



ETOWAH HIGH SCHOOL JROTC UNIT GA-958

OPERATING INSTRUCTION 958-101

03 August 2020

Cadet Promotions

This regulation outlines the guidance for how the cadet promotion system will be employed in GA-958. The Corps Commander, through the inspector general (IG), has the overall responsibility for compliance with the procedures outlined in this regulation. This regulation is applicable only to GA-958.

SUMMARY OF CHANGES.

Updates for this year include reducing the number of community service hours required to be promotion eligible from 15 to 10 for cadet enlisted ranks and from 20 to 15 for cadet officer ranks. Also, it increases the Corps Commander rank to Cadet Colonel and includes squadron commanders who hold the temporary rank of Cadet Major.

1. OVERVIEW.

1.1. This OI outlines guidance for the promotion possibilities of GA-958 cadets regardless of rank. It should be used as a reference for those who aspire to higher levels of responsibility within the corps, and it should answer any questions cadets might have about the process to get promoted.

1.2. Promotion is a key component to the JROTC experience. High school students having experience holding leadership positions fulfill a key component toward the “whole person” concept. Thus, promotion is embraced and encouraged in GA-958. Promotion to higher cadet ranks builds esprit de corps, self-confidence, allows for a chain of command to be exercised. It also gives cadets an opportunity to learn more about themselves and those around them, the qualities of good leadership as well as good followership, and the challenges an organization faces when trying to attain its goals.

2. ROLES AND RESPONSIBILITIES.

2.1. The Corps Commander has the primary responsibility of developing personnel policy and guidelines for the implementation and administration of the cadet promotion system. Additionally, the Corps Commander conveys these policies and guidelines to the Inspector General (IG) who runs the promotion system on the Corps Commander’s behalf.

2.2. The IG is responsible for implementing the Corps Commander’s promotion guidance and for administering the cadet promotion system. In order to accomplish this, the IG will develop, maintain, and execute a functioning cadet promotion system that is fair and works to acknowledge those cadets eligible for promotion. The IG will work with the flight commanders to ensure the promotion process is understood and that information is passed to all cadets in the corps.

2.3. Flight commanders will do their best to ensure all airmen in their flights meet eligibility requirements and are made aware of promotion requirements as early in a semester as possible. Also, flight commanders will submit to the IG in writing those cadets eligible for promotion consideration. This will be done no sooner than a week before each semester's promotion session.

2.4. It is the responsibility of each cadet to ensure he or she remains promotion eligible through appropriate actions and behavior while in the cadet corps. When cadets are rendered ineligible for promotion, they cannot test, cannot be considered if already tested, and projected promotion will be canceled. Cadets could be deemed ineligible for promotion for failing JROTC, not meeting community service hour requirements, referral behavior during the period under consideration, indifference to JROTC training, etc.

2.5. Cadets who accept promotion are eligible for reassignment to any position within the corps. JROTC is a leadership lab. As such, the corps is always looking for ways to position cadets where leadership potential can be maximized. Cadets assume these obligations freely and agree to do what is asked to the best of their ability.

2.6. For cadet enlisted personnel, flight commanders may conduct promotion ceremonies on the last duty day before the promotion effective date. For cadet lieutenants ranking up to Cadet First Lieutenant or Cadet Captain, the Corps Commander may conduct promotion ceremonies on the last duty day before the promotion effective date. For those being promoted to Cadet Major, Cadet Lieutenant Colonel, or Cadet Colonel, the Senior Aerospace Science Instructor (SASI) may conduct promotion ceremonies at either awards night or the last day of the academic year before end of course exams takes place.

3. WAIVERS.

3.1. The Corps Commander, in consultation with the Senior Aerospace Science Instructor (SASI) or the Aerospace Science Instructor (ASI) is the waiver authority for this OI. Waiver requests are made in writing through the chain of command to the Corps Commander for resolution.

4. SUPPLEMENTS.

4.1. Supplements pertaining to this OI shall not be issued below the squadron level and must be approved by the Corps Commander.

5. ENLISTED CADET PROMOTIONS TO GRADES C/AMN THROUGH C/SMSGT

5.1. C/Airman Basic (C/AB), C/Airman (C/AMN), and C/Airman First Class (C/A1C) are eligible to be promoted to the next higher rank at the end of each academic semester assuming certain criteria are met. These criteria include the following:

5.1.1. Promotion Test. All eligible cadets in the rank of C/AB through C/A1C will sit for a promotion exam in the last month of the academic semester (either December or May).

An exam score of at least a 70 is required to successfully complete the exam. To sit for this exam, each C/AB through C/A1C must fulfill the following requirements.

5.1.2. Community Service. All C/AB through C/A1C cadets will have completed at least 10 community service hours during the semester to be eligible to sit for the promotion exam.

5.1.3. Physical Fitness. All C/AB through C/A1C cadets will have passed the end of semester Air Force Physical Fitness Test with a minimum score of 70 to be eligible to sit for the promotion exam.

5.1.4. Academic Excellence. All C/AB through C/A1C cadets will be in good academic standing in most if not all their courses to be eligible to sit for the promotion exam. A C/AB through C/A1C will be ineligible if the cadet is failing any more than one class at the beginning of the promotion cycle.

5.1.5. Drill Knowledge. All first-semester C/AB cadets will be able to write and command the first 15 commands of the 30-step sequence to be eligible to sit for the promotion exam. A second-semester cadet must be able to write and command all 30 commands of the 30-step sequence to be eligible to sit for the promotion exam. If a cadet is a second-year C/AB through C/A1C, he or she must be able to write and command the entire 30-step sequence to be eligible to sit for the promotion exam.

5.1.6. Limited to No Referrals. All C/AB through C/A1Cs will fulfill this requirement by having no referrals on record for the semester. If any referrals do exist, the cadet can still be promotion eligible at the discretion of the Aerospace Science Instructor (ASI) and SASI. A written letter requesting this waiver approval from the cadet through the chain of command will be required for ASI and SASI consideration. These waivers will only be approved on a case-by-case basis and are not guaranteed.

5.2. C/Senior Airman (C/SrA) through C/Master Sergeant (C/MSgt) are eligible to be promoted to the next higher rank at the end of each academic semester assuming certain criteria are met. These criteria include the following:

5.2.1. Promotion Test. All eligible cadets in the rank of C/SrA or C/Staff Sergeant (C/SSgt) will sit for a promotion exam in the last month of the academic semester (either December or May). An exam score of at least an 80 is required to successfully complete the exam. All eligible cadets in the rank of C/Technical Sergeant (C/TSgt) or C/MSgt will sit for a promotion exam in the last month of the academic semester (either December or May). An exam score of at least a 90 is required to successfully complete the exam. To sit for these exams, each C/SrA through C/MSgt must fulfill the following requirements.

5.2.2. Community Service. All C/SrA through C/MSgt cadets will have completed at least 10 community service hours during the semester to be eligible to sit for the promotion exam.

5.2.3. Physical Fitness. All C/SrA and C/SSgt cadets will have passed the end of semester Air Force Physical Fitness Test with a minimum score of 75 to be eligible to sit for the promotion exam. All C/TSgt and C/MSgt cadets will have passed the end of semester Air Force Physical Fitness Test with a minimum score of 80 to be eligible to sit for the promotion exam.

5.2.4. Academic Excellence. All C/SrA through C/MSgt cadets will be in good academic standing in all their courses to be eligible to sit for the promotion exam.

5.2.5. Drill Knowledge. All C/SrA through C/MSgt cadets will be able to write and command all 30 commands of the 30-step sequence to be eligible to sit for the promotion exam.

5.2.6. Leadership Development Requirements (LDRs). Because JROTC is a leadership lab, cadets of the C/NCO and C/SNCO ranks should be honing their skills as leaders. To this end, all C/SrA and C/SSgt cadets will have participated in at least one LDR event or activity during the semester to be eligible to sit for the promotion exam. All C/TSgt and C/MSgt cadets will have participated in at least two LDR events and/or activities during the semester to be eligible to sit for the promotion exam.

5.2.7. No Referrals. All C/SrA through C/MSgt cadets will fulfill this requirement by having no referrals on record for the semester.

5.2.8. Exemplary Professional Appearance. All C/SrA through C/MSgt cadets will have an 85 percent or above semester uniform grade when the promotion cycle begins.

5.2.9. Selection Board. Once all requirements from paragraphs 5.2.1 through 5.2.8 have been met, the C/SrA through C/MSgt is prepared to move to the final step of the promotion process. The cadet will finally work to complete the enlisted promotion application & score sheet before sitting for a selection board led by members of the senior staff as well as the SASI and/or the ASI. Once the selection board has completed interviewing the promotion eligible cadet, a final recommendation will be made.

6. OFFICER CADET PROMOTIONS TO GRADES C/1ST LT THROUGH C/CAPT.

6.1. Becoming an officer in the cadet corps is a rigorous process and should be viewed as one of the highest, if not the highest, honors of a JROTC cadet's high school career. Cadet officers have been thoroughly vetted and have completed a Cadet Leadership Course (CLC), or equivalent course, of at least five days in length.

6.2. Because the Corps Commander and Deputy Corps Commander hold the ranks of C/Colonel (C/Col) and C/Lieutenant Colonel (C/Lt Col), and since the two squadron commanders hold the rank of Cadet Major (C/Maj), all other cadet officers can only aspire to be promoted to the rank of C/Captain (C/Capt). This section outlines what a cadet must do to be promoted from C/2nd Lt to C/1st Lt and from C/1st Lt to C/Capt.

6.3. C/Second Lieutenant (C/2nd Lt) and C/First Lieutenant (C/1st Lt) are eligible to be promoted to the next higher rank at the end of each academic semester assuming certain criteria are met. These criteria include the following:

6.3.1. Promotion Test. All eligible cadets in the rank of C/2nd Lt or C/1st Lt will sit for a promotion exam in the last month of the academic semester (either December or May). An exam score of at least a 90 is required to successfully complete the exam. To sit for this exam, each C/2nd Lt and C/1st Lt must fulfill the following requirements.

6.3.2. Community Service. All C/2nd Lt and C/1st Lt cadets will have completed at least 15 community service hours during the semester to be eligible to sit for the promotion exam.

6.3.3. Physical Fitness. All C/2nd Lt and C/1st Lt cadets will have passed the end of semester Air Force Physical Fitness Test with a minimum score of 85 to be eligible to sit for the promotion exam.

6.3.4. Academic Excellence. All C/2nd Lt and C/1st Lt cadets will be in good academic standing in all their courses to be eligible to sit for the promotion exam.

6.3.5. Drill Knowledge. All C/2nd Lt and C/1st Lt cadets will be able to write and command all 30 commands of the 30-step sequence to be eligible to sit for the promotion exam.

6.3.6. Leadership Development Requirements (LDRs). Because JROTC is a leadership lab, cadet officers should always search for opportunities to hone their skills as leaders. To this end, all C/2nd Lt and C/1st Lt cadets will have participated in at least two LDR events and/or activities during the semester to be eligible to sit for the promotion exam.

6.3.7. No Referrals. All C/2nd Lt and C/1st Lt cadets will fulfill this requirement by having no referrals on record for the semester.

6.3.8. Exemplary Professional Appearance. All C/2nd Lt and C/1st Lt cadets will have a 90 percent or above semester uniform grade when the promotion cycle begins.

6.3.9. Professional Portfolio. Although all cadets in the corps are encouraged to develop and maintain a professional portfolio, it is mandatory that officers do so. The professional portfolio will consist of an updated resume, an updated cover letter, and three names of professional reference and/or letters of recommendation.

6.3.10. Presentation. Although it is not required to be promoted to C/1st Lt, it will be required to be promoted to C/Capt that officers have delivered a presentation to the local business community, civic organization, or Cherokee County School Board leadership. Note that the reason for this requirement is to set up the cadet officer to earn the Distinguished Leadership Skills Seal on his or her high school diploma. The requirements for this seal include having three years in JROTC, the presentation mentioned in this

paragraph, having held a command or staff leadership position while in JROTC, and completing at least 80 community service hours during the student's high school career.

6.3.11. Selection Board. Once all requirements from paragraphs 6.3.1 through 6.3.10 have been met, the C/2nd Lt or C/1st Lt is prepared to move to the final step of the promotion process. The cadet will finally work to complete the officer promotion application & score sheet before sitting for a selection board led by the Corps Commander, the Deputy Corps Commander, the ASI, and the SASI. Once the selection board has completed interviewing the promotion eligible cadet, a final recommendation will be made.

BRIDGETTE R. NFODJO
Cadet Colonel, GA-958
Corps Commander