



## CLAYTON COUNTY CADET LEADERSHIP COURSE CADRE GUIDELINES (REVISED 2016)

The AFJROTC instructors of Clayton County are pleased that you have volunteered to serve as cadre and assist with Clayton County Cadet Leadership Course (CCCLC). Your selection to serve as a member of the cadre was based on your demonstrated leadership ability, character and trustworthiness. *Cadre* defined is: Nucleus of trained people, a key group. Cadre will serve in the **rank of C/Major** during CCCLC.

Because you are voluntarily providing a service to the AFJROTC program, and have proven to be dependable leaders, you will be given limited authority over the CCCLC cadets and will be allowed a certain amount of freedom **However, you must each realize that you too are in a learning situation. Providing each flight with the right blend of leadership and discipline will foster the teamwork required to earn Honor Flight at the Graduation ceremony.** Good luck and with the above in mind, the following guidelines are provided:

### A. INSTRUCTOR/CADRE RELATIONSHIP

1. Cadre members will treat all instructors with the utmost military respect and courtesy at all times.
2. Cadre is expected to carry out all instructor directions and assist instructors in any manner requested.

### B. CADRE/CADET RELATIONSHIP

1. Cadre will have authority over all CCCLC cadets and will be treated with proper military respect by all cadets.
2. During the normal duty day (0730 - 1700), cadre must maintain a strict superior/subordinate, military relationship with all cadets. This relationship should be maintained throughout the entire six days of CCCLC.
3. During the evening activities, cadre may assume a somewhat more relaxed relationship with the cadets. However, close fraternization, especially with members of the opposite sex, regardless of any previous or existing relationship, must be avoided. Public displays of affection are strictly forbidden.
4. Cadres are expected to remain in the cadet area during non-duty hours unless authorized to leave by an instructor.

## C. CADRE AUTHORITY AND RESPONSIBILITIES

1. Cadre members **are** expected to attend and supervise all formations in the cadet area. While cadets serving in leadership positions are responsible for the formation, cadre are charged to insure cadets are properly, and correctly attired, and that applicable policies and procedures are followed.
2. The cadre is expected to put stress on the cadets by energetically supervising and correcting all cadet actions/activities. The only exceptions to this policy are when the cadets are being instructed, engaging in intramural sports, during the evening activity, and the evening free-time period. Good leadership judgment should be used when taking any corrective action. **"HAZING. Hazing of cadets is strictly Prohibited. Any type of physical or mental abuse and punishment is prohibited. Instructors will ... brief all cadets in leadership positions..." IAW AFROTCI 36-2001, PARAGRAPH 3.7.2. . .**
3. Cadre is authorized to assess demerits (take chits) for cadet violations of rules, policies, procedures, regulations, etc. - one chit per offense unless an instructor specifically approves the taking of more than one chit for the offense in question. Cadre is cautioned/expected to exercise good judgment and fairness when exercising this authority. If in doubt, cadre should seek the counsel of an instructor.
4. Cadre is expected to serve as role models for all cadets. Therefore, cadre must insure that their uniforms, rooms, conduct, etc. are above reproach at all times.
5. Cadre is expected to assist with certain portions of the CCCLC training program, i.e. physical training, drill and ceremony, academics, intramural sports, etc. In this capacity, cadre will provide instruction, supervision, and guidance. The AFJROTC instructor responsible for a specific activity will determine the extent of cadre involvement in that activity.

## D. CADRE/MT ZION HIGH SCHOOL RELATIONSHIP

Like the instructors and cadets, cadres are the guests of Clayton State University and The Performing Arts Center and as such are expected to conduct themselves accordingly at all times. If a cadre is unsure of any activity, they should check with an instructor before proceeding.

## E. CADRE QUALIFICATIONS, COST AND TRAINING

To ensure quality and control and to provide a "lead by example" model for basic cadets attending the school, all cadre must complete and return the INSTRUCTOR CERTIFICATION CHECKLIST and application via email ([dlwilson@clayton.k12.ga.us](mailto:dlwilson@clayton.k12.ga.us)) or deliver in person by an Instructor to MSgt Wilson at Mount Zion HS.

**NLT 31 MAY 2018.**

Cadre training must be completed prior to you performing duties at the CCCLC. ALL cadre training will take place at Clayton State University **June 5 through 7 June**. Selected cadre will report to Clayton State University at **0800** hrs in PT gear. All cadre are responsible for transportation to and from Cadre training.

Cadre Registration Fee is \$135.00. **Registration is due NLT 28 May 2018.** Acceptable forms of payment are Cash or Money Order only.

#### **F. MISCELLANEOUS**

Any other instructions or guidance will be provided on an as-required basis. Like any important leadership position, serving as a CCCLC cadre member will provide each cadre member with a sense of pride and accomplishment. Remember, you are helping to develop future leaders of your AFJROTC corps, your school, and your country. **YOUR EFFORTS WILL DEFINE THE SUCCESS OF THE SCHOOL.**

\_\_\_\_\_  
CADET SIGNATURE/DATE

\_\_\_\_\_  
PARENT SIGNATURE/DATE

## **Attachment 1**

### **CADRE TRAINING SCHEDULE 2018**

**TUESDAY 5 JUNE, CLAYTON STATE UNIVERSITY; LAKER HALL**  
**UNIFORM OF THE DAY**  
**PT GEAR**

0900 - 1000 IN BRIEF/ONE MILE RUN

1000 - 1100 **DRILL (30 Step Drill Sequence) EVALUATION/FORMATION**

1200 - 1300 LUNCH

1300 - 1400 **IN-RANKS INSPECTION TRAINING**

1400 - 1430 **FLAG DETAIL/GUIDON TRAINING**

1445 - 1500 **INPROCESSING PROCEDURES/CADRE PLANNING SESSION**

**WEDNESDAY, 9 JUNE, CLAYTON STATE UNIVERSITY; LAKER HALL**  
**UNIFORM OF THE DAY**  
**BLUES; SHORT SLEEVE SHIRT, TIE/TIE TAB, RIBBONS**

0900 - 1000 IN BRIEF/OPEN RANKS INSPECTIONS

1000 - 1100 DRILL (30 Step Drill Sequence) EVALUATION/FORMATION (CONT.)

1200 - 1300 LUNCH

1300 - 1400 INPROCESSING CONT. IN-RANKS INSPECTION TRAINING

1400 - 1430 FLAG DETAIL/GUIDON TRAINING

1445 - 1500 OUT BRIEF/CADRE PLANNING SESSION

**THURSDAY, 10 JUNE,**  
**CLAYTON STATE UNIVERSITY; LAKER HALL**  
**UNIFORM OF THE DAY**  
**PT GEAR**

0900-1030 IN BRIEF/ OPEN RANKS INSPECTION

1030-1130 FLIGHT ADVISORS MEETING WITH CADRE

1130-1200 OPERATIONS BRIEF/TRAINING

1200-1300 LUNCH

1300-1400 DISCIPLINE TRAINING

1400-1500 CADRE SELECTION BOARD FOR AREAS OF RESPONSIBILITY

**CADET LEADER SHIP SCHOOL**  
**REQUIRED CLOTHING/EQUIPMENT**

**FEMALE**

Flight Cap  
 3 Uniform slacks  
 4 Uniform blouses (**unit patches optional**)  
 1 Pair issue shoes  
 Air Force Blue Name tag  
 Service Coat  
 Air Force Silver name tag (**Mandatory**)  
 Underclothing (6 day supply)  
 Swim wear (Include a Cover Up)  
 Hose &/or black socks (5 pair)  
 Six Plastic Hangers  
 Sleeping attire & robe  
 Towels (3 or 4 at least)  
 Personal grooming items  
 Gym/running shoes  
 Gym socks (5 pair)  
 CCCLS Ops Plan/pencils  
 Dust/cleaning cloths (several)  
 Shoeshine equipment  
 Cadet Rank (Amn/A1C)  
 Pillow w/Pillowcase  
 2 Twin size sheets- **FLAT/WHITE**  
 Blanket – twin bed size  
 Cloth Laundry Bag  
 Plastic Water Bottle (**We will supply**)  
 Rain Poncho  
 Small flashlight w/batteries

**MALE**

Flight Cap  
 3 Uniform trousers  
 4 Uniform shirts (**unit patches optional**)  
 1 Pair issue shoes  
 Air Force Blue Name Tag  
 Service Coat  
 Air Force Silver name tag (**Mandatory**)  
 Underclothing (6 day supply)  
 Swim wear  
 Black socks (5 pair)  
 Six Plastic Hangers  
 Sleeping attire & robe  
 Towels (3 or 4 at least)  
 Personal grooming items  
 Gym/running shoes  
 Gym socks (5 pair)  
 CCCLS Ops Plan/pencils  
 Dust/cleaning cloths (several)  
 Shoeshine equipment  
 Cadet Rank (Amn/A1C)  
 Pillow w/Pillowcase  
 2 Twin size sheets-**FLAT/WHITE**  
 Blanket – twin bed size  
 Cloth Laundry Bag  
 Plastic Water Bottle (**We will supply**)  
 Rain Poncho  
 Small flashlight w/batteries

**NOTES:**

1. Above items are the minimum required. Cadets may bring more if desired; however, issue items will be limited to those listed.
2. Insect repellent may be required for outdoor evening activities.
3. Male cadets must arrive with their hair cut to meet military standards for the entire six (6) days.
5. Female cadet's hair must be worn to meet military standards while in uniform. There will be limited time for personal grooming.
6. Ribbons are optional for service coats when worn for graduation only.

**GENERAL INFORMATION FOR CCCLC**

NAME \_\_\_\_\_ HIGH SCHOOL \_\_\_\_\_  
(Last) (First) (MI)

PARENT/GUARDIAN NAME \_\_\_\_\_  
(First) (MI) (Last)

TELEPHONE NUMBER OF PARENT/GUARDIAN IN CASE OF AN EMERGENCY

DAY TIME \_\_\_\_\_ EVENING/NIGHT TIME \_\_\_\_\_

EMERGENCY CONTACT IN CASE A PARENT/GUARDIAN CANNOT BE REACHED

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**CADET'S ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and understand the provisions set forth in the Cadet Leadership School selection letter and agree to abide with same during CCCLC. I also commit myself to work and cooperate to the utmost of my ability to gain as much as possible from this opportunity.

CADET'S SIGNATURE \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_

**Parents/guardian CONSENT**

I, the parent/guardian of Cadet \_\_\_\_\_ do hereby give my consent for this student to attend Clayton County (AFJROTC) Cadet Leadership Course (CCCLC) at Clayton State University. I understand that this is a voluntary course of instruction and I release the United States Air Force as well as the student's high school and school district and any person connected with this AFJROTC program from any and all claims for property damage and/or personal injury or death resulting from the reasonable operation of this course at MZHS, including travel to or from the said campus, and/or other travel/activities during Clayton County (AFJROTC) Cadet Leadership Course (CCCLC) Leadership School.

**I further agree if my child is eliminated from CCCLC for disciplinary reasons, my child will receive the appropriate documentation from the Commandant to hand carry to the parent and a phone call from the SASI/ASI from the unit.**

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE SIGNED

EMERGENCY TREATMENT CONSENT FORM

Subject Cadet's Full Name \_\_\_\_\_  
(First) (Middle) (Last)

Cadet's Age \_\_\_ years Cadet's SSN \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_  
(Full name of parent/guardian) (Social Security Number)

\_\_\_\_\_  
Street Address City State Zip

Hereby give consent for any AFJROTC instructor to treat my child for minor cuts, bruises, headaches, or swelling of joints. Any other non life threatening ailment the parent will be called to pick up their child to transport to medical facility. **NOTE: In case of a life threatening situation CCPS instructors will call 911 and notify parent/guardian.** I further understand that **omission of information** from this form (i.e. *Social Security Account Numbers* of Parent/Guardian or Cadet) **may delay medical treatment.**

Signature of Parent or Legal Guardian \_\_\_\_\_

Dated \_\_\_\_\_



**Attachment 5**

**PARENTS' AND GUARDIANS' RELEASE OF LIABILITY**

I understand that members of the Clayton County High Schools cadet corps will be participating in the Clayton County (AFJROTC) Leadership Laboratory Activities (CCCLC). This CCCLC course will be conducted at Clayton State University, Jonesboro, GA, during June 8th through June 14<sup>h</sup>, 2018.

I understand transportation will be by school bus.

I hereby give the Clayton County AFJROTC Instructors permission

for \_\_\_\_\_ to participate in this activity.

Should my child need immediate medical attention, the Clayton County High Schools AFJROTC Instructors have my permission to seek immediate medical treatment. I further understand that omission of information from this form (i.e. Health Insurance Company name and/or Policy number) may delay medical attention.

Signed this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
PARENT OR GUARDIAN

Health Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

*You Are Cordially Invited*

*To*

*Attend*

*The*

*Air Force Junior ROTC*

*Clayton County (AFJROTC) Cadet Leadership Course (CCCLC)*

*Graduation and Recognition Ceremony*

*On*

*Thursday, June 14th, 2018*

*From*

*11am-12pm*

*At the*

*Performing Arts Center*

*In*

*Jonesboro, Georgia*

**Address for Performing Arts Center is:  
2530 Mt Zion Pkwy, Jonesboro, GA, 30236**

**INSTRUCTOR CERTIFICATION  
CHECKLIST**

**Initial**

- COMPLETE CADRE PORTFOLIO** \_\_\_\_\_
- CADET PHOTO IN UNIFORM (short sleeve/tie/tab/ribbons)** \_\_\_\_\_
- CADET ABLE TO COMMAND 30 STEP DRILL SEQUENCE** \_\_\_\_\_
- CADET MUST HAVE ATTENDED AND GRADUATED FROM CCLLA** \_\_\_\_\_
- CADET MUST HAVE SUCCESSFULLY COMPLETED A JROTC ACADEMIC SCHOOL YEAR** \_\_\_\_\_
- CADET MUST PRESENT AN ABOVE STANDARDS APPEARANCE IN UNIFORM** \_\_\_\_\_
- CADET MUST NOT HAVE ANY PHYSICAL LIMITATIONS** \_\_\_\_\_
- CADET ABLE TO COMPLETE ONE MILE RUN (10:30 male/12:00 female)** \_\_\_\_\_
- MILE RUN TIME** \_\_\_\_\_

**I certify that the above requirements have been met as prescribed.**

**Cadet Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**CLAYTON COUNTY CADET LEADERSHIP COURSE**  
**CADRE PORTFOLIO**

The following items must be included:

**COVER PAGE (MUST INCLUDE)**

Name: last, first, mi. \_\_\_\_\_

Rank: \_\_\_\_\_

School/Unit: \_\_\_\_\_ / \_\_\_\_\_

**ROTC FULL PHOTO IN SERVICE DRESS UNIFORM (Ribbons included)**

**STATEMENT WRITTEN IN AT LEAST 3-5 SENTENCES PROVIDING THE FOLLOWING INFORMATION:**

The number AFJROTC years completed.

Have you ever held a cadre position?

Have you ever held a CCCLC cadre position?

What leadership positions have you held in your unit?

Extracurricular activities school/unit

**Typed 3-5 paragraphs stating your opinion on what the following statement means to you as an ROTC cadet. (Please include a cover letter stating your rank/name, high school and ROTC unit.**

**“Successful Leaders understand that leadership is NOT a position of glory and popularity, but of responsibility.” (See Attachment/Writing Prompt)**

**NOTE: Please submit in a folder or binder with inserts. “Remember this portfolio is a mirror of you! All portfolios will be used during cadre selection board.**