



## ***A.42.—Tuscola High School AFJROTC Unit NC-075 Requirements for Enlisted Rank Promotion***

- I. ALL FINAL PROMOTIONS REST IN THE HANDS OF THE SASI AND/OR THE ASIs.
- II. Cadet rank should NOT be confused with or used interchangeably with USAF rank or grade designations. The term "Cadet" will be an integral part of any written or spoken reference to a specific rank.
- III. Promotions are an honor and a privilege. Those cadets receiving promotions must possess the prerequisite abilities and skills. Cadets returning from the previous school year will normally retain the permanent rank held at the end of the last school year, provided their last quarter conduct and grades meet the criteria for said rank.
- IV. For any cadet to be promoted to the next rank, he/she must show that they can still meet all requirements for all previous ranks held.
- V. Transfer Cadets: With SASI approval, cadets transferring to NC-075 may retain the same permanent rank held when departing the previous JROTC unit, regardless of branch of service. Cadets transferring from other than an AFJROTC unit will convert their rank to AFJROTC cadet rank of equal value. Rank must be verified in writing by the previous JROTC unit. All cadets transferring from other JROTC units must complete all NC-075 promotion requirements for the rank held before becoming eligible for promotion.
- VI. **Test Days.** Written and skills tests will be administered during a two- day testing period that takes place on the second to last week of each semester. Written tests will be administered in class by the ASI or SASI.
- VII. **Make-Up Test Days.** Make-up tests will be given only for cadets with an excused absence on the day of official testing. A cadet may request time to take the make-up test either upon their return to class, or during personal time scheduled with the SASI or ASI. A cadet must have a parent or doctor note to validate their reason for absence.
- VIII. **Promotions.** Cadets will be promoted by the SASI or C/GP/CC in front of their peers in recognition of their accomplishment.
- IX. **Impact Promotions.** Cadets who demonstrate exceptional performance or leadership in AFJROTC have the chance to earn a special privilege known as an Impact Promotion. With an impact promotion, a cadet is able to test for one rank higher than what they would have originally been testing for at the end of the semester. **NOTE:** Impact promotions are only applicable to Cadet TSgts and below. Impact Promotions are awarded to cadets based on, but not limited to, the following: Showing outstanding leadership and character in the Corps; Competing on a team that places 1st, 2nd or 3rd in Competition or Recommendation and Approval by a Cadet Personnel Board; Receiving Cadet of the Month recognition.
- X. **Academic Standards.** Cadets on staff must have a cumulative grade point average (CGPA) of at least 2.0 with no "F" in any class. **NOTE:** It is the responsibility of each group staff member to report his or her grades to the Group Commander, SASI, and ASI. Failure to maintain academic standards could result in removal from a group staff position.

**Promotion to Cadet Airman Basic:**

**INSIGNIA: None**  
**GRADE: E-1 RANK: C/AB**

- Starting rank for all new Cadets entering the NC-075<sup>th</sup> Cadet Corps not transferring from another program with JROTC rank.
- Sign Oath of Leadership and office when appointed to leadership position.

**Promotion to Cadet Airman:**



**INSIGNIA:**  
**GRADE: E-2 RANK: C/AMN**

- Nine weeks as a Cadet/Airman Basic; Citizenship traits (integrity, service); Compliance with appearance and behavior standards
- Minimum grade of “75” in AFJROTC course.
- Zero ISS or OSS suspensions during semester.
- One hour minimum of AFJROTC community service/ one AFJROTC extra-curricular activities on record.
- 100% on rank identification test of AFJROTC cadet enlisted and cadet officer ranks.
- 100% on performing drill and ceremony facing movements evaluation.
- 100% each on AF Motto, AF Core Values, AF Song, AFJROTC Creed, and Cadet Honor Code evaluation.
- 100% on reporting-in procedures evaluation.
- Pass Promotion Board/Test with 80% (Cadet Guide, Leadership, and Drill).
- Sign Oath of Leadership and office when appointed to leadership position.
- Miss no more than one blue uniform or physical fitness wear days.
- Demonstrate the ability to fold U.S. flag and serve on a flag detail.
- PT-Test. President’s Challenge 25th Percentile; “Run plus 2 out of 3 PT events.”
- Meet School District Attendance Requirements.
- On the Cadet Corps ‘*Good Standing-List.*’

**Promotion to Cadet Airman First Class (all requirements of previous ranks plus the following):**



**INSIGNIA:**  
**GRADE: E-3 RANK: C/A1C**

- Nine weeks as a Cadet/Airman; Citizenship traits (integrity, service); Compliance with appearance and behavior standards
- Minimum grade of “75” in AFJROTC course.
- Zero ISS or OSS suspensions in semester.
- 2-hours minimum of AFJROTC community service/ 2 AFJROTC extra-curricular activities on record.
- Know the AFJROTC chain of command.
- Know how to report properly to SASI and ASI.
- Maintain minimum grade of “75” in all courses.
- Pass Promotion Board/Test with 80% (Cadet Guide, Leadership, Drill).
- Sign Oath of Leadership and office when appointed to leadership position.
- Completed one-hour of community service during previous term.
- Miss no more than one blue uniform or physical fitness wear day.
- Meet School District Attendance Requirements.
- On the Cadet Corps ‘*Good-Standing-List.*’
- PT-Test. President’s Challenge 25 Percentile; “Run plus 2 out of 3 PT events.”
- Pass the AFJROTC Cadet Rank and Chain-of-Command Test with minimum 80 score.
- Recite the Cadet Honor Code.
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**Promotion to Cadet Senior Airman (all requirements of previous ranks plus the following):**



**INSIGNIA:**

**GRADE: E-4 RANK: C/SrA**

- Nine weeks as a Cadet/Airman First Class; Citizenship traits (integrity, service); Compliance with appearance and behavior standards
- Minimum grade of “75” in AFJROTC course.
- Zero ISS or OSS suspensions in semester.
- 3-hours of AFJROTC community service/ 3 AFJROTC extra-curricular activities on record; completed 2 hours from previous term.
- March a flight using 30-step drill routine.
- Perform and give proper facing and marching commands to another cadet.
- Demonstrate appropriate reporting procedures.
- Maintain minimum grade of “75” in all courses.
- Pass Promotion Board/Test with 80% (Cadet Guide, Leadership, Drill)
- Sign Oath of Leadership and office when appointed to leadership position
- Miss no more than one blue uniform or physical fitness wear day.
- Meet School District Attendance Requirements.
- On the Cadet Corps ‘Good-Standing-List.’
- Pass the PT-Test. President’s Challenge 25th Percentile; “Run plus 2 out of 3 PT events.”
- Recite the Cadet Honor Code.
- Pass the AFJROTC Cadet Rank and Chain-of-Command Test.
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## Junior NCO Ranks

**Promotion to Cadet Staff Sergeant (all requirements of previous ranks plus the following):**



**INSIGNIA:**

**GRADE: E-5 RANK: C/SSgt**

- Nine weeks as a Cadet Senior Airman; Citizenship traits (integrity, service); Compliance with appearance and behavior standards.
- Minimum “75-79+” GPA in AFJROTC course.
- Zero ISS or OSS suspensions in semester.
- 4-hours of AFJROTC community service/4 AFJROTC extra-curricular activities on record.
- Know 30-Command Drill Sequence and procedures for Open Ranks Inspection.
- Maintain at least a GPA of “75” in all courses.
- Pass Promotion Board/Test with 80% (Cadet Guide, Leadership, Drill).
- Attend and complete NC-075 Junior Officer Cadet Training (JOCTs) (if available).
- Sign Oath of Leadership and office when appointed to leadership position.
- Completed 10-hours of community service during previous term.
- Demonstrate working knowledge of the NC-075 Cadet Corps Guide and the Air Force Drill and Ceremony Instruction.
- Demonstrate the ability to serve on a Color Guard (school flag detail or event).
- Demonstrate the ability to command an element during the 30-step drill sequence.
- Miss no blue uniform or physical fitness wear day.
- PT-Test. President’s Challenge 35th Percentile. “Run plus 2 out of 3 PT events.”

**Promotion to Cadet Technical Sergeant (all requirements of previous ranks plus the following):**



**INSIGNIA:**

**GRADE: E-6 RANK: C/TSgt**

- Nine weeks as a cadet Staff Sergeant; Citizenship traits (integrity, service); Compliance with appearance and behavior standards.
- Minimum “75-79+” GPA in AFJROTC course.
- Zero ISS or OSS suspensions in semester.
- 10-hours of AFJROTC community service/5 AFJROTC extra-curricular activities on record.
- Lead flight and perform 30-Step Drill Sequence.
- Maintain at least a GPA of “75” in all courses.
- Pass Promotion Board/Test with 80% (Cadet Guide, Leadership, Drill)
- Attend summer leadership Training (OPTIONAL, AND if available).
- Sign Oath of Leadership and office when appointed to leadership position.
- Completed 10-hours of community service during previous term.
- Demonstrate the ability to teach Drill and Ceremonies.
- PT-Test. President’s Challenge 35th Percentile. “Run plus 2 out of 3 PT events.”
- Miss no blue uniform or physical fitness wear day.
- Demonstrate the ability to develop and present basic military briefings.

## Senior NCO Ranks

**Promotion to Cadet Master Sergeant (all requirements of previous ranks plus the following):**



**INSIGNIA:**

**GRADE: E-7 RANK: C/MSgt**

- Nine weeks as a Cadet Technical Sergeant; Citizenship traits (integrity, service); Compliance with appearance and behavior standards.
- Minimum grade of “80” in AFJROTC course.
- Zero ISS or OSS suspensions in semester.
- 10-hours of AFJROTC community service/6 AFJROTC extra-curricular activities on record.
- Inspect Flight and perform Open Ranks Inspection, Know Change-of-Command procedures.
- Maintain at least a GPA of “75” in all courses.
- Pass Promotion Board/Test with 80% (Cadet Guide, Leadership, Drill)
- Attend summer leadership Training (OPTIONAL, if available).
- Miss no blue uniform or physical fitness wear day.
- PT-Test. President’s Challenge 35th Percentile. “Run plus 2 out of 3 PT events.”
- Sign Oath of Leadership and office when appointed to leadership position.
- Completed 10-hours of community service during previous term.

**Promotion to Cadet Senior Master Sergeant (all requirements of previous ranks plus the following):**



**INSIGNIA:**

**GRADE: E-8 RANK: C/SMSgt**

- Final selection for position will be based on SASI/ASI review of cadet records.
- Nine weeks as a Cadet Master Sergeant; Citizenship traits (integrity, service); Compliance with appearance and behavior standards.
- Minimum grade of “85” in AFJROTC course.
- Zero ISS or OSS suspensions in semester.
- 10-hours of AFJROTC community service/ 7 AFJROTC extra-curricular activities on record.
- Pass Promotion Board/Test with 80% (Cadet Guide, Leadership, Drill).
- Lead flight and perform 30-Command Drill Sequence and Open Ranks Inspections, Know Change-of-command procedures.
- Maintain at least a GPA of “75” in all classes.
- Attend summer leadership Training (OPTIONAL, if available).
- Miss no more than one blue uniform or physical fitness wear day.
- PT-Test. President’s Challenge 35th Percentile. “Run plus 2 out of 3 PT events.”
- Sign Oath of Leadership and office when appointed to leadership position.
- Completed 10-hours of community service during previous term.

**Promotion to Cadet Chief Master Sergeant (all requirements of previous ranks plus the following):**



**INSIGNIA:**

**GRADE: E-9 RANK: C/CMSgt**

- Final selection for position will be based on SASI/ASI review of cadet records.
- Nine weeks as a Cadet Senior Master Sergeant; Citizenship traits (integrity, service); Compliance with appearance and behavior standards.
- Minimum “85-90+” GPA in AFJROTC course.
- Zero ISS or OSS suspensions in semester.
- 12-hours of AFJROTC community service/10 AFJROTC extra-curricular activities on record.
- Pass Promotion Test with 80% (Cadet Guide, Leadership, Drill)
- Lead flight and perform 30-Command Drill Sequence and Open Ranks Inspections, Know Change-of-Command procedures.
- Maintain at least a GPA of “75” in all classes.
- PT-Test. President’s Challenge 50th Percentile. “Run plus 2 out of 3 PT events.”
- Miss no blue uniform or physical fitness wear day.
- Attend summer leadership Training (OPTIONAL, if available)
- Sign Oath of Leadership and office when appointed to leadership position.
- Completed 10-hours of community service during previous term.

Cadets who accept leadership positions and promotions automatically accept the statement of understanding that follows:

“I understand that I have been selected to serve in a position of responsibility. I promise to support and execute the policies, procedures, and directives of Headquarters Air Force JROTC, Tuscola High School, and the AFJROTC NC-075<sup>th</sup> Cadet Corps. I promise to put forth my best effort, and set the best example possible, in all endeavors. I will support the Air Force Core Values of Integrity First, Service before Self, and Excellence in All We Do. I will always be honest, loyal, self-disciplined, and responsible. I will promote service to school, community, and country. I take this obligation freely, without any mental reservation or purpose of evasion. I vow that I will well and faithfully discharge the duties of the office upon which I am about to enter.”

As a rule, the best-qualified cadets will be selected for promotions.

*Criteria for selection include:*

1. Attitude
2. Citizenship traits (integrity, service, effort)
3. Compliance with appearance and behavior standards
4. Dependability
5. Experience
6. Grades (AFJROTC and overall, and classes passed)
7. Involvement in AFJROTC activities
8. Initiative
9. Maturity
10. Loyalty
11. Proven leadership abilities and potential for leadership growth.
12. Demerits
13. Promotion board interview
14. Feedback from teachers, counselors, and/or assistant principals
15. Cadets must also be available to participate, able to perform, and sincerely want the position and the responsibility it entails.

#### **DEMOTIONS OR RELIEF OF DUTIES:**

- a. The SASI and ASI will make all cadet officer demotions.
- b. All enlisted cadets recommended for demotion will appear before a cadet evaluation board. Cadets failing to appear before the board will be considered guilty of the charged offense, and will automatically be reduced in grade and/or removed from position.
- c. Some serious offenses will not be appropriate for consideration by the board. The SASI and ASI will immediately handle serious offenses.
- d. Cadets **may** be relieved of leadership positions, “for cause,” which includes, but is not limited to:

- \*Failure to perform duty satisfactorily.
- \*Failure to show and/or failure to complete assigned duty more than once.
- \*Failure to maintain passing JROTC grades.
- \*Failure to present the SASI a copy of each progress/report card.
- \*Failure to maintain passing grades in at least five subjects.
- \*Receiving an out-of-school suspension or expulsion from school.  
(*Those receiving in-school suspensions must meet a cadet evaluation board for determination.*)
- \*Portraying conduct that is unbecoming a leader.
- \*Displaying unacceptable attitude.
- \*Insubordination to cadet leaders (*particularly to a JROTC instructor, faculty member, or administrator*)
- \*Becoming a disciplinary problem in JROTC class/activities or any school class/activity.
- \*Failing to attend more than two scheduled staff meetings.
- \*Failing to wear the JROTC uniform more than twice during the semester.

\*Failing to participate in such key corps activities as the military ball, at least one parade, and at least one Color Guard performance.

\*Other issues as deemed appropriate by the instructor staff and/or as recommended by the cadet group commander.

e. The Cadet may respond in writing within five (5) school days to request a hearing with the SASI/ASI and/or to present a rebuttal.

f. Staff Selection. All juniors who plan to return for their 4th year in AFJROTC, along with any others hoping to compete for a group staff position must complete a staff application and meet a commander's selection board during the spring semester of each academic year. The selection board will be chaired by the outgoing GP/CC and consist of the rest of the NC-075 Group Staff, with the SASI and ASI in attendance. The SASI and ASI, with recommendations from the selection board, will select the Cadet GP/CC and Cadet GP/CD. The GP/CC, in turn, will fill the remaining group positions with the concurrence of the SASI and ASI. Cadet Group Staff (to include Commander and Deputy Commander) will normally serve for one school year. Cadet staff positions may be rotated more frequently to provide leadership opportunities or as otherwise determined appropriate.

g. Cadet Profiles. All information reviewed for any reason about a cadet can be found in the individual's Cadet Profile in WINGS. This information will be secured and only accessible to Instructors, cadet command staff, or other cadets granted special permission to access the information. A cadet's profile may contain, but is not limited to:

- Promotion tracking sheet
- Permission slips for events
- Signed contracts and agreements
- Uniform inventory
- Emergency contact information
- Cadet information sheet (List of name, rank, positions, etc...)

h. Cadet Personnel Boards. Cadet personnel boards may be formed to make recommendations concerning cadet promotions, awards, cadet of the month, disciplinary boards, and other personnel actions of the group.

- The cadet Personnel Board will consist of the Group Staff, Senior Wingmen and others selected by the GP/CD.
- The board will be announced via public or personal notification, noting the date, time, purpose and names of board members and cadets to appear before the board.
- Cadets appearing before the Personnel Board will report to the president of the board in a military manner at the date, time and location announced in the special order.
- Findings and recommendations will be submitted in writing to the SASI and ASI within two (2) school days of the meeting. After reviewing the report, the SASI and ASI will approve or disapprove the recommendations and return the report to the Group Commander for necessary action.
- The SASI and ASI will act as advisors to the board, but will not sit on the board, nor enter into deliberations with the board.
- Findings and recommendations of the Personnel Board, after approval of the SASI and ASI, will be published as a Special Order and become part of the group personnel records.