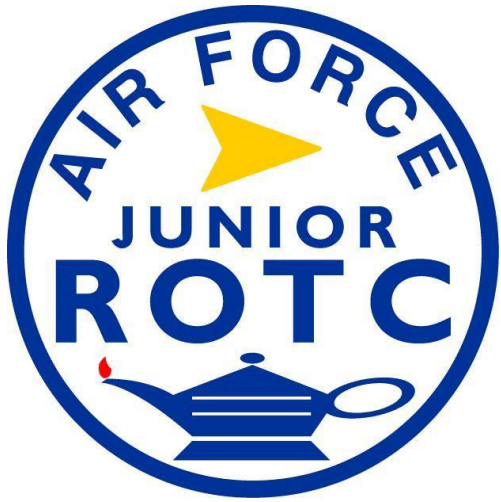


# 2024 JUNIOR ROTC



# HSU

HARDIN-SIMMONS  
UNIVERSITY



**3-8 JUNE AT**

**HARDIN-SIMMONS UNIVERSITY**



# JOINT CADET LEADERSHIP COURSE CADET GUIDE

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

UNIT NUMBER: \_\_\_\_\_

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

ROOM NUMBER: \_\_\_\_\_

## TABLE OF CONTENTS

Chapter 1 – Introduction and Course Overview	3
Chapter 2 – Customs and Courtesies	5
Chapter 3 – Meals and Dining Etiquette	8
Chapter 4 – Room Arrangement and Inspection Information	10
Chapter 5 – Safety, Hygiene and Other Cadet Concerns	16
Chapter 6 – Recognition / Awards	19
Appendix 1 – Joint Cadet Leadership Course (JCLC) Chain of Command	20
Appendix 2 – Active-Duty Air Force & Army Rank Structures	21
Appendix 3a – Air Force Junior ROTC (AFJROTC) Rank Structure	22
Appendix 3b – Army Junior ROTC (AJROTC) Rank Structure	23
Appendix 4 – Air Force and Army ROTC Rank Structure	24
Appendix 5 – Phonetic Alphabet	25
Appendix 6a – Air Force Song	26
Appendix 6b – Army Song	27
Appendix 7 – Air Force and Army Core Values	28
Appendix 8 – Cadet Uniform Requirements	29
Appendix 9 – JCLC Cadet Uniform Inspection Checklist	30
Appendix 10 – JCLC Cadet Room Inspection Checklist	31
Appendix 11 – JCLC Agenda	32
Appendix 12a – AFJROTC Cadet Creed .....	33
Appendix 12b – AJROTC Cadet Creed.....	34

## CHAPTER 1 – INTRODUCTION AND COURSE OVERVIEW

**1. Welcome:** Welcome to the Joint Cadet Leadership Course! JCLC will challenge you and provide you an opportunity to learn more about leadership, followership, teamwork and citizenship. The best leaders are also good team members, wingmen, followers and role models. The best leaders serve the people they lead and propel them to achieve more than they thought they could.

*"The greatest leader is not necessarily the one who does the greatest things. He is the one that gets the people to do the greatest things."*

Ronald Reagan (40<sup>th</sup> President of the United States – 1981-1989)

**2. Why are you here?** Being a leader and/or follower is a tough, frustrating and rewarding experience. It takes hard work and selfless dedication to help others be successful. You are here to learn about and experience leadership and followership. While at JCLC you will be challenged through drill, academics, team sports and team building activities. Take what you learn and make your JROTC program the best!

**3. Why were you chosen?** You were selected for this opportunity based on your performance, skill and potential. The purpose of JCLC is to make you a better cadet leader, follower and wingman. Challenge yourself to be better than you are. Learn from the instructors, Cadet Training Officers (CTOs), Cadet Training Instructors (CTIs) and from each other. Then apply what you learn to make yourself a better leader, follower and wingman. The success of your corps depends on how well you lead and follow and your ability to be a good wingman and your ability to do your JOB.

**4. The Cadet Guide.** This guide contains information on rules regarding policies, procedures, conduct and performance of cadets. You are expected to read the Cadet Guide and **always have it with** you except as otherwise directed by a CTO/CTI. Your knowledge, understanding and compliance with this guide along with your positive and “can-do” attitude will contribute to your success at JCLC. Additionally, you are required to comply with all special notices posted in the dormitory and information from the CTOs/CTIs. These policies and procedures have been developed to help you be successful at JCLC, to increase your level of self-discipline and keep you safe.

**5. Bottom Line Up Front (BLUF).** The secret to doing well in JCLC is to apply all those great things about being a cadet leader, follower and wingman your instructors have taught you. You already have the basic skills and knowledge. All you have to do is:

- a. Take your performance to a higher level by building on what you know.
- b. Discover what you don't know and make it something you know.
- c. Have a goal to make yourself a better version of yourself.
- d. Take the opportunity to lead and challenge yourself – DO NOT QUIT! Get involved, follow the rules, and cooperate to graduate and learn.

**6. JROTC Cadet Creeds:** The Cadet Creeds are essential to the operation of JCLC and the foundation for your success as a JROTC cadet. Any cadet found violating the tenants of the Cadet Creeds may be sent home at their own expense.

**Air Force JROTC Cadet Creed**

I am an Air Force Junior ROTC Cadet.

I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism.

I earn respect when I uphold the Core Values of Integrity First, Service before Self and Excellence in All We Do.

I will always conduct myself to bring credit to my family, school, Corps of Cadets, community and to myself.

My character defines me. I will not lie, cheat or steal. I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

I will honor those I serve with, those who have gone before me and those who will come after me.

I am a Patriot, a Leader and a Wingman devoted to those I follow, serve and lead.

I am an Air Force Junior ROTC Cadet.

**Army JROTC Cadet Creed**

I am an Army Junior ROTC Cadet.

I will always conduct myself to bring credit to my family, country, school & the Corps of Cadets.

I am loyal and patriotic.

I am the future of the United States of America.

I do not lie, cheat or steal and will always be accountable for my actions and deeds.

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

**7. Hazing, Harassment, Threatening, etc.** Any type of hazing, harassment, threats, bullying, sexual advances or misconduct, of a verbal, electronically transmitted and/or physical nature, any combination thereof toward a fellow cadet, CTO/CTI, instructor or any other person(s) associated with JCLC will not be tolerated. This is a ZERO TOLERANCE rule...any cadet found in violation of this rule will be immediately turned over to their instructor and sent home at their own expense! If you are the victim of such behavior OR aware of such behavior, you must contact your instructor, the JCLC Commandant and/or the JCLC Superintendent **immediately**.

## CHAPTER 2 – CUSTOMS AND COURTESIES

**1. Five Camp Responses:** Anytime a cadet initiates communication with a CTO/CTI (or instructor), the following responses must be used in the appropriate manner.

- a. “Yes, Sir/Ma’am”
- b. “No, Sir/Ma’am”
- c. “Sir/Ma’am, may this cadet ask a question?”
- d. “Sir/Ma’am, may this cadet make a statement?”
- e. “Sir/Ma’am, this cadet does not know but will find out.”

**Note:** After the first day of JCLC, the cadet will be expected to address each cadre member by rank and last name (e.g., Lt Col Matherne, CMSgt Prince, CTO Smith, CTI Jones, etc.).

**2. Saluting:** When outdoors and in uniform (the PT uniform is considered a uniform at JCLC), all cadets must render the military hand salute to officers with the junior member initiating the salute. Salute all commissioned and warrant officers of the U.S. Armed Forces, officers of friendly foreign nations and CTOs/CTIs. To salute, you must be either standing or marching at attention. Turn your head and eyes toward the officer, salute, and extend a verbal greeting (see section 3. Greetings). You are not required to stop and salute when walking/marching. Ensure you begin the salute in time for the officer to return the salute before passing. The hand salute is rendered with pride and as a signal of recognition and respect. Remember you represent yourself, your unit, your school, the U.S. Air Force and the United States of America. Be Proud!

**3. Greetings:** When passing (indoors or outdoors), a cadet will render one of the following greetings, corresponding to the time of day, to all CTOs/CTIs and instructors. The greeting changes from “good morning” to “good afternoon” or from “good afternoon” to “good evening”, the moment you **LEAVE** the dining facility. You should make every attempt to learn and memorize the names of all CTOs/CTIs as soon as possible; “CTO/CTI (name)” will be substituted for the “Sir/Ma’am” portion of all greetings from this point forward. If you are greeting a group of men, a group of women, or a combination thereof, you will use “gentlemen,” “ladies,” or “ladies and gentlemen” as appropriate. **Just FYI: “Sirs” is not a word.**

- a. Before Lunch: “Good Morning, Sir/Ma’am”
- b. After Lunch: “Good Afternoon, Sir/Ma’am”
- c. After Dinner: “Good Evening, Sir/Ma’am”

**4. Basic Etiquette:** The following procedures will be followed the entire week of attendance at JCLC unless otherwise directed:

- a. Moving on the right side. When moving other than in formation, cadets will march on the right side of any hallway, stairwell or path and square all corners.
- b. Shirts and shoelaces tucked in. Shirts and shoelaces must be tucked in at all times, whether in uniform or civilian clothing.
- c. “I” no longer exists. Cadets will not refer to themselves in the first person. In place of the word “I,” cadets will substitute the phrase, “this cadet.”

d. How to ask a question. Before asking a question or making a statement, a cadet will stand at attention and raise their right arm so the upper arm is parallel to the ground and the lower arm is bent at a 90<sup>0</sup> angle. The hand should be closed as in a fist. Once recognized, the cadet will return to attention and use the appropriate camp response.

e. When a CTO/CTI or instructor enters a room, stand at attention. If more than one person is present, the first person to see the CTO/CTO/instructor will call the group to attention. However, if an officer of equal or higher rank is already in the room, do not call the room to attention. Call the room to attention again as the CTO/CTI/instructor departs.

## 5. Movement in the Dormitory

a. While moving throughout the dormitory, cadets will march at quick time.

b. Grounding: When in the dormitory hallway and approached by a CTO/CTI or instructor, cadets will “ground” themselves against the nearest wall, at the position of attention, positioning the five points as necessary and against the wall (Figure 1). Once the cadet is “grounded,” they will respond with the appropriate verbal greeting. If a cadet approaches a stationary CTO/CTI, the cadet will greet and continue to move without stopping.

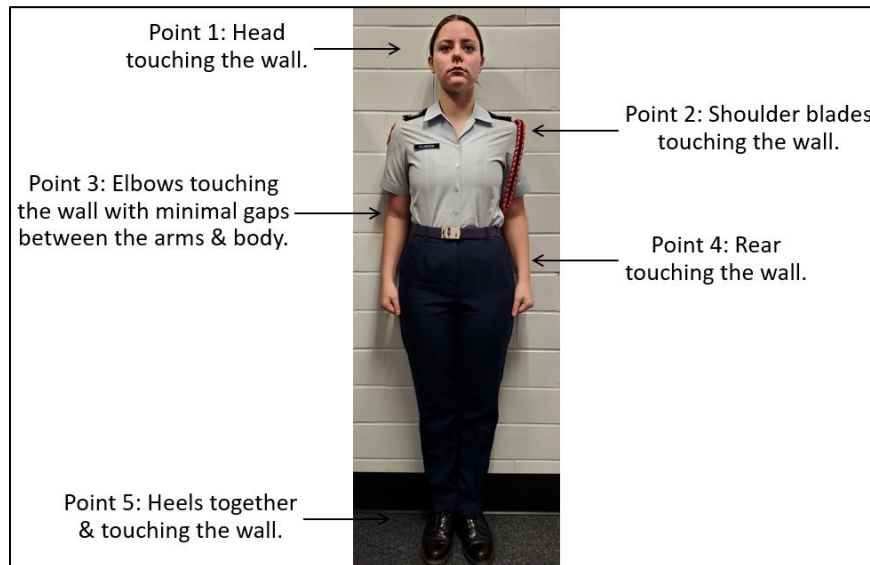


Figure 1: Grounding

c. Center Line: When called to the “Center Line” by a CTO/CTI, cadets will ground themselves outside the doorway of their assigned room. If a cadet is away from his or her room, at “Center Line,” they will ground themselves against the wall closest to their current location. Cadets will not use greetings while at “Center Line.” When a cadet leaves his or her assigned room they must be in uniform (blues or PTs). This includes the morning “Center Line.” PTs with shower shoes are acceptable when in your room and when transitioning to use the shower facilities.

d. Stairwells: Cadets will move at the position of attention. Cadets must use handrails while on the stairs. At no time are cadets to run, jog, stop or stand on the stairs. Cadets will not “ground” themselves in the stairwells. When passing a CTO/CTI or instructor, cadets will use the appropriate greeting and move on.

e. No Lying Down: Unless directed by a CTO/CTI or instructor, cadets will not lie down on a bed or floor while in their assigned room prior to lights out. Cadets may sit in the chairs in their room while studying, preparing their uniforms, etc.

## CHAPTER 3 - MEALS AND DINING ETIQUETTE

**1. Waiting in Line:** While waiting in line in the dining hall, cadets will stand at parade rest. When there is room to move forward, cadets will come to attention, move forward and reassume parade rest. The first time a CTO/CTI or instructor passes cadets while they are in line, cadets will come to attention, render the proper greeting and return to parade rest once the CTO/CTI/instructor has passed. It *is not* required to greet the same CTO/CTI/instructor more than once while in line. Unless otherwise directed, talking is not permitted while in the dining hall.

### **2. Meals**

a. Drinks: Cadets are required to drink two glasses of fluid at each meal—one must be water and the other may be another glass of water, Gatorade, milk or juice. At no time may cadets drink soda or coffee.

b. Food: Cadets are not permitted to have dessert at any meal. Dessert is classified as cake, cookies, pie, jello, etc. CTOs/CTIs will clarify further if there are any specific examples at meals.

c. Waiting to be Seated: As cadets finish receiving their food, they will march to their assigned table while squaring corners (this does not require the cadet to follow the wall). Once they reach their seat, they will place their tray on the table in front of them and remain standing at the position of attention until all cadets setting at the table are present or a CTO/CTI gives them permission to be seated. Once cadets are seated, they will position themselves as displayed in Figure 2.

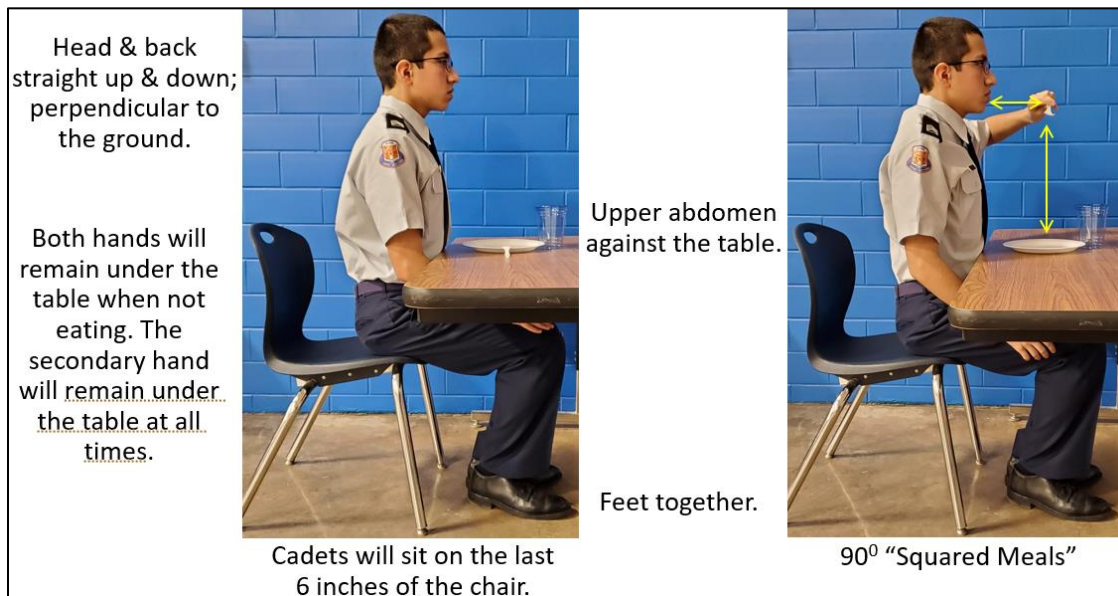
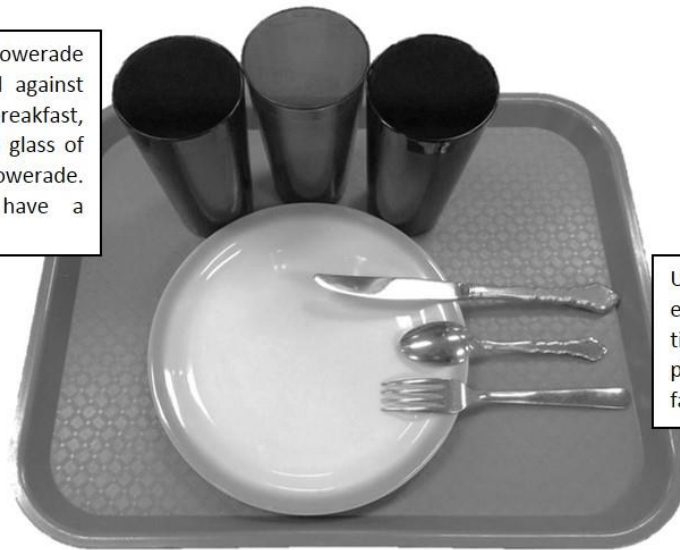


Figure 2: Meal Etiquette

d. Consuming your Meal: When cadets begin to eat, they will remain at the position of “in-seats attention.” Plates, cups and silverware will be arranged as displayed in Figure 3. Cadets will consume their food one bite at a time. With each bite, cadets will take their hand from under the table and pick up the proper piece of silverware. When collecting food on the utensil, cadets may look down at their meal for no more than two seconds and then must return their eyes to a locked position looking straight forward. When transporting food to their mouth, cadets will “square” their meals. The cadet will lift the utensil until it is adjacent to the mouth, then keeping the hand parallel with the surface of the tabletop as shown in Figure 2, bring the utensil to the mouth. Once the food has securely reached the inside of the mouth, the cadet will return the eating utensil back to its proper position, as shown in Figure 3. The cadet will then place their hands back under the table. Cadets will repeat this process until filled.



Cups with water and Powerade centered and grounded against the plate. Note for breakfast, cadets may substitute a glass of milk or juice for the Powerade. Cadets may always have a second glass of water.



Utensils will be positioned exactly in this order, with the tip of each utensil on top of the plate. The spoon and fork will face downward.

Figure 3: Tray Arrangement

e. After the Meal: Once they finish, cadets will take their tray to the front of the dining hall to be washed. They will then return to their seat. They will remain at “in-seats attention,” holding their “Cadet Guide” up and in front of them while they study its contents until they are dismissed.

## CHAPTER 4 - ROOM ARRANGEMENT AND INSPECTION INFORMATION

**1. General Room Arrangement and Inspection Information:** Each room is divided into two sides. Side A is the left side of the room when entering. Side B is the right side of the room when entering. **You MUST put your room inspection sheet** (will be in your room upon arrival or given to you by your Flt CC) centered on your pillow prior to leaving the room for Breakfast each day. Failure to do so will result in a 20-point deduction from your room inspection grade. Also, failure to put your name and/or flight on it will result in a 50-point deduction for missing name and/or 25-point deduction for missing flight.

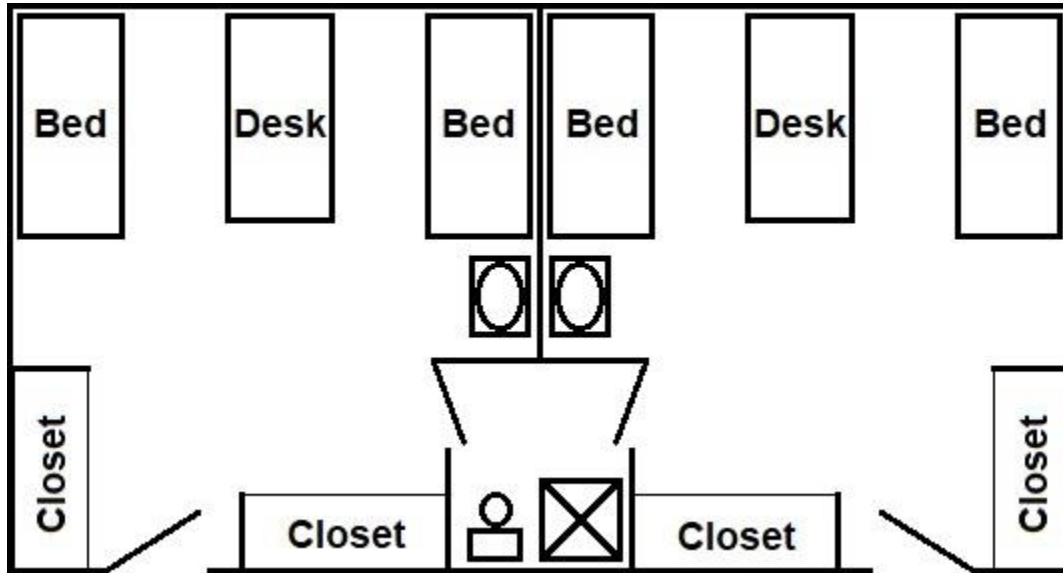


Figure 4a: Room Arrangement (Anderson Hall)

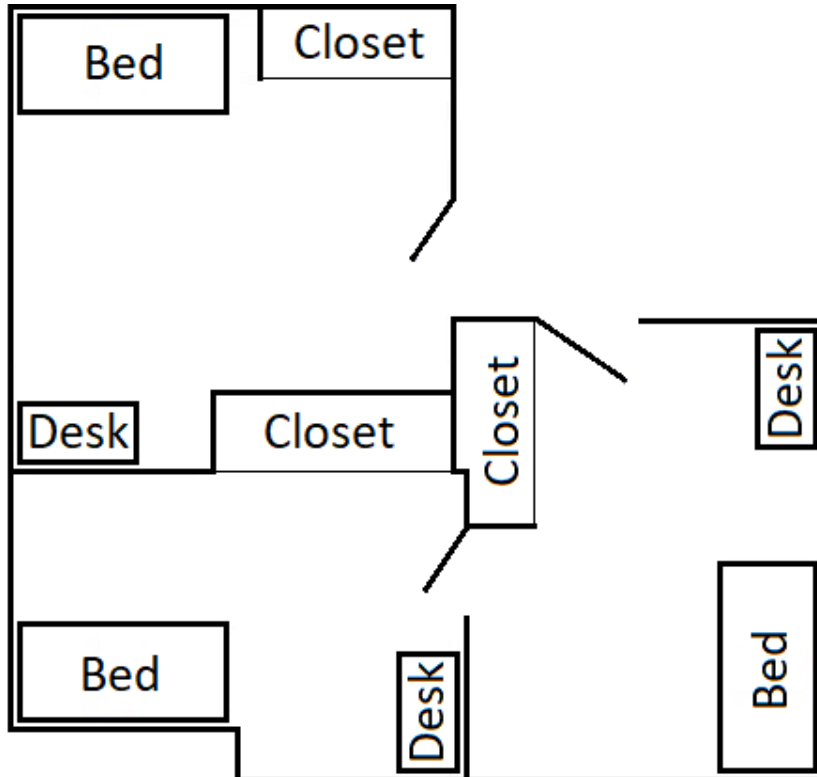


Figure 4b: Room Arrangement (Ferguson Hall)

**2. Air Vent:** The air vent will remain open at all times.

**3. Widow and Blinds:** The window and blinds will remain closed at all times. Window blinds will be closed so they face downward. The windowsill will be free of dust and dirt.

**4. Dresser:** Dressers will be clean on top, free from dirt and dust. Dressers are located in the closets in all rooms.

a. Anderson Hall (male dorm): Each cadet will use the dresser on their respective side of the room. Only the top 2 drawers of the dresser will be used. The bottom 3 drawers will remain empty. Each drawer will have an opening of 2" or 2 fingers as shown in Figure 5.

b. Ferguson Hall (female dorm): There is only one dresser in each room. Each drawer will have an opening of 2" or 2 fingers as shown in Figure 5.

(1) If only one cadet in the room, the cadet will use the top 2 drawers of the dresser. The bottom 3 drawers will remain empty.

(2) If two cadets in the room, the cadet using the cot will use the top 2 drawers of the dresser and the cadet using the bed will use the next 2 drawers down. The bottom drawer will remain empty.

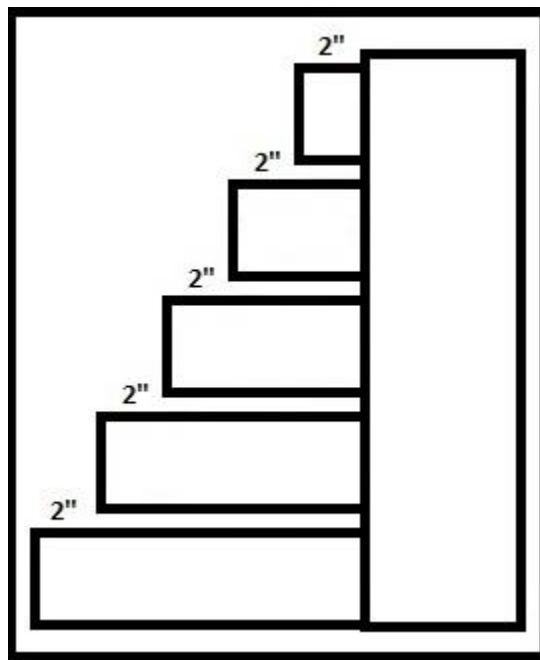


Figure 5: 2" Drawer Opening (Side View)

c. Top (First) Dresser Drawer Layout (Figure 6): The drawer will have a 2" opening. Two V-neck t-shirts, folded into 6" x 6" squares, with the "V" facing up will be stacked on top of each other and grounded against the bottom and right side of the drawer. The edges of the stack should be flush and even. Two PT shirts, folded into 6" x 6" squares, with the "U" facing up will be stacked on top of each other and grounded against the bottom and left side of the drawer. The edges of the stack should be flush and even. Two black socks will be rolled up with the "smile" side fold up. The socks will be grounded against the top and right side of the drawer above the V-neck t-shirts. Two white or other athletic socks will be rolled up with the "smile" fold up. The socks will be grounded against the top and left side of the drawer above the PT shirts. Two PT shorts will be folded neatly into a 6" x 6" square and grounded against the bottom and against the PT shirts. They will be stacked on top of each other and the edges of the stack should be flush and even. The elastic WILL NOT show. Two undergarments folded into a square that displaces no larger than a 3" x 3" area. The undergarments will be grounded against the top of the drawer and the white socks. They will be stacked on top of each other and the edges of the stack should be flush and even. If applicable,

bras will be folded cup-into-cup with the straps tucked under. The bra will be grounded against the top of the drawer and the black socks.

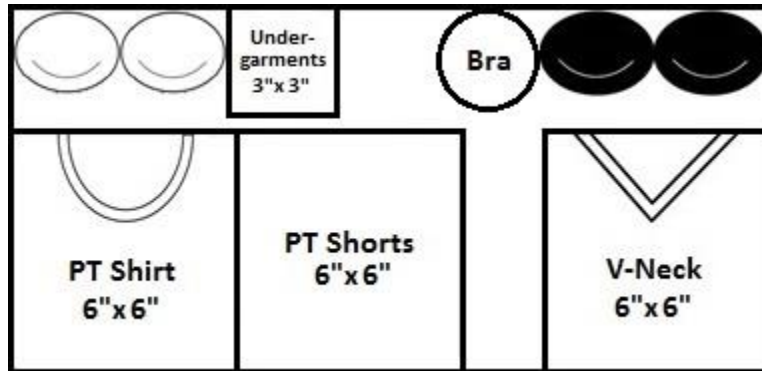


Figure 6: Top (First) Dresser Drawer

d. Second Dresser Drawer Layout (Figure 7): The drawer will have a 2” opening. The toothbrush (inside the container) will be grounded against the bottom and left side of the drawer. The toothpaste will be grounded against the bottom of the drawer and the right side of the toothbrush container. The deodorant will be sealed and will be grounded against the bottom of the drawer and the right side of the toothpaste. The shampoo will be grounded against the bottom and right side of the drawer. The soap (inside the container) will be grounded against the bottom of the drawer and the left side of the shampoo.

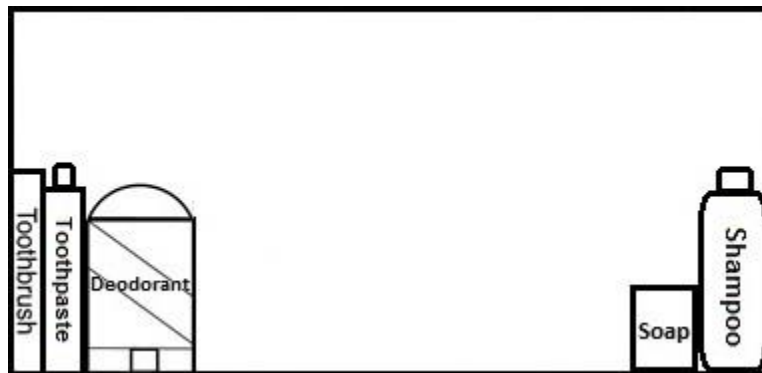


Figure 7: Second Dresser Drawer Layout

e. Extra uniform items: Extra uniform items may be stored in the bottom drawer or cadets’ luggage. If stored in the bottom drawer, items are not inspected but must be neat in appearance. Additionally, extra uniform shirts and pants may be hung in the closet but must be inspection ready. Extra sandals/flip flops will be stored as an extra uniform item.

**5. Desk:** Desks will be clean on top, free from dirt and dust. Desk drawers (if present) will remain closed. Each cadet may use one desk drawer for extra items, however CTOs/CTIs routinely look in these drawers for contraband. Desks will be grounded to the wall and centered between the beds in Anderson Hall as shown in Figure 4a for Anderson Hall. Desks are built-in in Ferguson Hall.

**6. Chairs:** Chairs will be clean, free from dirt and dust. Chairs will be pushed into the desk and centered in the gap.

**7. Floor:** The floor will be clean and free from dirt and residue.

**8. Doors:** The entrance door will remain open as far as possible. Cadets will place their name and school on a 3x5 card and place it on the wall next to the door opening. Cards will be handed out at JCLC and assisted with placement by CTO/CTI.

**9. Bed:** If the bed is not built-in then the head of the bed will be grounded as close as possible to the wall and the side of the bed will be one hand width away from the side wall. Ferguson Hall rooms will have one bed and one cot. There may be a few rooms in Ferguson Hall with only one bed.

a. **Sleeping Bag/Blanket:** The sleeping bag or blanket will be folded neatly, centered and grounded to the foot of the bed/cot (see Figure 8). Cadets may bring a fitted twin-size, extra-long (or full size) sheet and blanket to put on the mattress if they do not have a sleeping bag (sheet will remain on bed/cot at all times).

b. **Pillow:** The pillow will be centered on the bed/cot and grounded to the top, or head of the bed/cot (see Figure 9). The opening of the pillowcase will face toward the wall. The Room Inspection Sheet will be centered on the pillow, with the letter of the cadet (A, B, etc.) indicated.

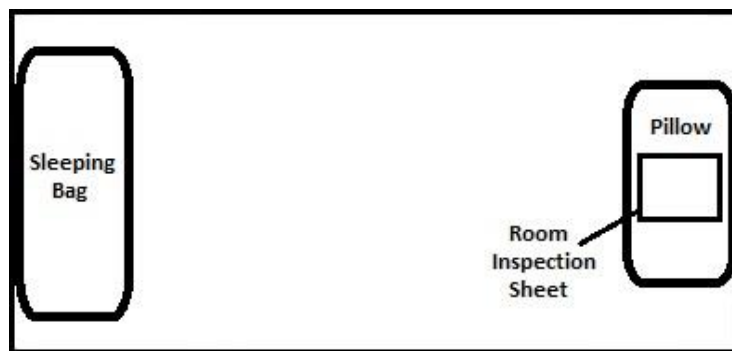


Figure 8: Bed/Cot Arrangement

c. **Shoes:** Shoes will be grounded to the back wall and inside/outer edge of the closet under each cadet's respective uniform items. The toes will face inward. Shoes will be arranged tallest to shortest from left to right as shown in Figure 9. Cadets are required to have one pair of athletic shoes and one pair of shower shoes (or sandals) for inspection. Shoelaces will be tucked in (if present).

**10. Closet and Uniforms (Figures 9a/9b):** When determining which side belongs to each cadet in Anderson Hall, Side A (cadet 1) will always be the left side when entering the room, while Side B (cadet 2) will be the right side when entering the room as shown in Figures 4a. There is only 1 closet in Ferguson Hall and it will be shared by both cadets.

a. **Uniform Shirts:** All uniform shirt buttons will be buttoned except for the collar. Pocket buttons and epaulet buttons will also be buttoned. Shirts will be free of accessories or "clean." This means no nametags, ribbons and/or rank will be attached to the shirt while hanging. The unit patch will always face outward.

b. **Uniform Pants:** While hanging, pant legs will drape to the viewer's left. The waistband will drape to the right, with the zipper facing outward. On the pants, all buttons will be buttoned, the zipper zipped and the top clasp connected. The pant legs and waistband will be flush and drape even with each other.

c. **Towel and Washcloth:** Each cadet will display one washcloth and one towel on separate hangers in their closet area. The washcloth will be hung centered on a hanger. The bottom edges of the washcloth will be flush and even. The towel will be folded in half and hung centered on a hanger. The folded side of the towel will face outwards. The bottom edges of the towel will be flush and even.

d. Cadets will hang their uniforms, towel and washcloth in the closet without the dresser. For Anderson Hall (male dorm), uniform items will be hung starting on the left side of the closet. For Ferguson Hall (female dorm), the cadet using the bed will hang their items starting from the left side of the closet and the cadet using the cot will hang their items starting from the right side of the closet. Hangers will start 2" from the appropriate edge of the closet. Each hanger, after the first, will be spaced 2" (2 fingers) from one another. Every cadet is required to have a minimum of one uniform shirt, one pair of uniform pants, one towel and one washcloth for inspection. Empty hangers will be removed from the closet bar. If a cadet wants to hang more than one shirt or one pair of pants, they may be hung in the closet (but must be inspection ready) or they can be kept in the bottom dresser drawer or their luggage.

e. Luggage/Garment Bags: Luggage or garment bags will be zipped and/or latched closed. They will be neatly placed on the top shelf of the closet and grounded against the appropriate edge and back wall of the closet.

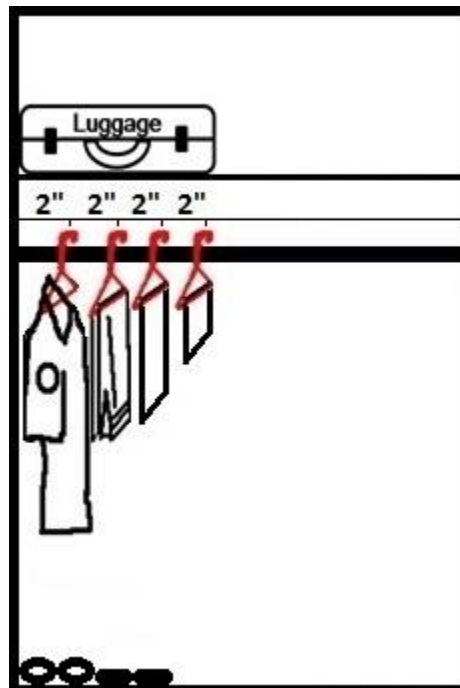


Figure 9a: Closet Arrangement as Looking into the Closet (Anderson Hall)

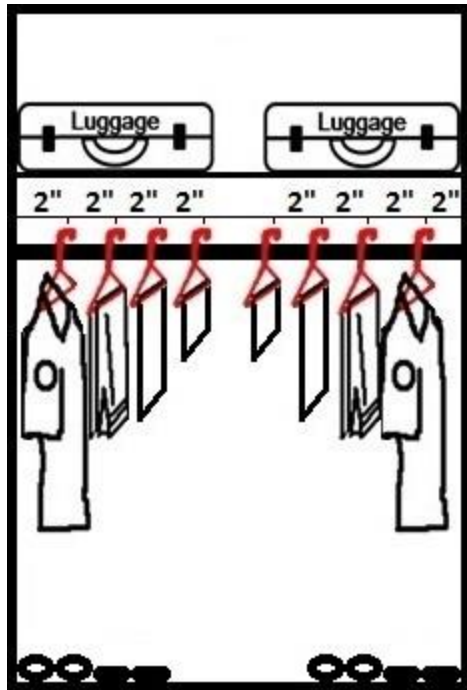


Figure 9b: Closet Arrangement as Looking into the Closet (Ferguson Hall)

## 11. Bathroom Area:

- a. General: Bathroom areas are the responsibility of all cadets. Cleaning of the bathrooms will rotate among the cadets using their assigned bathroom.
- b. Showers: Shower curtains will remain completely closed.
- c. Mirrors: Bathroom mirrors will be clean and free from smudges, streaks, water residue and lint.
- d. Sinks: Sink drains will remain open and sinks will be free of standing water. The sink face will be clean, free from hair, dirt and soap residue. Faucets will be buffed clean, free from smudges, streaks and water residue.
- e. Bathroom Floors: Bathroom floors will be clean, free from dirt, hair or residue.
- f. Toilet: Toilets will be flushed after each use. Toilet seats and lids will be closed.

## CHAPTER 5 – SAFETY, HYGIENE AND OTHER CADET CONCERNS

**1. Safety:** Safety is our #1 priority. Every good leader must understand nothing is more important than the safety of his or her subordinates. It is better to play it safe than to try and play tough. Inform your Flt CC if you feel ill or in physical danger. Flt CCs are the first line of communication for all immediate safety and health questions or issues. Any further medical/safety concerns and problems will be referred to the Camp Nurse, located on the 1<sup>st</sup> floor of Anderson Hall/Ferguson Hall. All problems must be directed through the Flt CC.

a. Hydration: All cadets will be issued a refillable water bottle when they arrive. It is mandatory cadets **always carry** and use their water bottle and **ensure there is water in it**. Cadets may bring their own water bottle or hydration pack. No glass containers are allowed. Hydration packs will not be worn while in the blue uniform and will be stored in the closet when not in use. Dehydration is one of the largest health concerns at JCLC. It is important all cadets know the signs of dehydration and remain vigilant. The first indications of dehydration include headaches, lack of perspiration (sweat), cold and clammy skin and dizziness and nausea. If you or someone you know is experiencing any of these symptoms, notify a CTO/CTI or instructor immediately, no matter where or when it takes place.

b. Knee Locking: While standing in formation, cadets will not lock their knees. Locking your knees for any extended period can stop the circulation of blood and result in fainting. If you are in formation and feel dizzy, or see a fellow cadet beginning to collapse, you may break formation in order to prevent a potentially disastrous fall. Additionally, if someone close to you collapses, you are allowed to break formation to assist them.

c. Shoelaces Tucked In: Shoelaces will be tucked into the shoe at all times and in all uniforms during JCLC.

d. Emergency Exit Procedures: In case of any emergency, it is vital all cadets remain calm and follow procedures and directions.

(1) Fire: If the fire alarm sounds remain calm and immediately proceed to the closest exit or stairwell. Exit the dormitory in a single-file line to the grassy area in front of Anderson Hall across the bridge. Immediately fall-in at your flight's designated location. After all flights fall-in, roll call and accountability will be taken.

(2) Tornado: In the case of a tornado, immediately leave your room, using the same procedures as outlined in the section entitled, "Movement in the Dormitory," and head toward the closest stairwell. Proceed to either Anderson Hall or Ferguson Hall lobby. Cadets will stand along the wall of the lobby and await further instructions.

(3) Power Outage: In the case of a power outage, cadets will remain in their room. While there, cadets are instructed to turn on their flashlights and study their "Cadet Guide" until further instructions are given. Cadets must remain silent and calm.

**2. Hygiene:** Appearance and cleanliness are important to be a good leader. A subordinate cannot be expected to trust or respect a leader who is not capable of managing his or her own personal hygiene. The following are daily requirements for all cadets. **Cadets are required to shower daily and to use soap**. For male cadets, facial hair must be shaved each day. Deodorant must be used. Cadets are required, but should not limit themselves, to brushing their teeth twice a day. Hair of any significant size on top of the head must also be combed every day. Fingernails will be cleaned and clipped. If any cadet is missing one or more of the toiletry items needed to complete these tasks, they should inform their Flt CC immediately so they can notify their respective instructor.



Finally, to maintain basic health standards, it is mandatory cadets wash their hands every time they use the restroom.

**3. Medication:** Cadets must turn over all medication to the Camp Nurse during in-processing. This includes all over-the-counter and prescription medication. These medications will be labeled and kept by the nurse. Cadets must inform their Flt CC of when, and how many times each day, medications must be administered. At the beginning and end of each meal, cadets needing medication will be collected. These cadets will either be administered their medication(s) in the dining facility or be taken to the CQ/Nurse area where the proper medications will be administered. Cadets with inhalers are required to inform their Flt CC of inhalers in their possession but will not turn over the inhaler. These cadets must always carry their inhaler with them.

#### **4. Contraband:**

a. Contraband is defined as any item not listed on the JCLC Cadet Clothing List. All contraband not previously given to the cadet's instructor will be collected during in-processing.

b. Concealing any item considered contraband will not be tolerated and cadets found to be in violation of this policy may be dismissed from JCLC and sent home at their own expense at the discretion of the Commandant and their instructor.

c. Following is a list of common items cadets do not consider contraband but are contraband at JCLC:

- (1) Cell phones / watches / electronic devices
- (2) Perfume / cologne (body spray, lotion, hairspray & aftershave are ok)
- (3) Liquid shine
- (4) Corfam shoes / pumps
- (5) Ropes / cords worn at home unit
- (6) Wheel caps / sugar scoops / berets / any cover other than the flight cap
- (7) Medals / badges
- (8) Air freshener
- (9) Transition lens (unless they are your only pair of glasses)
- (10) Books / stuffed animals
- (11) Jewelry of any type
- (12) Food/snacks
- (13) Glass containers

d. If there is a question whether an item is contraband at JCLC, ask before arrival or during in-processing.

#### **5. Academic and Classroom Etiquette**

a. The academic courses at JCLC can be demanding. To succeed, you must participate, take notes as necessary and pay attention.

b. There is no talking during designated break sessions. Cadets will not sleep in class.

c. Cadets are required to be respectful and courteous while in the classroom. When addressing an instructor in the classroom (e.g., to ask or answer a question); stand at attention, state your name and unit, then talk.

**6. Gender Separation:** Female cadets will be roomed in Ferguson Hall and male cadets will be housed in Anderson Hall. Other than flight time with a CTO/CTI, male cadets are not authorized in the female cadets' hall(s) nor are female cadets allowed in the male cadets' hall(s). If a CTO/CTI or instructor of the opposite gender needs to enter a floor/hall housing the opposite sex, the statement "Male/Female on the floor" must be stated in a loud

voice upon exiting the stairwell. The doors to each room must be open at all times with the exception of changing clothes.

## **7. Physical Training (PT) Procedures**

a. Overview: PT is an integral part of your cadet experience. Pushing yourself both physically and mentally will help make you better. PT will occur a couple times and may consist of such activities as warm-ups, calisthenics, running, swimming, competitive sports and flight competitions. On days PT is not performed, a short calisthenics session will take place.

b. At JCLC, your personal safety is of primary concern. If for ANY reason you feel ill, sick, injured or otherwise unable to participate or continue in any JCLC physical activity, notify your Flt CC or an instructor immediately. No one knows your body or capabilities and limitations better than you.

## CHAPTER 6 – RECOGNITION / AWARDS

**1. Ribbons:** Cadets can earn various JROTC ribbons while at JCLC to include the following:

- a. Achievement Ribbon
- b. Leadership School Ribbon
- c. Outstanding Flight Ribbon
- d. Special Teams Competition Ribbon

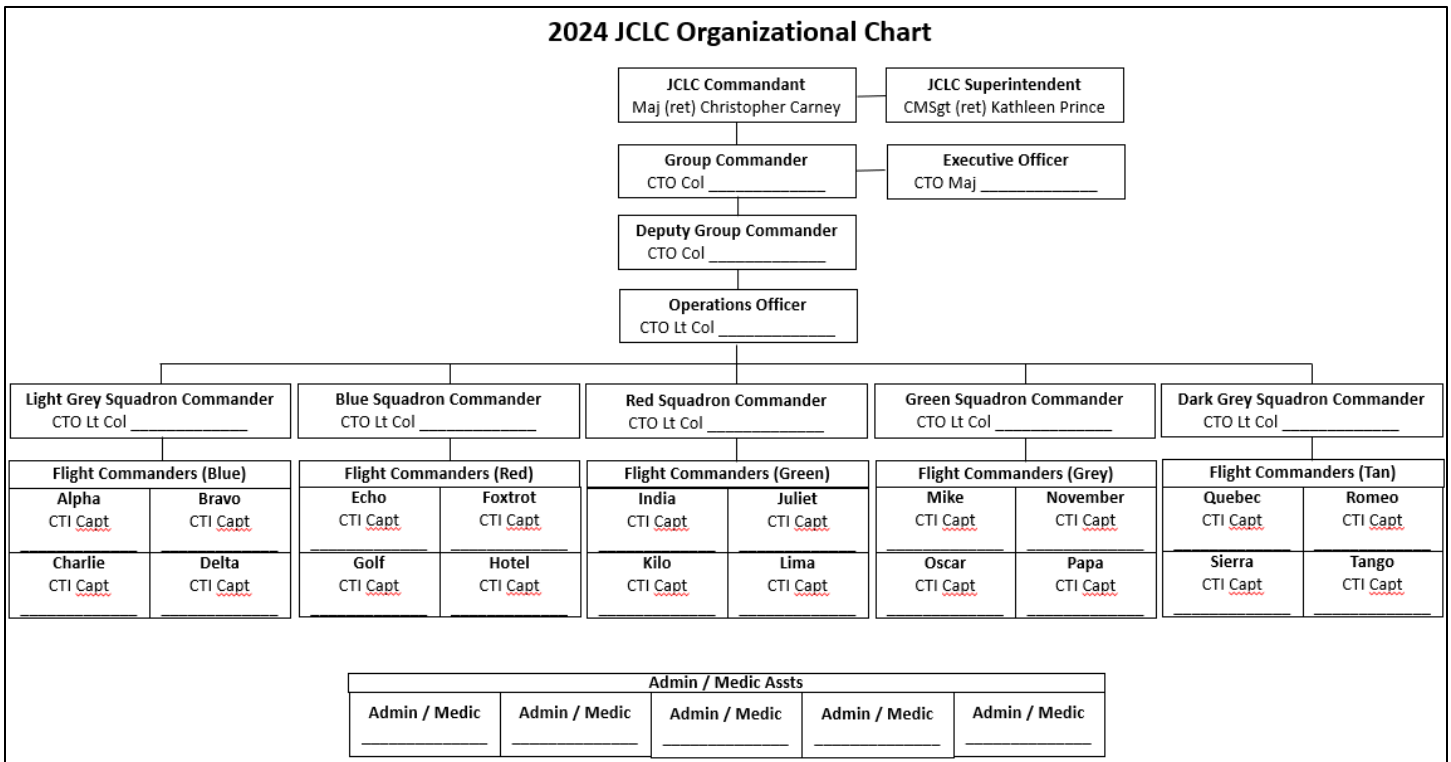
**2. Honor Graduate:** The cadet with highest overall score (i.e., room inspections, uniform inspections, test scores, PFA score, CTO/CTI score) will be recognized as the JCLC Honor Graduate.

**3. Distinguished Graduates:** Top 10% of cadets will be recognized as JCLC Distinguished Graduates base on their overall score (i.e., room inspections, uniform inspections, test scores, PFA score, CTO/CTI score).

**4. “Raul Lopez Service Before Self” Award:** This award is named after a former instructor and long-time Commandant of this camp. The Raul Lopez Award is presented to one cadet who exemplifies the Air Force Core Value of “Service Before Self” and performs selflessly throughout the entire course. Each Flight Commander will nominate one cadet from their flight and the winner is chosen by the Commandant.

**5. Commandant’s Award:** This award is presented to one cadet that exemplifies all aspects of the Air Force Core Values, shows superb leadership abilities during the week and always goes the extra mile never looking for praise or recognition. Each Flight Commander will nominate one cadet and the winner is chosen by the Commandant.

## Appendix 1 – Joint Cadet Leadership Course Chain of Command \*



\* Subject to Change Before JCLC Starts

## Appendix 2 – Active Duty Air Force & Army Rank Structures

Rank, Pay Grade, and Insignia														
Enlisted														
E-1	E-2	E-3	E-4	E-5	E-6	E-7		E-8		E-9		E-9		
Air Force														
no insignia														
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSGt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM Sgt)	Chief Master Sergeant of the Air Force (CMSAF)	

ENLISTED RANKS E-1 to E-9											
ARMY											
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8		E-9	Senior Enlisted Advisors	
No Insignia											
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)

OFFICER RANKS O-1 to O-10										
ARMY • AIR FORCE • MARINES										
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	Special
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

WARRANT OFFICER RANKS W-1 to W-5				
ARMY				
W-1	W-2	W-3	W-4	W-5
Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)

# AIR FORCE JUNIOR ROTC INSIGNIA

## CADET OFFICER RANK



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL

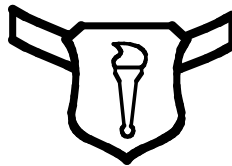


COLONEL

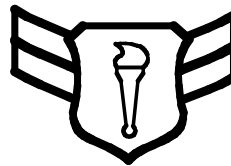
## CADET AIRMAN RANK

(no rank insignia)

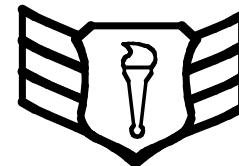
AIRMAN BASIC



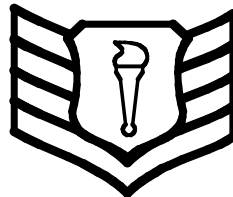
AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



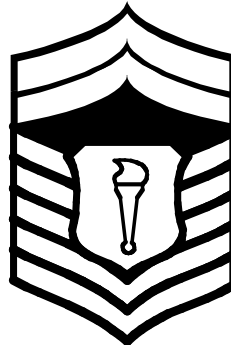
STAFF  
SERGEANT



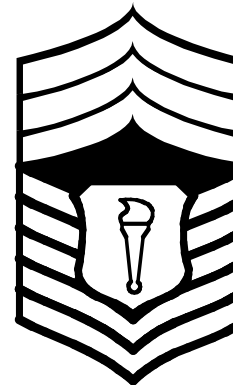
TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

## INSIGNIA OF GRADE FOR CADET OFFICERS



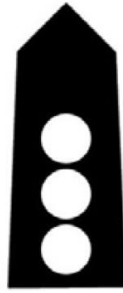
CADET COLONEL



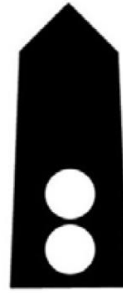
CADET LIEUTENANT COLONEL



CADET MAJOR



CADET CAPTAIN



CADET FIRST LIEUTENANT



CADET SECOND LIEUTENANT

## INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL



CADET COMMAND SERGEANT MAJOR



CADET SERGEANT MAJOR



CADET FIRST SERGEANT



CADET MASTER SERGEANT



CADET SERGEANT FIRST CLASS



CADET STAFF SERGEANT



CADET SERGEANT



CADET CORPORAL















CADET PRIVATE FIRST CLASS









CADET PRIVATE

## Appendix 4 – Air Force and Army ROTC Rank Structure

### Air Force ROTC Cadet Officers

Epaulet Rank Boards/Marks	Utility Uniform Rank Pins	Rank (Abbreviation)
		Cadet Colonel (C/Col)
		Cadet Lieutenant Colonel (C/Lt Col)
		Cadet Major (C/Maj)
		Cadet Captain (C/Capt)
		Cadet First Lieutenant (C/1Lt)
		Cadet Second Lieutenant (C/2Lt)

### Army ROTC Cadet Officers

					
CADET 2LT	CADET 1LT	CADET CPT	CADET MAJ	CADET LTC	CADET COL

**Note:** The information on this page is included for your benefit in being able to identify the rank of your CTOs in relationship to the position they hold within the group structure.



## Appendix 5 – Phonetic Alphabet

A – ALPHA  
B – BRAVO  
C – CHARLIE  
D – DELTA  
E – ECHO  
F – FOXTROT  
G – GOLF  
H – HOTEL  
I – INDIA  
J – JULIET  
K – KILO  
L – LIMA  
M – MIKE  
N – NOVEMBER  
O – OSCAR  
P – PAPA  
Q – QUEBEC  
R – ROMEO  
S – SIERRA  
T – TANGO  
U – UNIFORM  
V – VICTOR  
W – WHISKEY  
X – X-RAY  
Y – YANKEE  
Z – ZULU

## **Appendix 6a – The Air Force Song**

Off we go into the wild blue yonder,  
Climbing high into the sun;  
Here they come zooming to meet our thunder,  
At 'em now, Give 'em the gun!  
Down we dive, spouting our flame from under,  
Off with one helluva roar!  
We live in fame or go down in flame. Hey!  
Nothing'll stop the U.S. Air Force!

### **(Verse II)**

Brilliant minds fashioned a crate of thunder,  
Sent it high into the blue;  
Valiant hands blasted the world asunder;  
How they lived God only knew!  
Boundless souls dreaming of skies to conquer  
Gave us wings, ever to soar!  
With scouts before and bombers galore. Hey!  
Nothing'll stop the U.S. Air Force!

### **(Verse III)**

Here's a toast to the host  
Of those who love the vastness of the sky,  
To a friend we send a message of the brave who serve on high.  
We drink to those who gave their all of old,  
Then down we roar to score the rainbow's pot of gold.  
A toast to the host of those we boast, the U.S. Air Force!

### **(Verse IV)**

Off we go into the wild sky yonder,  
Keep the wings level and true;  
If you'd live to be a grey-haired wonder  
Keep the nose out of the blue!  
Fly to fight, guarding the nation's border,  
We'll be there, followed by more!  
In echelon we carry on.  
Oh, nothing'll stop the U.S. Air Force!

## **Appendix 6b – The Army Song**

March along, sing our song, with the Army of the free.  
Count the brave, count the true, who have fought to victory.  
We're the Army and proud of our name!  
We're the Army and proudly proclaim:

### **First Chorus:**

First to fight for the right,  
And to build the Nation's might,  
And the Army goes rolling along.  
Proud of all we have done,  
Fighting till the battle's won,  
And the Army goes rolling along.

### **Refrain**

Then it's hi! hi! hey!  
The Army's on its way.  
Count off the cadence loud and strong;  
For where'er we go,  
You will always know  
That the Army goes rolling along.

### **Second Chorus:**

Valley Forge, Custer's ranks,  
San Juan Hill and Patton's tanks,  
And the Army went rolling along.  
Minute men, from the start,  
Always fighting from the heart,  
And the Army keeps rolling along.

### **Refrain (same as above)**

### **Third Chorus:**

(slower, more freely)  
Men in rags, men who froze,  
Still that Army met its foes,  
And the Army went rolling along.  
Faith in God, then we're right,  
And we'll fight with all our might,  
As the Army keeps rolling along.

### **Refrain (same as above)**

## Appendix 7 – United States Air Force and Army Core Values

### United States Air Force Core Values

- a. ***Integrity First:*** Integrity is essential. It's the inner voice, the source of self-control, the basis for the trust that is imperative in today's military. It's doing the right thing even when no one is looking.
- b. ***Service Before Self:*** Military service is not just another job. It's an uncommon profession that calls for people of uncommon dedication. A leader unwilling to sacrifice individual goals for the good of the unit cannot convince other unit members to do so.
- c. ***Excellence In All We Do:*** The Air Force mission often involves the risk of human life and sometimes, national survival. The obligation to excel is a moral obligation for members of a professional military service.

### United States Army Core Values

- a. ***Loyalty:*** Devote yourself to the U.S. Constitution, the Army, your unit and other fellow Soldiers.
- b. ***Duty:*** Fulfill your responsibilities and accomplish tasks as part of a team, without taking shortcuts.
- c. ***Respect:*** Treat others with dignity and respect while expecting others to do the same. That's the Soldier's Code.
- d. ***Selfless Service:*** Commit to going a little further, enduring a little longer and adding to the effort in your own way.
- e. ***Honor:*** Develop honorable habits and live up to our values in every choice you make.
- f. ***Integrity:*** Stand up for what's right, legally and morally, without doing or saying anything that deceives others.
- g. ***Personal Courage:*** Face moral fear or adversity, while standing up for and acting upon the things you know are honorable.

## Appendix 8 - Cadet Uniform Requirements

The items listed below are minimum requirements and extra shirts and trousers/slacks would be useful. Ensure your uniforms fit properly and your hair is within standards prior to arrival. Laundry/dry cleaning service is downtown and your SASI/ASI will have to deliver and pick up. Absolutely no electronic devices will be allowed. If brought, these will be collected by instructors before check-in and will be returned after graduation. There is no way we can provide uniform items to any cadet so make double sure you come with everything you will need. **Do not bring pumps, ropes, badges, medals, wheel hats or corfam shoes.**

<b>CLOTHING ITEMS CHECKLIST</b>	
FEMALE	MALE
1 flight cap	1 flight cap
2-3 short sleeve blue shirts w/patch(es)	2-3 short sleeve blue shirts w/patch(es)
2-3 pair of blue uniform slacks	2-3 pair of blue uniform trousers
1 pair of black Oxford shoes (no corfams)	1 pair of black Oxford shoes (no corfams)
1 blue AF nametag	1 blue AF nametag
3 white V-neck/tank style t-shirts	3 white V-neck/tank style t-shirts
White (any length) & black (long) socks	White (any length) & black (long) socks
3-4 PT shirts (sports bra optional)	3-4 PT shirts
3-4 PT shorts	3-4 PT shorts
Ribbons (all w/devices... <b>parade day only</b> )	Ribbons (all w/devices... <b>parade day only</b> )
2 pair of cadet SSgt rank	2 pair of cadet SSgt Rank
1 belt with buckle	1 belt with buckle
Lightweight blue jacket (optional)	Lightweight blue jacket (optional)
Personal female items	Razor and shaving cream/electric razor
<b>MISCELLANEOUS ITEMS ALL CADETS</b>	
Roll of paper towels	
Travel clothes	
Sleepwear (most cadets sleep in PT gear)	
Athletic shoes	
Shower shoes/clogs (required for use and inspection)	
Bar soap with container (travel style with a cover-required for inspection). NOTE: Cadets may use liquid soap but must have the bar/container for inspection.	
Toothbrush with container and toothpaste	
Deodorant (hairspray and/or hair gel are allowed but not required)	
2 white towels and 2 white washcloths	
Hangars (for uniforms, towels and washcloths)	
Standard size pillow with plain (solid color) pillowcase	
Sleeping bag (solid color preferred) (may bring extra-long, fitted twin or full sheet & blanket)	
Other personal toiletries as needed (no perfumes or colognes...aftershave is allowed)	
Laundry bag or extra pillowcase for dirty laundry	
Shoeshine kit (brush and paste only...NO liquid shine, pledge, etc.)	
Sunscreen/insect repellent	
Pens/pencils/spiral notebook/3-ring binder/ruler... <b>#2 pencils are MANDATORY</b>	
May bring your own water bottle or hydration pack ( <b>not mandatory</b> )	

## Appendix 9 – JCLC Cadet Uniform Inspection Checklist

**Failure** to put your **name** on this form will result in a **50-point deduction**.

**Failure** to put your **flight** on this form will result in a **25-point deduction**.

<b>JCLC Uniform Inspection Checklist</b>					
<b>Cadet Name:</b> _____					
<b>Flight:</b> _____					
<b>Room:</b> _____					
Inspection Item	Tue	Wed	Thu	Fri	Tuesday Notes
Hat					
Hair					
Shave					
Rank (alignment)					
Blue Shirt (dirty, wrinkled)					
Buttons buttoned (except collar)					<b>Wednesday Notes</b>
T-Shirt (V neck)					
Patch(es)					
Name Tag (alignment)					
Pants (dirty, wrinkled)					
Gig Line					
Belt					<b>Thursday Notes</b>
Buckle					
Make Up (not allowed)					
Nail Polish (not allowed)					
Strings / Lint					
Shoes (dirty/not shined)					
Socks (black)					<b>Friday Notes</b>
Bearing					
<b>(CLC Staff)</b>					
<b>Total Gigs</b>					
<b>Score (100 -(Gigs x3))</b>					
<b>Initials</b>					

## Appendix 10 – JCLC Cadet Room Inspection Checklist

**Failure** to put your **name** on this form will result in a **50-point deduction**.

**Failure** to put your **flight** on this form will result in a **25-point deduction**.

JCLC Room Inspection Checklist					
Cadet Name: _____					
Flight: _____					
Room: _____					
<b>General Room Arrangement</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Tuesday Notes</b>
Windows/Blinds					
Dresser					
Desk/Chair					
Floor					
Doors					
<b>Bed</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	
Alignment					
Sleeping Bag/Blanket					<b>Wednesday Notes</b>
Pillow					
<b>Top (First) Drawer</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	
2" Opening					
V-Neck T-Shirts					
PT Shorts					
PT Shirts					
White/Athletic Socks					
Bra & Undergarments					<b>Thursday Notes</b>
Black Socks					
<b>Second Drawer</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	
2" Opening					
Shampoo					
Soap					
Deodorant					
Toothbrush/Toothpaste					
<b>Closet</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Friday Notes</b>
Uniform Shirt					
Uniform Pants					
Towel					
Washcloth					
Shoes					
Luggage/Garment Bag(s)					
<b>(CLC Staff)</b>					
<b>Total Gigs</b>					
<b>Score (100 -(Gigs x3))</b>					
<b>Initials</b>					

## Appendix 11 – JCLC Agenda

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Arrival	Drill	Calisthenics	Calisthenics	Drill	Reveille
In-processing	Calisthenics	Drill	Drill	PT	Breakfast
Flight Meetings	Reveille	Reveille	Reveille	Reveille	Awards
Supper	Breakfast	Breakfast	PT	Breakfast	Pass in Review
Room Set Up	Inspection	Inspection	Breakfast	Inspection	Out Process
In Brief	Academics	Academics	Academics	Lunch	Departure
	Lunch	Lunch	Lunch	Drill	
	Academics	Team Building	Quiz	Competition	
	Retreat	Retreat	Supper	Retreat	
	Supper	Supper	Drill	Supper	
	Team Sports	Team Sports	Competition	Graduation Prep	



**Appendix 12a – AFJROTC Cadet Creed**

I am an Air Force Junior ROTC Cadet.

I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism.

I earn respect when I uphold the Core Values of Integrity First, Service before Self and Excellence in All We Do.

I will always conduct myself to bring credit to my family, school, Corps of Cadets, community and to myself.

My character defines me. I will not lie, cheat or steal. I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

I will honor those I serve with, those who have gone before me, and those who will come after me.

I am a Patriot, a Leader and a Wingman devoted to those I follow, serve and lead.

I am an Air Force Junior ROTC Cadet.

**Appendix 12b – AJROTC Cadet Creed**

I am an Army Junior ROTC Cadet.

I will always conduct myself to bring credit to my family, country,  
school and the Corps of Cadets.

I am loyal and patriotic.

I am the future of the United States of America.

I do not lie, cheat or steal and will always be accountable for my actions  
and deeds.

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold the  
Constitution and the American way of life.

May God grant me the strength to always live by this creed.