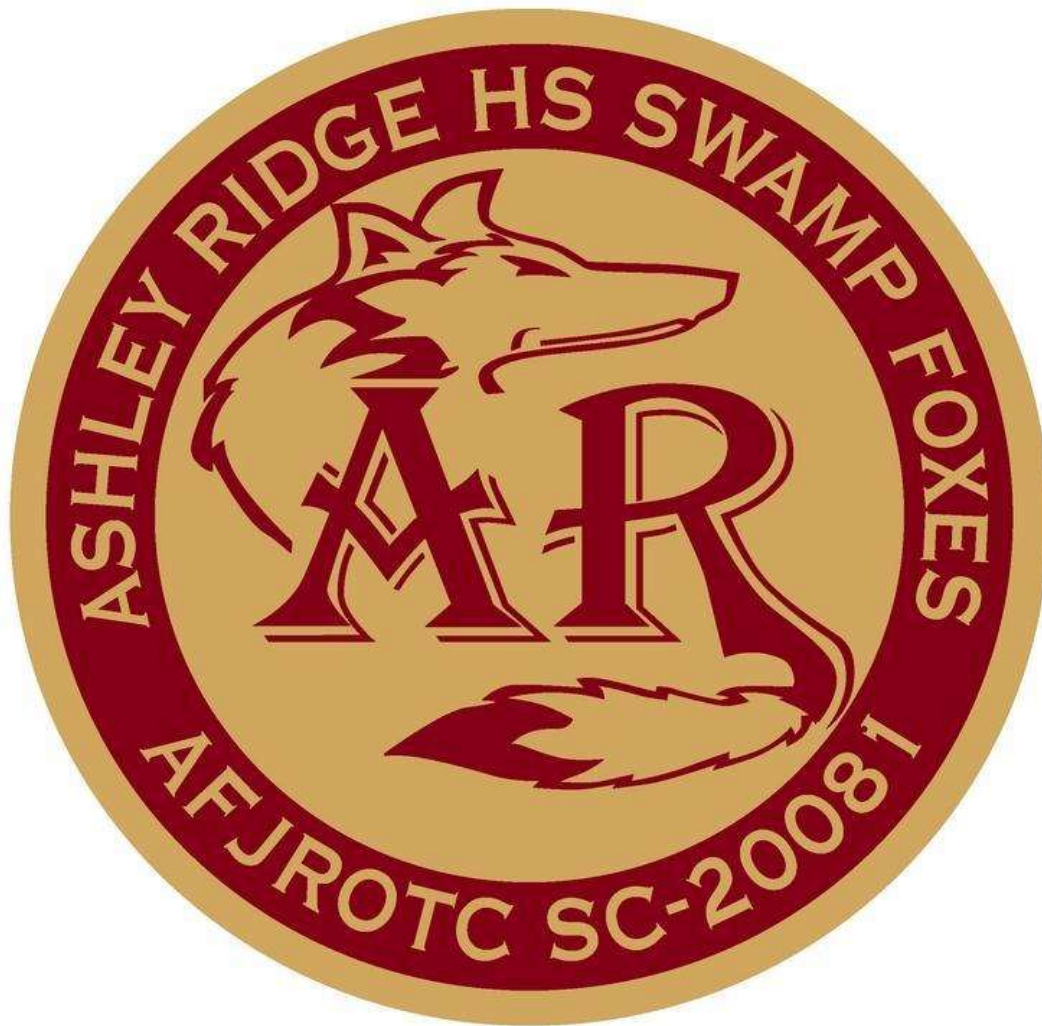


**ASHLEY RIDGE HIGH SCHOOL  
AIR FORCE JUNIOR RESERVE OFFICER  
TRAINING CORPS  
SC-20081**



**CADET HANDBOOK  
2020-2021**

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**ASHLEY RIDGE HIGH SCHOOL  
UNITED STATES AIR FORCE JUNIOR ROTC  
SC 20081**

**"Leadership Starts Here"**

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Major Willis W. Clark (SASI) Ext. 52195  
MSgt. Angela D.R. Powell (ASI) Ext. 52197  
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**MEMORANDUM FOR CADETS**

**FROM: INSTRUCTOR STAFF/SC-20081**

**SUBJECT: WELCOME LETTER**

Welcome to Ashley Ridge High School Air Force Junior Reserve Officer Training Corps (AFJROTC) Program and Team SWAMPFOX. You have made a wise choice, whether you are a returning cadet or a first year cadet, in joining our outstanding organization and furthering your education. SC-20081 was established in 2008, the first year of Ashley Ridge High School. The unit has been recognized as an Outstanding Unit by HQ AFJROTC since the unit's inception. You will find your studies challenging and have opportunities to excel in various activities while having fun at the same time.

The cadet handbook is designed to provide you with guidelines and policies for the operation of the unit. The unit handbook is a living document that will be constantly reviewed and updated to reflect the best practices for the corps of cadets. As you read thru the handbook, keep in mind there is a purpose behind each policy and procedure. Whether it is for teaching skills, helping you develop self-discipline, encouraging orderliness, or promoting patriotism, it is all directed to you.

We strongly believe that AFJROTC training is beneficial regardless of what career you may pursue subsequent to high school. AFJROTC courses compliment other high school courses and activities which will provide valuable information that can be used throughout your life. Since there is no military obligation for taking high school JROTC, you have made an especially wise choice in taking this elective course. However, should you become interested in pursuing a military career, we can provide you with information on enlistment, scholarships for college, or how to become an officer in any of the branches of the armed forces.

The long blue line of graduating AFJROTC cadets from all the units across the country and overseas have no regrets, neither will you.

Angela D. R. Powell, MSgt, USAF, Ret.  
Aerospace Science Instructor

Jason Blake, MSgt, USAF, Ret.  
Aerospace Science Instructor

Bill Clark, Major, USAF, Ret.  
Senior Aerospace Science Instructor

**WELCOME TO TEAM SWAMP FOX!**

## Section 1 Introduction and Cadet Requirements

### INSTRUCTOR BIOGRAPHIES:

**Major Willis W. Clark III** is a Senior Aerospace Science Instructor (SASI). He is from Chagrin Falls, Ohio graduating from University School in 1972 and The Citadel in 1976 with a degree in history and a minor in business. He is married to the former Lynn Seyle. They have two sons. After graduation, Major Clark completed Nuclear ICBM Operations training at Vandenberg AFB, CA. He served as an ICBM Operations Deputy Commander, Mission Commander, and Instructor at Grand Forks AFB, ND. From 1981-1984, he served as an Airborne Battle Staff Mission Commander and Instructor on EC-135 Command & Control aircraft at Ellsworth AFB, SD. Major Clark was reassigned in 1984 as a Test Director and Chief, Airborne Communications & Missile Launch Test Branch, Air Force Operational Test Center, Vandenberg AFB, CA. In 1992, he served as Director of the 7<sup>th</sup> Air Force, Operations & Maintenance Center, Osan, AB, ROK. Major Clark was reassigned to Charleston AFB, in 1993 and served as Chief, Operations, Command Post; Chief, Operations Branch, Wing Plans; and Chief, Quality Support Branch. Major Clark has completed various Air Force schools to include Group Officer School, Marine Command & Staff School, and Air Command & Staff College. In addition, he has completed his Masters in Teaching/Social Studies from the Citadel. His awards and decorations include the Meritorious Service Medal, Air Force Commendation Medal, Outstanding Unit Award, Organizational Excellence Award, Combat Readiness Medal, and others. Major Clark retired from active service in 1997 and assumed duties as Operations Officer at SC-933 at Fort Dorchester High School in 1998. He has been awarded the Air Force JROTC Outstanding Instructor Award four times and with merit twice.

**Master Sergeant Angela D. R. Powell** is a retired First Sergeant from active duty after 24 years and 18 days of service. She was the First Sergeant for the 437<sup>th</sup> Maintenance Operations Squadron and the 437<sup>th</sup> Maintenance Group, Joint Base Charleston, South Carolina. She was responsible for the health, welfare, and safety of enlisted personnel and the principal advisor to the commanders on all enlisted matters. MSgt Powell was born in Spartanburg, SC. She graduated from East Forsyth Senior High School in Kernersville, NC in 1984. After attending Winston-Salem State University for a short period of time, Sergeant Powell entered the Air Force on active duty in 1987 as a Security Specialist. Her first duty station was Grand Forks, ND. She relocated to Comiso AS, Italy in 1989 after attending Ground Launch Cruise Missile training. She then moved to Scott AFB, IL in 1990 and was assigned as an Elite Gate Guard member for Air Mobility Command and U.S. Transportation Command. MSgt Powell was a supervisor, training leader and later became the Law Enforcement Noncommissioned Officer in Charge. In 1995 she subsequently relocated to Nellis AFB, NV when she cross-trained into the Law Enforcement career field. MSgt Powell was a patrol officer until she was selected to be the Noncommissioned Officer in Charge of the Elite Gate Guards and later the Noncommissioned Officer in Charge of Resource Protection. In 1998 MSgt Powell cross trained again into Aviation Resource Management and relocated to Langley AFB, VA. She was Noncommissioned Officer in Charge of Exercises and Training Scheduling while assigned to ACC Headquarters DOOT and later Superintendent of the 94<sup>th</sup> Fighter Squadron in the 1<sup>st</sup> Fighter Wing. MSgt Powell was selected to be a First Sergeant in 2005 and moved to Charleston, SC where she was assigned to three different squadrons during her tenure. She was an active member of the First Sergeants Association, the TOP 3 Association, and the African American Heritage Committee. She briefed over 500 Airmen on Discipline, Ethics, Standards, Customs and Courtesies, Financial Management and Family Care responsibilities. MSgt Powell holds a Bachelor's Degree in Business Administration from the University of Phoenix and Associates Degrees in Security Administration, Business Administration Aeronautics/Aviation Management and Human Resource Management from the Community College of the Air Force. MSgt Powell has deployed several times in support of the war on terrorism. She deployed with 2<sup>nd</sup> Air Force as a liaison for Airmen attending Army Combat Skills Training at Fort Lewis, WA, Fort

McCoy, WI and Fort Sill, OK. She deployed to Al Udeid, Qatar with the 17<sup>th</sup> Airlift Squadron in support of Operations Iraqi Freedom and Enduring Freedom. She has four daughters Ariel, Desirae, Ambria and Danielle and one granddaughter, Ryleigh Janelle.

**Master Sergeant Jason A. Blake** is an Aerospace Science Instructor (ASI). He was born in Oakland, CA but raised in several cities across the United States. As a military dependent he's lived in San Diego, CA, Honolulu, HI, East Meadow, NY, and Virginia Beach, VA. Virginia Beach was the city where he entered the Air Force in 1996. He attended Basic Military Training at Lackland AFB, TX in June 1996 and completed Munitions Systems Technical Training at Sheppard AFB, TX in October 1996. Master Sergeant Blake's first duty assignment was with the 4th Equipment Maintenance Squadron, Seymour Johnson AFB, NC. As a Munitions Storage Crew Chief, Sergeant Blake assisted the safe and secure bed down of 62 munitions laden vehicles containing over 1.4 million pounds of explosives with no incidents. In June of 1999, Sergeant Blake received a short notice remote assignment to the 8th Maintenance Squadron, Kunsan AB, Republic of Korea. He worked as a Conventional Munitions Crew Chief and was key to the 400 ton munitions build up that supported 370 joint service training missions, deterring any North Korean aggression in the Pacific. After his assignment to Korea, he reported to the 1st Equipment Maintenance Squadron, Langley AFB, VA in June 2000. Sergeant Blake held duties as a Munitions Controller, and eventually as Precision Guided Munitions Supervisor. He was instrumental in the software upgrade of 232 tactical missiles, directly supporting Operations Northern Watch, Southern Watch, Noble Eagle, Enduring Freedom, and Iraqi Freedom. In June of 2007, Master Sergeant Blake was hand-picked for a special duty assignment as a technical school instructor with the 363rd Training Squadron, Sheppard AFB, TX. As a Munitions Systems Apprentice Instructor Supervisor, he oversaw 200 Airman, 25 instructors, and \$10 million in resources daily. Sergeant Blake surpassed 3,000 teaching hours with a 98% pass rate and earned "Master Instructor Certification" with the Community College of the Air Force. In June 2011, Master Sergeant Blake was selected for another special duty assignment, enlisted accessions Air Force Recruiter. He was assigned to the 336th Recruiting Squadron, Moody AFB, GA and was responsible for the Summerville, SC recruiting office as well as 3 vacant recruiting offices that covered 10 thousand square miles and supported 100 area schools. Sergeant Blake enlisted and sent 209 civilians to Air Force Basic Military training. Earning him four Air Force "Silver" recruiting badges, "Top-5" recruiter three years in a row, "Silver" and "Bronze" Air Force Recruiting Service medallions, and squadron SNCO of the year in 2013. In August 2015, Master Sergeant Blake was assigned to his last duty station where he was Munitions Operations Section Chief for the 5th Munitions Squadron, Minot AFB, ND. While assigned to Minot, he managed 12 personnel that oversaw the accountability of \$213M in munitions assets that directly supported 33 munitions accounts supporting the 5th Bomb and 91st Missile Wings who are significant wings assigned to Air Force Global Strike Command. Master Sergeant Blake was recognized as Maintenance Support Professional of 2015 for the 5th Bomb Wing. It was here that he concluded his 21 dedicated years to his country and retired from active duty. MSgt. Blake's professional education includes a Bachelor of Science in Workforce Education and Development from Southern Illinois University, three Associates in Applied Science degrees from the Community College of the Air Force; Human Resources, Munitions Systems Technology, and Instructor of Technology and Military Science. Sergeant Blake has been awarded the Occupational Instructor Certification, Master Instructor Certification, Certified Recruiter, and Professional Manager Certifications through the Air Force. Master Sergeant Blake has received the Air Force Meritorious Service Medal, Air Force Commendation Medal with two oak leaf clusters, Air Force Achievement Medal with two oak leaf clusters, Air Force Good Conduct Medal with six oak leaf clusters. Sergeant Blake lives with his wife Linsey, and youngest son Tyson. His oldest son Eljay is in the Air Force and is currently stationed at Little Rock AFB, AR as a C-130W Aerospace Maintenance Crew Chief.

## **AIR FORCE CORE VALUES**

***“Integrity First, Service Before Self, and Excellence In All We Do.”***

**Integrity**: Integrity is the willingness to do what is right, even when no one is looking. It is the *moral compass* – our inner voice, the voice of self-control; and the basis for trust.

**Service**: Service refers to our duties, and before self reminds us that professional duties take precedence over personal desires.

**Excellence**: Excellence does not mean just good enough; It means doing your best.

## **AFJROTC MISSION STATEMENT**

***“Developing citizens of character dedicated to serving their nation and community.”***

## **CADET HONOR CODE**

***A cadet will NOT Lie, Cheat, or Steal nor Tolerate among us those who do.***

The **HONOR CODE** emphasizes that lying, cheating, and stealing is not tolerated within the Corps, and that **HONOR** is a noble standard that is the essence of not only the Corps but each cadet's everyday life.

## **CADET CREED**

**I am an Air Force Junior ROTC Cadet.**

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

*(Each cadet will sign a Cadet Creed.)*

## **CODE OF ETHICS**

**Cadets will:**

- a. Hold their country in high regard.
- b. Respect their parents/guardians, school officials and staff, teachers, and community.

- c. Maintain self-respect, self-control, and good behavior.
- d. Refrain from any act or derogatory words that would discredit themselves, family, school, and/or the Corps.
- e. Dedicate themselves to succeed in academics, athletics, extracurricular activities, and work.
- f. Perform all assigned duties and timely meet all obligations.
- g. Be honest and understand that honorable failure is better than success through unfair means.
- h. Be proud of the uniform and commitment to the Corps, which sets them apart from others.
- i. Be an exemplary role model with high standards of conduct.
- j. Respect other cadets and follow the directions of AFJROTC instructors and higher ranking cadet officers and NCO's.
- k. Place the good of the Corps ahead of personal gain.

### **BULLYING**

Bullying is unwanted, aggressive behavior that involves a real or perceived power in balance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

### **HAZING**

Defined as *the practice of directing someone to perform a humiliating action, without cause, which entails the surrender of dignity and self-respect, or a hazardous action which exposes one to physical injury or bodily harm.* **ANY TYPE OF VERBAL, PHYSICAL, OR MENTAL ABUSE AND PUNISHMENT IS STRICTLY PROHIBITED.** Any cadet who uses their position to engage in any behavior which is demeaning, retaliatory, or dangerous for personal gain will be subject to severe disciplinary action. Any form of hazing, whether verbal or physical discipline, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals. **Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling, or grabbing.** This prohibition is applicable to **ALL AFJROTC UNIT ACTIVITIES**, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

### **DIGITAL CITIZENSHIP**

All JROTC cadets are expected to follow the school districts guidelines for all digital, eLearning, and Virtual learning environments. The following are excerpts from Dorchester School District Two, Student Device Handbook, 2020-2021.

***Digital Citizenship*** refers to the responsible use of technology by anyone who uses computers, the internet, and digital devices. Dorchester School District Two has electronic precautions in place for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting. The district expects students to use technology appropriately and responsibly.

***Student Responsibilities for Digital Citizenship:*** Students should understand that the rules and expectations that apply to general school conduct and communication also govern the student use of technology. Students will:

- Complete the student device orientation at their school prior to receiving their device.



- Report communications containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Always shut down and secure their device after use to protect their work and information.

***Parent/Guardian Responsibilities for Digital Citizenship:***

- Parents should talk to their child(ren) about the values and standards expected of them as they use the internet, just as with the use of all other media information sources.
- Parents are encouraged to monitor student activity at home, especially internet access.

***District Responsibilities for Digital Citizenship:***

- The district and school will comply with both federal and state laws regarding student internet use, such as FERPA, CIPA, and COPPA.
- Filtering/blocking of inappropriate internet materials is done while on the district network.
- Dorchester School District Two reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Dorchester School District Two district-owned equipment and resources.

### **PRIVACY CLAUSE**

Cadets in a staff position may have access to information pertaining to cadet's JROTC files, personnel files, and other material that is declared as sensitive or confidential. This includes, but is not limited to, any form of Unit records, safe combinations, and all computer/website passwords. Cadets entrusted with this type of responsibility are forbidden from releasing any information without consent from a command staff member or instructor. Releasing information that has been declared sensitive or confidential will result in immediate disciplinary action.

### **MANDATORY REPORTING**

Any cadet who witnesses any form of honor violation, breach of trust (entering an authorized-only zone, releasing personnel information), vandalism, failure to follow the Privacy Clause, or conduct unbecoming of a cadet are **REQUIRED TO REPORT THE INCIDENT**. Failure to report an incident will result in disciplinary actions.

### **CADET CONDUCT POLICIES/RULES**

All JROTC cadets are expected to maintain a high degree of discipline. Cadets should use common sense, be courteous and respectful towards authority, follow the rules of the school, and treat all people fairly.

- a. Cadets must bring a pencil/pen, paper, and required books to class each day.
- b. Arrive to class on time each day and sit in your assigned seat at all times during the duration of your class period unless authorized otherwise.
- c. Pay proper respect during the National Anthem and Pledge of Allegiance, and to the flag **AT ALL TIMES**. Unless of respective religious reasons that have been discussed with that cadets instructor.
- d. Address instructors and cadets by their appropriate ranks.
- e. Accept all directions and instructions from other cadets who are in positions of leadership without argument.
- f. Profanity and obscene gestures are not allowed in the confines of the classroom or activities.

- g. Sleeping in class will not be tolerated and you will be asked to stand in the back of the classroom for the remainder of the class to regain your focus.
- h. Arguing and fighting among cadets in class or drill area will not be tolerated. This could lead to Out-of-School Suspension and removal from the AFJROTC program.
- i. Feet on furniture (desks/chairs) will not be tolerated, as well as lying or sitting on top of desks or on the floor. All of the furniture is school, unit, or Air Force property. If it is tampered with or destroyed due to misuse, the cadet will be held responsible.
- j. Cadets will not go through another cadet's or instructor's personal property at any time within or out of JROTC.
- k. Cadets will be proactive and ensure all AFJROTC facilities are kept neat and clean.

### **DISENROLLMENT FROM AFJROTC**

Our unit, SC-20081, reflects the highest standards of AFJROTC and the Air Force. Cadets are expected through their actions to be leaders at the school, the unit, the community and to uphold the three Air Force Core Values, *INTEGRITY FIRST*, *SERVICE BEFORE SELF*, and *EXCELLENCE IN ALL WE DO*. Cadets who do not maintain these standards will be dis-enrolled from AFJROTC. The following actions will cause disenrollment and removal from the AFJROTC program with the SASI's approval:

- 1) Parent/Cadet requesting to drop course during the first 10 days of school without penalty.
- 2) Failure to wear the AFJROTC uniform as prescribed or failure to meet minimum grooming and appearance standards. Refusal to participate in class, physical training, military drill, and personal uniform inspections.
- 3) Behavior that brings discredit upon the Air Force, the unit, ARHS, or the community.
- 4) Behavior that disrupts classes, blatantly disrespectful, or threatens the safety of others.
- 5) Refusal to sign and return Cadet Contract.

### **UNIT OPERATIONS**

The SC-20081 AFJROTC Cadet Corps at Ashley Ridge High School is a fully accredited elective credit course of instruction and enjoys equal status with all other departments at the school. Presently, there are three AFJROTC instructors, one of which is the Senior Aerospace Science Instructor (SASI) who is a retired US Air Force Officer (Major). He reports directly to the School Principal and is responsible for the overall management of the program. The other two instructors are Aerospace Science Instructors (ASI), and are retired Senior Non-Commissioned Officers, responsible for planning and organizing the program. Each instructor (the SASI & ASIs) have additional responsibilities to include: flight advisors, Unit financial management, supply account custodian, team advisors, and special event advisors.

### **ASHLEY RIDGE AFJROTC MISSION AND OBJECTIVES**

The mission of the AFJROTC program is *to educate and train high school cadets in citizenship, promote community service, and provide instruction in Leadership and Air & Space Fundamentals!* Our Aerospace Science portion of the program focuses on the history, development, and application of aerospace knowledge and its impact on society and on us as individuals. The Leadership Education portion of the program focuses on leadership skills and acquaints cadets with the practical application of life skills to include: discipline, character, education, responsibility, leadership, fellowship, and citizenship. In addition, the curriculum encompasses determining and pursuing a job, determining a college major, getting into a college, and obtaining financial aid. AFJROTC is a four-year course of instruction in Aerospace Science and Leadership Education. The student's curriculum integrates military history, Aerospace

Science, military drill and ceremonies, and the elements of leadership and management into a well-rounded course of instruction. Acquiring a sense of responsibility and developing self-discipline are key objectives in the program. The desired end product will be that cadets become better citizens and develop a sense of personal pride, integrity, and patriotism. This will make them more capable of dealing successfully with challenges and adult responsibilities of society. In accomplishing its mission, the cadet organization will satisfy the following objectives:

- a. Encourage a high degree of personal honor, self-reliance, leadership, and discipline.
- b. Promote patriotism and an understanding of personal obligation toward national security.
- c. Promote habits of orderliness, precision and attention to detail.
- d. Develop respect for, and an understanding the need for, constituted authority in a democratic society.
- e. Develop the ability to perform basic military skills associated with drill and ceremonies.
- f. Learn to develop an honor system.
- g. Develop a basic knowledge of fundamental aerospace doctrine.
- h. Develop a knowledge of and appreciation for the traditions of the Air Force.
- i. Learn to manage stress.
- j. Learn to plan long and short term goals.

### **CADET CONTRACTS**

All cadets will complete the *Cadet Contract*. All Command Staff and Wing Staff cadets will be asked to sign contracts before accepting their positions. The information outlined in the cadet contract must be followed or corrective action will be taken to ensure the criteria are met. Cadets with any type of position in the Wing must sign/return an Acknowledgement Notification on the position outlined in the Staff Position Contract. Failure to comply with the terms outlined in a Staff Position Contract will result in removal from the assigned position.

### **AUTHORIZED PERSONNEL ONLY**

The following areas within the unit that are off limits to all cadets unless authorized by the Command Staff. Cadets who attempt to enter or tamper with any of the following items are subject to disciplinary action of high offense. Only business will be conducted by authorized cadets in these areas. Failure to comply will result in a temporary or permanent unauthorized status to the cadet involved and a 341 issued.

- a. Each of the instructor's offices contains sensitive material, i.e. academic grades, discipline reports, personnel files, etc. NO CADET SHOULD BE IN AN INSTRUCTOR'S OFFICE AT ANY TIME unless prior authorization was immediately granted. When entering an instructor's office, you must knock on the door once and then wait at parade rest until you are authorized to come in.
- b. The Command Center in Major Clark's classroom is to be used by the Command Staff ONLY. These cadets should be the only ones allowed in the Command Staff Center. This includes, but is not limited to, the filing cabinets, computers/laptops, Public Affairs' desk, cadet mail center, printer, and the work desk. There will be an established Flight Crew Work Area for FLIGHT CREW USE ONLY. Cadets are not permitted to use the computers and printers without permission from the Command Staff or Instructors. The Public Affairs work space is authorized ONLY for NCOs, NCOICs, and officers. There should be no cadet in an instructor's bathroom or office without permission.
- c. The teaching area in front of each classroom is OFF LIMITS to cadets during instructional time unless prior authorization is granted. This includes the instructor's desk, laptop and podium, as

well as the smart board and all cabinets in the classroom.

The Logistics facilities are OFF LIMITS to all cadets. Only Logistics Personnel and Logistics Administration are authorized for business use ONLY. Cadets who need orders filled must request service during Logistics Operational Hours.

### **CADET DISCIPLINARY SYSTEM OF SC-20081**

Each cadet in the corps has a disciplinary record. Counseling is used as a means of correcting actions unbecoming of a cadet. Verbal counseling is used at all times, and these counseling sessions will need to be documented by writing a statement that you talked to the instructor or writing the complete incident. The documentation process will be left up to the instructor and respective flight crew, and be documented within the disciplinary tab of the flight binder. If the same actions persist, or the cadet in charge deems it necessary, there are two forms of counseling that may be conducted.

- ***Letter of Counseling*** form will be used to document the situation, what corrective actions took place and follow-up actions.
- ***Letter of Reprimand*** will be used for more serious offenses and will be used after other actions are taken such as **341 discrepancy reports (demerits), verbal counseling, and Letters of Counseling.**
- ***Letter of Removal*** will be issued as a final resort for any disciplinary concerns and will be utilized to remove a cadet from their position.

All matters pertaining to the performance of the cadet will be recorded in the cadet's personal file. All Letters of Counseling, Reprimand, and Removal must receive prior instructor approval. In the event a cadet makes a mistake so grievous as to warrant punishment of a higher level, the Wing Commander and SASI can collectively determine the best course of action to be taken. Serious personal problems, home problems, or legal matters will be referred to the school guidance office. All cadets should understand that when a problem exists, it usually becomes a bigger problem if left alone. The best way to handle almost every problem is to face it. If a cadet needs to discuss a problem, ask a question, or gets information concerning other agencies, go through the chain of command.

ALL LETTERS MUST BE SUBMITTED TO THE DISCIPLINARY BINDER IN THE CADET PERSPECTIVE INSTRUCTOR'S OFFICE BEFORE AND AFTER IT IS RETURNED AND SIGNED BY THE CADET'S PARENT/GUARDIAN. THE FLIGHT CREW WILL NEED TO INFORM THE DISCIPLINARY OFFICER THAT THERE WAS A FORM ADDED TO THE DISCIPLINARY BINDER. These letters will count as a TEST GRADE. If the letter is not returned within three calendar days, it will count as a 0. If the letter is turned in after three calendar days, the grade will be changed to a 60.

(1+2) **First and Second Offenses:** Cadets will be verbally counseled by the cadet supervisor. A 341 discrepancy report will be submitted to the Discipline Commander to document the incident.

(3) **Third Offense:** A Letter of Counseling and lunch detention will be issued by the Discipline Commander. This letter will be issued after 3 consecutive misdemeanors. The cadet has three calendar days to return the form signed by the cadet and parent/guardian. The flight crew must then submit it to the Discipline Commander. The cadet must attend lunch detention with a JROTC instructor, disciplinary instructor, or the disciplinary NCOIC on their assigned day and is responsible for obtaining a hall pass.

(4) **Fourth Offense:** A Letter of Reprimand will be issued by the discipline commander. The cadet has three calendar days to return the form signed by the cadet and parent/guardian. The supervisor must then submit it to the Discipline Commander. The cadet will be ineligible for all remaining field trips/Unit events and is demoted to the lowest permanent rank allowed for the respective year group (this should be documented on the letter).

(5) **Fifth Offense:** A Letter of Recommendation for Removal will be issued by the discipline commander. This letter will contain the cadet's flight crew reasons for the recommendation and will be submitted to the disciplinary binder found in the respective instructor's office. The flight crew squadron commander will review the letter, and the cadet's Disciplinary Record. If approved, the case will continue to go up the Chain of Command until it is received by the Wing Commander. The Wing Commander and SASI will determine if a Letter of Removal needs to be issued. If so, the Wing Commander will refer to the cadet's Disciplinary Record to write the Letter of Removal, signed by the SASI. The cadet will receive the letter and will have 3 calendar days to have it signed by a parent/guardian. Upon return of the letter, the cadet will return all rank/aiguillettes to Logistics. If the Wing Commander and SASI deem it unnecessary to issue a Letter of Removal, the Wing Commander will submit a Denied Letter of Removal to the Discipline Commander with the reasoning for the cadet to sustain their position/rank and will attach the cadet's Disciplinary Record for re-filing.

**These actions may seem extremely harsh for high school students. However, as stated earlier, it is a privilege to wear this uniform, and to not wear it correctly or not wear it all is to disgrace it and the very men and women who wear the uniform on a daily basis in the Active and Reserve United States Air Force that the cadet uniform is modeled after.**

### **HONOR BOARD**

The Honor Board is responsible for maintaining the unit's high integrity. All cadets have agreed to the Air Force Core Values and they are expected to conform to SC-20081's standards. The purpose of the Honor Board is to provide means to do an internal investigation of a situation that might violate the Honor Code, and/or to review any excessive 341 discrepancies. Cadet(s) involved must complete an Incident Report Form for documentation purposes, and decide if a cadet should go through the removal process from AFJROTC.

- a. The SASI and Wing Commander will determine when a case will go before the Honor Board.
- b. If convened, the Honor Board will investigate the alleged infraction in whatever manner they deem appropriate to the circumstance. At a minimum, all members of the Honor Board will listen to the comments of the cadet(s) involved in the incident.
- c. Within two calendar days, the Honor Board will bring forward a recommendation to the SASI concerning resolution of the incident. The SASI will consider the recommendations of the Board and only take other actions in the event he/she can point to specific information that was not known to the Board during their deliberation. Parents of the cadet(s) may not interfere with the Honor Board.
- d. Members of the Honor Board will be the Wing Commander, Flight Operations Commander, Command Chief, Wing Operations Commander, Executive Officer, Standardization and Evaluation Commander, and the Squadron Commander that the cadet(s) belong to.
- e. The Disciplinary Officer is the recorder.
- f. All information may not be discussed except with the SASI or other attached AFJROTC instructors. All cases are confidential until released by the SASI.

### **UNIFORM VIOLATION**

Cadets who fail to wear the uniform on the designated uniform day will risk getting a uniform violation. There are four offenses dealing with cadets who fail to wear their uniform on a make-up day. Each offense increases with severity.

(1) **First Offense:** Cadets will be verbally counseled by the **Flight Commander** on uniform wear

requirements and advised of consequences of further actions. A 341 recording the offense will be issued along with a lunch detention.

(2) **Second Offense:** A Letter of Counseling will be issued by the discipline commander at the request of the **Flight Commander** and the cadet will be ineligible for the next field trip, local or out of the state. **A call from the cadet's primary instructor to the cadet's parents/guardians will be required.** The cadet may lose some, or all of, their temporary rank and or flight rank. A 341 will also be issued along with a lunch detention.

(3) **Third Offense:** A Letter of Reprimand will be issued by the discipline commander by the request of the Flight Commander with a 1<sup>st</sup> endorsement from the applicable instructor. The cadet will be ineligible for: all remaining field trips, any aircraft orientation rides, and **is demoted to the lowest permanent rank allowed for the respective year group.** A 341 recording the offense will also be issued.

(4) **Fourth Offense:** The parents/guardians of the cadet with the cadet present will set up a meeting to discuss the ramifications of the cadet's actions with the SASI and applicable classroom instructor at school. The cadet will not be allowed to participate in any cadet activity except for the academic classroom. The cadet will sit in the back of the room during academics. The cadet cannot receive any more than a 60 for the grading period when the fourth infraction occurred. Any more infractions on not wearing the uniform will result in the cadet receiving an F for the grading period. Once the cadet begins wearing the uniform correctly on the assigned days, a normal academic grading cycle will begin. Any more repeats of not wearing the uniform will result in a grade of a 0 and a 50 for the rest of the grading period. The cadet will not be allowed to wear the uniform anymore with a failing grade for the grading period or semester. In addition, the cadet can be recommended for dismissal by the SASI to the school administration.

### **CHANGING OUT OF UNIFORM**

Only the following classes will allow a cadet to change out for that period ONLY: horticulture, weight lifting, dance, art, physical education, and theater. If a cadet has any other reason to change out (i.e. Animal Dissections, science experiments) they need to obtain an instructor signed and dated slip found in the filing cabinets of each classroom.

Stating: "Cadet \_\_\_\_\_ has permission to change out for \_\_\_\_ period only on insert date." The cadet is responsible for obtaining this pass and presenting it when asked for it.

**NOTE: A UNIFORM VIOLATION LETTER WILL BE SENT HOME TO NOTIFY PARENT OF CADET FAILING TO WEAR UNIFORM ON DAY ASSIGNED. These letters are a TEST GRADE, after 3 days if the letter is not returned it will be a 0. If the letter is turned in after 3 days, the grade will be changed to a 60. The Squadron Commander is notified of the situation. The Squadron Commander in working with the SASI will ensure that a Uniform Failure Letter is sent out to the respective parent. A copy of the letter will be kept by the flight crew in the flight crew book and a copy retained in the squadron uniform violation notebook.**

### **MERIT/DEMERIT SYSTEM**

A merit/demerit system is used as a leadership tool to maintain discipline and high standards of appearance and conduct in accordance with the following guidelines: **Merits** are awarded for superior appearance and performance, good conduct, performance of duties, or achievement above and beyond that normally required or expected of a JROTC cadet. **Demerits** are issued for substandard appearance and performance, poor conduct, failure to perform duties, or achievement below that which is normally required or expected of a JROTC cadet. ***Demerits are a last resort after verbal counseling.***

(1) Giving a cadet merits or demerits is a judgment call based on the recommending cadet's experience

and knowledge of JROTC standards and procedures. It is a responsibility not to be taken lightly. Every cadet must realize issuing demerits may have a far-reaching and possibly adverse effect on an individual's attitude and performance. **THE MERIT AND DEMERIT SYSTEM MUST BE USED WISELY AND SPARINGLY! BOTTOM LINE: THINK PROFESSIONALLY!**

- (2) Merits/Demerits are used in assessing individual performance for promotions, awards, assignment of positions, JROTC field trips, and in extreme cases may be used as information on Cadet Honor Board or elimination from AFJROTC. Merits/Demerits are recorded in the personnel records and are important parts of the records used in decision-making, for cadet honor board and discipline board.

a. The following is a list of values for merits and demerits:

<b><u>MERITS</u></b>	
<b><u>EVENT</u></b>	<b><u>VALUE</u></b>
Assisting an officer with their duties	+10
Outstanding PT performance	+20
Outstanding cadet inspection	+35
Outstanding cadet performance	+40
Being selected for Cadet of the Month	+50
Being selected for Flight Crew of the Quarter	+50

<b><u>DEMERTS</u></b>	
<b><u>EVENT</u></b>	<b><u>VALUE</u></b>
Improper classroom procedures/talking	-10
Rifle safety violations	-20
Blatant fraternization	-25
Horseplay/Disrupting Class or Drill	-25
Derogatory Attitude/Rudeness	-30
Unauthorized change out of uniform	-30
Male wearing of earring or piercing in uniform	-30
Leaving a formation without permission.	-30
Profane Language	-30
Disrespect to Cadet Officer/NCO	-35
Failure to perform duty as required	-35
Conduct Unbecoming of a Cadet	-40
Disrespect to National Anthem/Pledge	-45
Blatant Disrespect to Instructor	-50
Failure to wear uniform	-50
Public Display of Affection (PDA)	-50
Stealing or vandalizing another cadet's property	-50
Fighting Within JROTC	-70

- Repeated infractions, to include items not listed, or special events will be as determined by the Wing Commander with approval of the SASI.
- Depending on the situation with instructor approval the amount of merit/demerit can be changed.

### **UNIT FORM 341**

The purpose of the 341 is a means of informing a cadet that their actions were wrong and need to be corrected. A 341 also provides a means to recognize a cadet's actions as a positive behavior. Abusing

the system will cause it to fail. If any officer witnesses an infraction, he/she should immediately correct the responsible cadet and determine whether a 341 should be issued to the cadet. Remember to avoid confrontation and maintain professionalism at all times. The infraction and all other necessary information should be documented on the 341 slip. A cadet may correct an infraction or praise an action by filling out a 341 and having a cadet officer sign it. The 341s will be reviewed weekly by the Disciplinary Officer and NCOIC. Then, the 341s will move on to the Squadron Commanders, or if necessary, a member of the Command Staff who is in the command chain for that person, who will sign off the 341. From there, they will take it to the Wing Commander, who will check off the previous review and turn in the 341 to the SASI for final review. The number of merits or demerits assigned will be written on the 341 and each reviewer will sign and check either "Agree" or "Disagree." If an applicable Command Staff member disagrees, they must write their statement as directed on the 341 form. The Disciplinary Officer will keep a master list of each cadet's merits and demerits. The following procedures apply to documenting excellence or discrepancies by cadets using the 341 system:

- a. 341s will be carried in the males left breast pocket and in the female's hat while in the blue uniform. In alternate uniform, the cadet shall keep it in their left pocket. While not in uniform they shall be carried in the cadet's JROTC notebook, book bag, or pocket. A cadet does not have to have a 341 on them in their PT uniform, but must have one in JROTC.
- b. All cadets are responsible for filling out the top portion of the 341 with his/her name, flight, and squadron.
- c. Command Staff, Wing Staff and officers are the only ones authorized to issue a 341.
- d. When a 341 is issued, the issuing cadet will either recognize or reprimand the cadet at the time the 341 is issued and they both sign the 341.
- e. The cadet writing the 341 will put it in the Merit/Demerit Box located in the SASI classroom.
- f. Every 2 weeks, the Disciplinary Officer will compile a Discipline Report Roster listing the names of cadets receiving merits and demerits and the rationale.

### **DOUBLE JEOPARDY CLAUSE**

Cadets shall be protected from multiple infractions branching off from the same behavioral action mentioned on the merit/demerit chart. For example: "Blatant Disrespect to Instructor & Conduct Unbecoming of a Cadet" can all be listed in a 341, but the demerits given would be that of the greater infraction.

### **EXCESSIVE DEMERITS**

If a cadet exceeds 50 or more demerits, they will be issued a 25 minute ILT detention. A Detention Letter will be issued to the cadet requiring both the cadet and parent to sign the letter. The cadet will have 3 days to return the letter. Failure to return the letter will result in an academic grade of 0 for a test. If the letter is returned, the 0 will be removed. Cadets will report to a designated area during their assigned 25 minutes and sign in with the discipline officer, discipline NCOIC or assigned member of Command Staff. This detention will be a quiet time for them to do homework or just sit silently. No media devices will be allowed, unless approved by an instructor. After 25 minutes the cadet will report back to lunch after being released. By completing the lunch detention 25 demerits will be taken away from the cadet. The cadet is required to complete as many lunch detentions as it takes to get below 50 demerits. If a cadet fails to report to lunch detention this could result in more lunch detentions, a school write up, ISS or removal from JROTC.

**However, the best way to work off demerits is to work towards obtaining merits. By obtaining merits, cadets will be able to subtract from their excessive demerits. If a cadet cannot serve the detention(s) on the day required due to taking a test, extra help, etc., the cadet must have the teacher**



email or send a signed note to the SASI and another Detention Day will be assigned.

### **APPEAL OR RECONSIDERATION OF DEMERITS**

If a cadet feels that a demerit is unjust, it may be appealed by a written request by submitting a typed letter, within two days after receiving the demerit, to the Disciplinary Officer. The Appeal or Reconsideration of Demerits Letter will contain the cadet's name and flight, explanation of the reason for the appeal or reconsideration of the demerits, and the letter will be signed by the cadet. The Discipline Officer will attach the Demerit Appeal/Reconsideration Sheet to the cadet's Appeal/Reconsideration Letter with a copy of the 341 to be reviewed by the Wing Commander and SASI. The SASI has final approval or disapproval. The cadet will be notified by the SASI on the decision of the appeal/disposition.

## Section 2 Academics, Procedures, Operations, and Structure

### ACADEMIC POLICIES

- a. **CREDIT:** The goal is for each cadet to pass and receive credit for the course. Each year successfully completed in AFJROTC equals one elective credit. Credit may also be substituted for physical education.
- b. **GRADES:** Each nine week's grade is a weighted combination of Aerospace Science tests, Leadership Education tests, uniform inspection, personal evaluations, physical training, quizzes, homework, and grades from any written/oral presentations. Each instructor will address specific weight for their class at the beginning of the year. All Instructors will use the same weighting system for their classes. A grade will be attached to any projects or special events pertaining to a cadet. Cadets assigned to flight or Wing staff positions will also be assigned a grade. Those with high academic achievement may compete for college ROTC scholarships or appointments to the service academics.
- c. **EXAMS:** Most exams will be a mix of multiple choice, true/false, matching, fill-in-the-blank, and possibly discussion questions.
- d. **PAPERS:** Students may be required to write short expository or biographical papers. These will be on topics related to JROTC and will be of various lengths. All papers are expected to be neat with proper grammar and spelling and to be turned in on time. Ample time will be given prior to the required suspense.
- e. **HOMEWORK:** All students will be given homework assignments in the form of readings in assigned texts or completion of sections in the student workbook. Students are subject to "pop" quiz to encourage the reading in a timely manner.
- f. **PROJECTS:** Students may be given individual or group projects to accomplish. The projects will be related to AFJROTC. All projects will be accomplished as per the instructions given out by the instructor and will be expected to be turned in on time.
- g. **BRIEFINGS:** Cadets will be required to give a briefing once a year. These academic briefings will be related to AFJROTC as assigned by the instructor
- h. **EFFECTS OF GRADES:** The grades a cadet earns will be reflected on their permanent school records. These grades also impact several other areas of a cadet's status within JROTC. Grades are a priority when staff positions are assigned and are also considered at promotion time. Obviously, one who is failing cannot be given a promotion or be assigned a position of higher responsibility.

### ACADEMIC PROBATION

Each cadet in the corps has an Academic Record. Cadet grades will be monitored quarterly by the Wing Operations Commander, Academics Officer, and the Academics NCOIC. Any cadet needing help in more than one course will be placed under Academic Probation for the duration of the grading period (quarter). A Letter of Academic Probation will define the parameters of the probation period and will be signed by the cadet, parent, and instructor, as well as the Academics Officer. If the cadet is passing all subjects at the time of Academic Review (quarterly) and the failing courses from the previous quarter have

been changed as well; a level of probation will be removed off of the cadets record. These letters are a TEST GRADE, after 3 academic days if the letter is not returned it will be a 0. If the letter is turned into the instructor after 3 academic days, the grade will be changed to a 70. If the letter is turned in on time, it will have no negative effect on the cadet's grade. **NOTE:** If quarter recovery is completed and verified by the instructor, then the cadet will be moved to the appropriate probation level.

1. **Level I Probation:** applies to cadets failing one course. The cadet must attend tutoring at least once to talk with their teacher about quarter recovery. They must submit a tutoring slip signed by their teacher saying they have received quarter recovery to the Academic Officer. After they complete and turn in quarter recovery, they need to turn in another tutoring slip signed by the teacher saying it was turned in.
2. **Level II Probation:** applies to cadets failing two courses. The cadet must attend tutoring at least once to talk with their teacher about quarter recovery. They must submit a tutoring slip signed by their teacher to the Academic Officer. They must submit a tutoring slip signed by their teacher saying they have received quarter recovery to the Academic Officer. After they complete and turn in quarter recovery, they need to turn in another tutoring slip signed by the teacher saying it was turned in. The cadet is suspended from all extracurricular activities and events; this excludes community service projects, fundraising events, JROTC team practices, required CIA field trips, military ball, and competitions only.
3. **Level III Probation:** applies to cadets failing three courses. The cadet must attend tutoring at least once to talk with their teacher about quarter recovery. They must submit a tutoring slip signed by their teacher to the Academic Officer. They must submit a tutoring slip signed by their teacher saying they have received quarter recovery to the Academic Officer. After they complete and turn in quarter recovery, they need to turn in another tutoring slip signed by the teacher saying it was turned in. The cadet is suspended from all extracurricular activities and events, no exceptions.
4. **Level IV Probation:** applies to cadet failing four or more courses. The cadet must attend tutoring at least once to talk with their teacher about quarter recovery. They must submit a tutoring slip signed by their teacher to the Academic Officer. They must submit a tutoring slip signed by their teacher saying they have received quarter recovery to the Academic Officer. After they complete and turn in quarter recovery, they need to turn in another tutoring slip signed by the teacher saying it was turned in. The cadet is suspended from all extracurricular activities and events, no exceptions. The cadet will also receive a Letter of Removal from their staff position and demotion to permanent rank which will remain in effect until the their probation changes.

### **COMMUNITY SERVICE POLICY**

As per Air Force JROTC regulations, each cadet in the corps must participate in at least 18 hours of community service from the beginning of the school year to 10 April. The cadets will be graded on their progress and must complete 6.00 hours (6 hours) of community service by the end of the quarter for the first 3 quarters of school. All cadets will be required to complete 6.00 hours by the end of the first 3 quarters (total of 18 hours). This is agreed upon by each cadet and parent/guardian as it is a term of the Cadet Contract. The grading scale of this requirement is: 6.00 hours or more = 100%, between 5.00 and 5.99 hours = 80%, between 4.99 hours and 2.50 hours = 50%, between 2.49 hours and 0 hours = 0%. This grading scale is to ensure that the Air Force requirement for Community Service is met. Each cadet in the corps has a Community Service Record to keep track of all community service hours. Cadets will be given opportunities to participate in community service projects locally with other cadets. Cadets leading a service event will follow the Unit's Service Point System and will fill-out the information about the event as required by the Community Service Officer.

## **SERVICE HOUR SYSTEM**

Service hours will be awarded for SASI/ASI approved AFJROTC projects. Such projects include ushering, cleaning Delmar Highway in the Adopt-A-Highway program, etc. Once a cadet completes 18 service hours the Senior Cadet In-Charge will turn in a list of cadets at the end of the third quarter to the Information Management Commander. Then those cadets will be issued the Service Ribbon per 18 hours. Service hours are not carried over from one school year to another. Each cadet will start each school year with 0 service hours, excluding community service hours obtained during the summer.

## **CLASSROOM REPORTING PROCEDURES**

**Flight Commanders, Flight Sergeants, Element Leaders, and Guidon Bearers will use the following procedures for classroom reporting:**

- 1) The Flight Commander will position his/herself in front and on the right side of the classroom with the Flight Sergeant to his/her left. The Guidon Bearer will position his/herself left of the flight sergeant holding the Guidon at Parade Rest.
- 2) The Flight Sergeant will call the flight to attention. Flight members must stand at attention by their desks. Flight Sergeant will state "Face the Flag", "Hand over Heart", and then "Pledge". Flight will pivot to face the flag and proceed to say the Pledge of Allegiance. Afterwards the flight will pivot back to their original posts and the Flight Sergeant will state to the Element Leaders, "Element Leaders Report!"
- 3) The Element Leaders, while making their reports, will turn at a 45-degree angle facing the Flight Sergeant and state, "First Element, all cadets present and accounted for sir/ma'am." Note: If a member of an element is missing, the element leader will report, "First Element, 1 cadet absent and unaccounted for, sir/ma'am". Upon finishing the report, the Element Leader will return back to their original position. Element Leaders will not salute the Flight Sergeant while making the report.
- 4) After the last Element Leader has finished his/her report, the Flight Sergeant will pivot and face the Commander to consolidate the report and state "\_\_\_\_ Flight, all cadets present and accounted for" or "\_\_\_\_ Flight, 2 cadets absent and unaccounted for" depending on the number of cadets not present. The Flight Sergeant will salute the Flight Commander while making the report. The Flight Commander will return the salute after the report is given and state "Proceed".
- 5) The Flight Commander and Sergeant will go back to their posts. The Flight Sergeant will then give the order "Guide, post" The Guidon Bearer will take the most direct route to return the Guidon back to the Guidon Rack.
- 6) The Guidon Bearer will state "Post" once the Guidon has been returned (posted) and has performed an about face. Then the Flight Sergeant will give the flight "Seats"
- 7) The Flight Sergeant will take roll. Afterwards they will give the order "At Ease", and then the Public Affairs technician (PA) will read the week's schedule to the flight every day.
- 8) After these procedures are complete the Flight Commander and Sergeant will take this time to make any pertinent announcements to their flight prior to Instructor's class time.

At the end of class each day the Flight Sergeant will call the room to attention and command: "X flight dismissed" The flight will then echo "X flight dismissed, yes sir/ma'am".

**In the absence of the Flight Commander, the Flight Sergeant will replace the Flight Commander. In the absence of the Flight Sergeant, an element leader or any eligible cadet within the flight will replace the Flight Sergeant. The Flight Commander may select any cadet to step in, in the absence of the Flight Sergeant, to allow each cadet to gain experience.**

## INSPECTION

It is crucial in making sure all Air Force uniform regulations are met. There are certain people assigned to inspect a flight's uniforms during inspection days (i.e flight crew, Stan/Eval, Squadron commanders). They strictly grade uniform wear and give feedback to each cadet. This group of cadets helps play a role in honor flight selection and help improve the overall look of the unit.

## OPEN RANKS PROCEDURES

The designated uniform day there are set procedures on how you're inspected. After the daily classroom procedures, instead of continuing into instructor time, the flight will be given a certain amount of minutes assigned by the Flight Commander for final adjustments before their uniform is inspected. The Flight Sergeant will then call the Flight to Attention and march them to the designated inspection area.

### **Steps 1- 5 should be done before the commander reaches your flight**

1. The Flight Sergeant calls the flight into formation 6 paces away
2. The Flight Sergeant will call a "Right, FACE" and call "With the exception of element leaders, if you are taller than the cadet in front of you, tap them on the shoulder and proceed forward" Then the sergeant will call another "Right, FACE" and call " If you are taller than the cadet in front of you, tap them on the shoulder and proceed forward, no exceptions". Once the flight is sized the sergeant will call two left faces to assure that the cadets are in the correct position.
3. The Flight Commander/Inspector will then walk toward the Flight and the Flight Sergeant will then call "Open Ranks, MARCH!" and perform an immediate 45 degree face towards the elements to begin inspecting each element starting with the 4<sup>th</sup> and ending at the 1<sup>st</sup>
4. After checking the alignment of the 1<sup>st</sup> element, the Flight Sergeant will then march to 3 paces in front of the 1<sup>st</sup> element and perform a Left Face, and call out "Ready, FRONT!" while looking straight forward. After this they will then take a step forward in front of the Guidon Bearer.
5. The Flight Sergeant will perform a right face and wait for the inspector to walk up to the Flight Sergeant will salute and say "Sir/Ma'am, the Flight is prepared for inspection." The inspector would reply "Accompany me for inspection."
6. The Flight Sergeant will then perform a Left Face where they will then call out "2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> elements! Parade, Rest!" Immediately after, the Flight Sergeant will then take one step forward then execute a Left Face. The inspection will now begin.
7. When the inspector/Sergeant reach the last cadet in an element, they will then side step and then do an immediate left flank to go into the next element. The next element will then call "\_\_\_\_ element, TENCH HUT" and then the previous element will call "\_\_\_\_ element, Parade, REST!"
8. Once the inspector finishes with the last cadet, the inspector will march off. At the same time, the Flight Sergeant will step forward and execute a Left Flank, proceeding to the front of the formation. Once the Flight Sergeant has proceeded 3 paces past the guidon bearer, the Flight Sergeant will stop, execute a Left Face and give the command "Flight, Attention". The Flight Sergeant will take one step in front of the Guidon bearer and execute a right face and the inspector will walk up to the Flight Sergeant. The Flight Sergeant will salute the inspector and say "Sir/Ma'am the flight is finished with inspection."
9. After being briefed by the inspector the Flight Sergeant will then do a left face and down the line call "Close Ranks March." Then the flight sergeant will follow what the inspector told them (i.e. march them inside, prepare them for drill, etc.).

## STANDARDIZATION/ EVALUATIONS

Standardization and Evaluation is a major part within the unit in terms of observing the performance of the flights and teams. Having certain people evaluate different groups in the unit gives feedback to the leaders and instructors in the unit. Flights and teams are primarily evaluated on basic, daily procedures and the overall mission of the group being accomplished. Reports are made from the results of the evaluations and are documented to look at improvement or digression. This report will be provided to the Wing Commander and SASIs for initial review. After approval, the report will be provided to other instructors and to the applicable command staff. **These reports will be reviewed at monthly flight crew meetings or with operational team wing staff meetings.** Representatives of Standardization and Evaluation evaluate and look at inspection procedures, classroom procedures, and overall conduct of the flight. Evaluations play a major part in honor flight selection based on the top performances.

## PHYSICAL TRAINING AND PHYSICAL FITNESS TEST (PFT)

### **PHYSICAL TRAINING (PT):**

The Air Force JROTC goal is to build academically strong and physically fit students. The JROTC physical fitness (PT) program consists of core exercises like sit-ups, push-ups, jumping jacks, walking, and/or running for time. Scheduled physical fitness training gives cadets the chance to exercise during school class time, to check their own abilities, and the instructors a chance to observe cadet conditioning. As in most endeavors, "Attitude is everything." The cadet PT Officer/NCOIC will manage the program. The **PT Technicians** in each flight will be responsible for running the program within their flight. The fitness program is a required part of the SC-20081 AFJROTC program and participation is mandatory.

Cadets will not be allowed to participate in unit PT unless the **CADET HEALTH/WELLNESS PROGRAM, CADET PARTICIPATION CONSENT HEALTH SCREENING QUESTIONNAIRE** for School Year **2020-2021**, Unit **SC-20081** is on file. If a cadet has a limiting factor in performing physical activity, the unit will have on file what limiting factors those are. This must come from a medical authority and or a parent/guardian. Cadets will not be excused from PT unless they have an acceptable, **written and signed** note from a parent or doctor explaining why they cannot participate.

Cadets are required to participate in **PROPER PT UNIFORM (PTU)**. Cadets will be evaluated during their scheduled PT day. A maximum score of 100 points will be given. Cadets will be required to wear the unit issued PT shorts and shirt **TUCKED IN**. During colder temperatures, cadets may wear Air Force issued sweats. Females with long hair will have it secured but may have loose ends and may extend below the bottom edge of the collar. Jewelry restrictions will apply in accordance with proper uniform wear. Cadets must wear athletic style shoes. Athletic style shoes are mandatory and there are no restrictions on color. Cadets must also bring a hygiene kit (deodorant, baby powder, & baby wipes). Proper hydration is essential for physical fitness so a water bottle is also required to have on PT days. Cadets will be graded on PT uniform wear, hygiene kit, hydration bottle and participation. If a cadet shows up with non-issued PT clothes, they can still participate but will have points taken away for no uniform. If a cadet doesn't have any PT clothes, they still may participate for partial credit. If a cadet fails to wear PT clothes and doesn't participate, they will receive 0 points for the PT day and will be asked to walk near the PT area. In addition, the cadet will be assigned a 341 stating failure to have proper material for PT.

### **PHYSICAL FITNESS TEST (PFT):**

A **Physical Fitness Test (PFT)** will be completed for all cadets in the unit. A pre-assessment will be conducted within the first 45 calendar days of school for a baseline. The post-assessment will be administered no later than 30 calendar days before the end of the school year to determine the cadet's overall improvement. The assessment consists of three physical fitness exercises: maximum number of push-ups in 1 minute, maximum number of sit-ups in 1 minute, and the fastest time to run 1 mile. All cadets who complete all three exercises may receive the **Health and Wellness Ribbon**. Cadets who score in the 75-

84% range will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. Subsequent and duplicate awards criteria are further explained in the ribbon section of the cadet handbook. Cadets are encouraged to improve on at least 2 of the 3 components of the PFT from first to second semester. See Attachment 23 for PFT percentile charts.



SIT-UPS



PUSH-UPS



1 MILE RUN

### **FLAG DETAIL**

Raising and lowering of the flag is a ceremonious and honored tradition that all cadets will not take lightly. Strict military bearing and self-discipline will be the standard for this required duty. Each flight will serve flag duty on a rotating bi-weekly basis. The Flight Operations Group Commander will assign each flight to flag detail at the beginning of each semester. Each Squadron Commander will acknowledge and sign off on the Operational Order and the Flight Ops Commander will be the final approving authority for flag duty. The responsible Squadron Commander will be held responsible for their Flight Commander/Flight Sergeant in ensuring that cadets assigned to flag duty are fulfilling their duty. Cadets will be trained in flag detail by their respective Flight Commander and Flight Sergeant.

Cadets assigned to flag detail will be given permission by their instructor. Flag details will consist of four cadets. A cadet must have a passing grade in JROTC to serve flag detail. If assigned cadets do not show up for flag detail, it is the responsibility of the applicable Flight Commander/Flight Sergeant to take the necessary action. Cadets performing flag detail will receive .5 service hour credit for each day the cadet participates.

**Morning Flag Detail:** Upperclassmen flights will serve flag duty until 1<sup>st</sup> year flights are trained. Cadets assigned to flag duty will meet in the JROTC hallway at **0840 hours**, Monday through Friday, to raise the United States Flag and the South Carolina Flag. The flags are located in the front office. Cadets will be rotated within a flight for flag detail.

**Afternoon Flag Detail:** The last flights of the day will serve flag detail on a rotating basis. The Flight Commander/Flight Sergeant will take turns commanding flag detail to ensure their flight is never left unattended. Afternoon Flag Detail should start promptly at 3:45pm. The flags must be folded properly and stored in the front office. All cadets must report back to their flight immediately after flag detail.

**UNIT MANNING DOCUMENT***Starting Base rank, Maximum Rank/By year and position*

<b>Position</b>	<b>AS-1</b>	<b>AS-2</b>	<b>AS-3</b>	<b>AS-4</b>
Wing Commander				O-6, O-6
Flight Operations Commander				O-5, O-6
Wing Operations Commander				O-5, O-6
Executive Officer				O-4, O-5
Standardization and Evaluation Commander				O-4, O-5
Command Chief				E-9, E-9
Squadron Commander			O-2, O-3	O-3, O-4
Academics & Awards Officer/Discipline Officer			O-1, O-2	O-2, O-3
Community Service Officer/Cyber Officer			O-1, O-2	O-2, O-3
Logistics Officer/ Recruiting Officer/PT Officer			O-1, O-2	O-2, O-3
Flight Commander		O-1, O-2	O-1, O-2	O-2, O-3
Team Commander (without staff position)			O-1, O-2	O-2, O-3
Flight Sergeant		E-5, E-6	E-6, E-7	E-7, E-8
NCOIC		E-5, E-6	E-6, E-7	E-7, E-8
NCO		E-5, E-6	E-6, E-7	E-7, E-8
Element Leader	E-3, E-4	E-4, E-5	E-5, E-6	E-6, E-7
Guidon Bearer	E-3, E-4	E-4, E-5	E-5, E-6	E-6, E-7
Flight Specialist	E-2, E-3	E-3, E-4	E-4, E-5	E-5, E-6
All non-staff Cadets	E-1, E-2	E-2, E-3	E-3, E-4	E-4, E-5

**Flight Operations**

The Flight Operations division is the front-line of leadership in the Corps of Cadets. Every cadet in the Corps, excluding Command Staff, is assigned to a flight run by a **Flight Commander and Flight Sergeant**. Regardless of rank, cadets report to their Flight Commander and Flight Sergeant every designated JROTC class period. Cadets assigned to lead the Unit's flights are called **Flight Crews** and they manage the daily operations of the Unit by ensuring that each cadet in their flight is actively learning and following all SC-20081 regulations. Flight Crews conduct daily procedures and inspect their cadets uniforms each week. There are **16 flights** in the unit and they are assigned to either **Squadron 1** or **Squadron 2**. The **Squadron Commanders** ensure that all of the goals and policies of the Unit are achieved.

**Wing Operations**

The Wing Operations division of SC-20081 is vital to the missions carried out by the Corps of Cadets. Cadets assigned to Wing Operations gain valuable training to keep the unit running and functional throughout the school year. Wing Operations cadets fulfill daily tasks alongside each other in a Command Staff setting. Cadet officers and enlisted personnel under Wing Operations enjoy fulfilling their required duties while also being assigned to an AFJROTC Flight and report directly to their Command Staff supervisor.

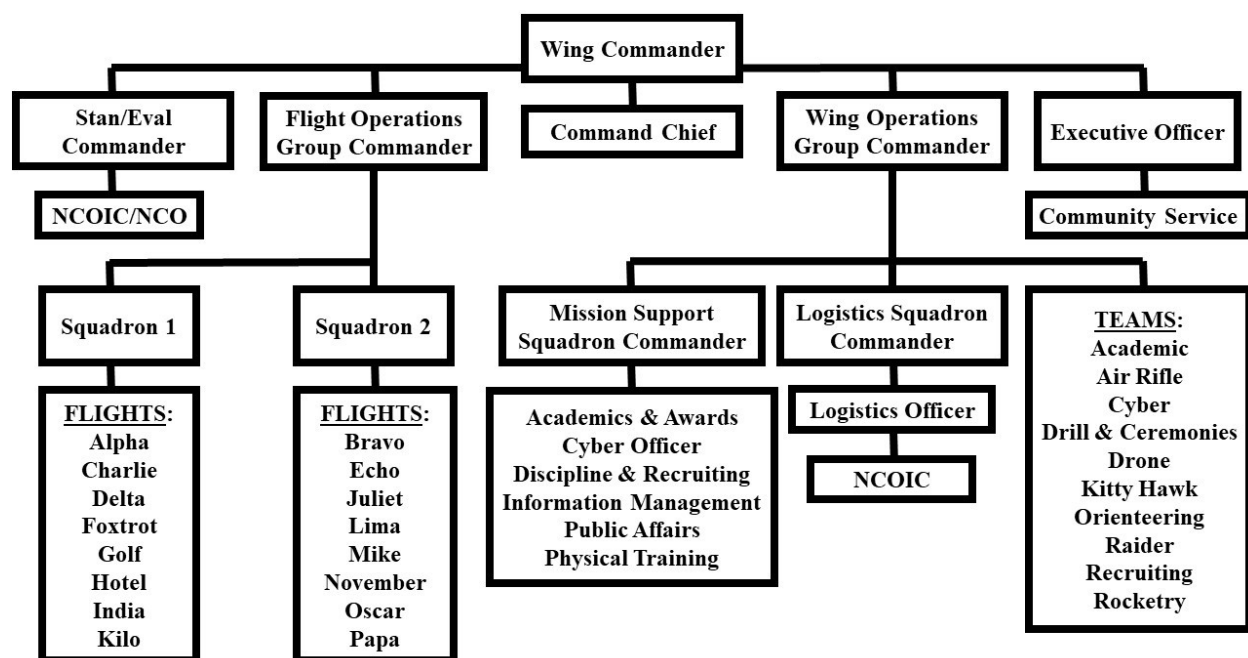
The **Logistics Squadron** manages and maintains all physical property assigned to the Unit and make sure that cadets have all of their necessary uniform articles. They ensure that the Unit's weapons are secured and that all ribbon and rank orders are ready for cadets in a timely manner.



The **Mission Support Squadron** carries out tasks to support the Unit's overall mission. Cadets handle *Information Management* (special orders and record-keeping), *Core Operations* (Scheduling, Discipline, Academics, Community Service, Kitty Hawk Air Society, and Physical Training), and *Public Affairs* (Recruiting, website management, and appearance of the Unit's facilities), and the Cyber Officer who manages the unit's computer systems.

Wing Operations also oversees the unit's competitive **Teams** like: Academic, Air Rifle, Cyber, Drill and Ceremonies, Drone, Orienteering, Raider, and Rocketry team.

## Chain of Command Flow Chart



## CADET STAFF DUTIES

The Cadet Wing Commander is the top ranking cadet in the Corps who has the overall responsibility of all cadet training, performance, and activities. The Flight Operations Group Commander, Wing Operations Group Commander, Stan/Eval Commander, Executive Officer, and Command Chief complete the Senior Staff. The Senior Staff, along with the Wing Commander, ensure the unit runs effectively and efficiently. Cadets selected for wing staff positions are entrusted to carry out their specific duties, to include supervisory responsibilities, to the best of their ability. Assigned cadets may find themselves thinking outside the box and are encouraged to do so. The responsibilities of each job/position are described below:

- Be a model cadet to the Wing at all times.
- Represent the corps at school, student, and community functions.
- Wear the uniform more than once a week when required.
- Give a briefing at Annual Inspections, as required.
- Perform duties outside of the normal school day when required.
- Attend Wing Command Staff training and Planning Sessions over the summer.

- Maintain military order and cleanliness of uniform wear and behavior at all times.
- Follow the Chain of Command AT ALL TIMES.
- Failure to follow your position contract will result in a Letter of Removal.

### **CADET JOB DESCRIPTIONS**

#### **SENIOR STAFF:**

##### **Wing Commander:**

- Head of the Unit and Corps of Cadets.
- Accomplish the mission and objectives of the Wing.
- Monitor the appearance, discipline, efficiency, training, and conduct of the wing.
- Administer cadet corps activities according to Air Force principles and procedures and the unit handbook.
- Chairman of the Unit's Honor Board.
- Schedule and conduct Command Staff meetings.
- Plan and conduct the annual Wing Staff and Command Staff training course.
- Advise the instructors on Corps operations policies and procedures.
- Brief the ASI and SASI on appropriate Corps activities.
- Identify and establish goals to be attained by the staff, subordinate commanders, and all members of the Unit.
- Develop Unit Goals for the academic year with his/her staff.
- Report to the SASI on a regular basis.

##### **Flight Operations Group Commander:**

- Head of the Unit's Flight Operations to include Squadron 1, Squadron 2, and Flights A through P.
- Act as an advisor to the Wing Commander.
- Help administer cadet corps activities according to Air Force principles and procedures.
- Help schedule and conduct Command Staff meetings.
- Supervise Flight Crew Meetings.
- Assign tasks to the Squadron Commanders.
- Perform other duties as assigned by the Wing Commander and the instructors.
- Report to the Wing Commander on a regular basis.
- Assign each Flight two weeks for Flag Detail.

##### **Wing Operations Group Commander:**

- Head of the Unit's Operations to include the Logistics Squadron, Mission Support Squadron, and the divisions therein.
- Supervise and attend Team meetings and evaluate Team Commanders fairly.
- Coordinate the location of ALL Team Meetings/Practices with Team Commanders.
- Act as liaison between Team Commanders and Instructors.
- Represent the teams at all meetings and boards.
- Report to the Wing Commander on a regular basis.

##### **Executive Officer:**

- Record any information within the unit and report it to the Wing Commander.
- Attend all Senior Staff, Command Staff, and Booster club meetings to record information and important details for upcoming events, dates, fundraisers, etc.
- Focus, coordinate, and-per Wing Commander's request-supervise the actions of the Unit in planning and execution of Unit events.

- Acts as adjutant during ceremonies.
- Ensure that instructions and orders issued to the cadet Unit are in accordance with the collaborative instruction of the Senior Staff or the ruling instruction of the Wing Commander.
- Assist the Wing Commander in any of his/her duties and fulfill tasks given by him/her.
- Work with Community service, and recruiting.
- Report directly to the Wing Commander.

**Standardization/Evaluation Commander:**

- Conduct inspections of Command Staff, Wing Staff, and Team Staff to insure that each duty is being carried out by the appropriate supervisor(s).
- Advise the Wing Commander on Standardization policies and the inspection processes.
- Assess Evaluation Standards and Evaluation Procedures in the unit.
- Develop and maintain Uniform Inspection Worksheet.
- Develop and maintain Staff Inspection Worksheets.
- Be completely neutral in any evaluation.
- Keep copies of all Standardization Checklists.

**Command Chief:**

- Chief Advisor to the Wing Commander.
- Provide advice to Wing Commander on **enlisted issues**.
- Hold Wing Staff Enlisted Meetings when necessary.
- Ensure the standards of the enlisted Wing staff are never lowered, and assist any enlisted cadet who has difficulties with the AFJROTC program.
- Perform other duties as assigned.
- Report to the Wing Commander on a regular basis.
- Quarter surveys, and type memos.

**SUPPORT STAFF:****Squadron Commanders:**

- Responsible for the appearance, discipline, efficiency, training, and conduct of their assigned Squadron under the supervision of the Flight Operations Group Commander.
- Ensure that all members of their squadron have the opportunity to develop leadership.
- Work with other staff members to insure accomplishment of unit-level goals.
- Inspect flights when assigned by the Stan/Evan Commander or the Flight Operations Commander.
- Help conduct Flight Staff Meetings as required.
- Ensure that the standard of organization for flight books is being achieved.
- Update flight rosters as required for uniform inspections, PT, activities attendance, etc.
- Ensure appearance, efficiency, training, and conduct of the assigned Group.
- Responsible for all tasks prescribed by the Flight Operations Group Commander.
- Report to Flight Operations Group Commander on a regular basis.

**Mission Support Squadron Commander:**

- Ensure that all prescribed duties are being accomplished by each of the assigned Commanders.
- Monitors the appearance, discipline, efficiency, training, and conduct of all Core Operations to include Information Management, Public Affairs, Discipline/Honors Section, Academics/Awards Section, Community Service/Kitty Hawk Air Society, and Unit Physical Training.
- Devise a monthly calendar for the unit that is up-to-date and correct (completed prior to the beginning of the month), and work in conjunction with the Public Affairs Squadron to assure that the calendar and weekly schedule are being published throughout the Unit's facilities.
- Report to the Wing Operations Group Commander on a regular basis.

**Logistics Squadron Commander:**

- Responsible for all Logistics facilities and personnel.
- Responsible for all equipment as assigned.
- Responsible for the organization and security of the Team Supply and Uniform Supply Rooms (Logistics).
- Responsible for developing Logistics Operational Business Hours.
- Responsible for keeping the Wing Operations Commander informed of all logistical issues.
- Responsible for Team Supply, Logistics, and Weapons personnel.
- Ensure that each team that owns supplies has a Team Supply NCO selected to handle supplies.
- Ensure that the Team Supply NCO for Air Rifle Team, and Drill and Ceremonies Team is trained for Weapons.
- Conduct training for all Logistics personnel and technicians.
- Work in conjunction with the Mission Support Group for Rank and Ribbon Special Orders while following the Logistics Chain of Custody procedure.
- Report to the Wing Operations Commander on a regular basis.

**Information Management Officer:**

- Responsible for filing all special orders within the Unit.
- Responsible for all unit administrative information/personnel records.
- Develop an organized filing system and can keep track of all records and special orders.
- File applicable publications securely.
- Receive and compile recommendation files for promotion, assignments to positions and changes.
- Conduct training for all IM Technicians.
- Work in conjunction with the Logistics Officer for Rank and Ribbon Special Orders while following the Logistics Chain of Custody procedure.
- Report to the Mission Support Squadron Commander on a regular basis.

**Public Affairs Officer:**

- Responsible for all Public Affairs within the Unit and between the Unit and Community.
- Work alongside the Cyber Officer for unit computer applications.
- Responsible for the Recruiting Corps's mandate to effectively retain cadets and expand the unit.
- Provide newsworthy items about cadets and JROTC activities to the school, school district, local news media, and the AFJROTC newsletter, after coordination with the ASI or SASI.
- Provide maximum publicity coverage of all cadet activities.
- Maintain and organize all Unit photos.
- Maintain/Update Unit Bulletin Boards at all times with pictures and information.
- Work in conjunction with the Mission Support Squadron to assure that the calendar and weekly schedule are being published throughout the Unit's facilities.
- Conduct training for all PA technicians.
- Report to the Mission Support Group Commander on a regular basis.

**Physical Training Officer:**

- Conduct a cadet physical fitness program, including the Physical Fitness Test (PFT) and stretching exercises in accordance with AFJROTC standards.
- Ensure PT training assignments are published on each classroom board two days prior to PT day.
- Ensure that the male and female changing rooms are specified on each door with a typed sign at least one day prior to PT day.
- Prepare the wing for the PFT.
- Develop and monitor procedures for safeguarding and check out/in of unit PT equipment.
- Ensure that all PT equipment is in working order at all times.
- Report to the Mission Support Squadron Commander on a regular basis.

**Discipline Officer:**

- Member of the Honor Board to supply all the paperwork needed and a vote.
- Develop a way to organize and keep up with all disciplinary files to keep track of which offense a cadet may be on.
- Have a file on each cadet in the Corps to store all disciplinary records.
- Review each merit/demerit form for accuracy, completeness, and prepared for final action.
- Ensure that the Unit's disciplinary system is maintained and followed.
- Notify the supervisor(s) of cadets who have significant disciplinary offenses to assure that the parameters of disciplinary offenses are being followed.
- Determine whether or not the Honor Board is needed to convene based on disciplinary records.
- When the Honor Board is called, responsible for finding evidence for and against the cadet and will give present all findings. Will assign a board member with the task of Recorder.
- Report to the Mission Support Squadron Commander on a regular basis.

**Academics & Awards Officer:**

- Responsible for monitoring academic grades in unit.
- Must ensure that the Academic Probation system is running effectively.
- Will send out Letters of Academic Probation and Release from Academic Probation Letters as defined in the Academic Probation system.
- Notify the supervisor(s) of cadets who are on Academic Probation to assure that the parameters of probation are being followed.
- Coordinate with Kitty Hawk Commander for cadets that require academic help.
- Contact award organizations in preparation for Pass in Review.
- Ensure that all cadets who won an award at Pass in Review receive their award.
- Keep records of Cadet of the Month winners and ensure the SASI has them to assist with the Cadet of the Year award nominations.
- Ensure the confidentiality and security of all information regarding the awards.
- Assist the SASI in making/handing out awards at Commander's Call.
- Will create procedures for Cadet of the Month nominations.
- Report to the Mission Support Squadron Commander on a regular basis.

**Community Service Officer:**

- Responsible for the recording of all Community Service Projects within the Unit. Run the Unit's Service Points System.
- Create a paper system for flight crew to submit hours for cadets in their flight for all community service activities that the flight does as a whole.
- The list of cadets to attend any activities must first be submitted to the Wing Operations Commander to ensure that no cadet has any significant disciplinary offences/significant Academic Probation parameters.
- Report to the Executive Officer on a regular basis.

**Cyber/Unit Media Officer:**

- Responsible for the content development, operation and upkeep of the unit *Webpage, Facebook, and Instagram* page.
- Work alongside the PA Officer for the content and pictures needed for these applications.
- Responsible for making the recruiting video alongside the Recruiting officer.
- Assist the instructors and other cadet staff members with computer related problems.
- Monitor the proper use of all computers and equipment.
- Set up documentation for use of computers.
- Ensure computers are in working order and are updated regularly.
- File paper copies of all computer files on the unit website, Facebook, email, etc.

- Keep in touch with the SASI and Wing Commander for information updates.
- Report to the Mission Support Commander, and Wing Operations Commander on a regular basis.

**First Sergeant:**

- Report to the Command Chief on a regular basis.
- Work hand in hand with the Command Chief to assign enlisted meetings.
- Assist Command Chief with ensuring all enlisted cadets are following unit guidelines.
- Perform other duties as assigned.

**CADET WING STAFF**

Each member of Wing Staff plays a vital role in the overall mission of the Corps of Cadets. All Wing Staff Officers are required to report to their Command Staff Supervisor on a regular basis. All Vice Commanders are to report to their assigned Officer in Charge and fulfill all duties as required. All Non Commissioned Officers in Charge are required to assist their direct supervisor with all tasks required to effectively carry out the mission of that division. All Non Commissioned Officers are required to work with their assigned NCOIC to effectively carry out the mission of that division.

**Logistics Officers:**

- Assist the ASI in the issue and turn-in of accountable property.
- Assist the ASI in the inventory and implementation of any needed amendments to the current method of accounting for AFJROTC property.
- Assist Project Officers in obtaining materials, tools, and equipment for corps activities.
- Provide Logistics Support to cadet staff for cadet activities.
- Maintain an organized and efficient Team Supply and Uniform Supply Rooms.
- Provide support to the Logistical Commander when required.
- Brief Logistical Commander on all Logistical issues.
- Instruct Logistic NCOIC and NCOs in all duties required.
- Authorized for entry into the Logistics Facilities.
- Report to the Logistics Squadron Commander on a regular basis.

**Logistics NCOIC:**

- Fulfill all tasks appointed by the Logistics Squadron Commander and Logistics Officers.
- Assist the wing in any Logistical matters.
- Authorized for entry into the Logistics Facilities.

**Stan/Eval and Inspection NCOIC/NCO**

- Conduct inspections as directed by the Stan/Eval Commander.
- Take charge of all Stan/Eval personnel in the absence of the Stan/Eval Commander.
- Know every regulation as prescribed in the Unit Handbook in order to evaluate correctly.
- Remain unbiased at all times, especially while evaluating.

**Discipline NCOIC:**

- Fulfill all tasks appointed by the Disciplinary Officer.

**Academics & Awards NCOIC/NCO:**

- Fulfill all tasks appointed by the Academics Officer.

**IM NCOIC/NCO:**

- Fulfill all tasks appointed by the IM Officer.

**PA NCOIC/NCO:**

- Fulfill all tasks appointed by the PA Officer.

**PT NCO:**

- Fulfill all tasks appointed by the PT Officer.

**Military Ball Chairperson: *no rank***

- Responsible for planning and executing the annual Military Ball.
- Responsible for fundraising for the DJ and the Ball as a whole.
- Chairperson of the Military Ball Committee; must ensure that committee is established in a timely manner.
- Ensure that no cadet requesting to attend has any significant disciplinary offences/significant Academic Probation parameters or owe fees.
- Maintain a continuity book.

**CADET TEAM COMMANDERS**

Each team commander must report to the Wing Operations Commander on a regular basis to ensure that all Unit goals are being achieved. Each team NCOIC/Vice Commander must assist the commander in leadership of the team and take over in the absence of the Commander. All commanders and NCOICs are required to attend all Operations Meetings as required by the Wing Operations Commander. They must ensure the team has a Team Supply NCO (if needed). The cadet selected will be trained if they require access to the Logistics Team Supply Room. They must keep an updated inventory list at all times. They must provide it to the team commanders for review who will in turn provide it to the Wing Operations Commander every last Thursday of each month. Air Rifle Team as well as Drill and Ceremonies Team must ensure that the Team Supply NCO is trained in proper weapon storage.

Team commanders will ensure only cadets with no significant disciplinary offences and no significant academic probations will participate and compete on the team. They will provide special order and LDR forms to the Wing Operations Commander after each competition is completed. Team commanders will establish training and competition dates as well as ensure team advisor has signed up the team for all competitions at least a month prior to the competition date. Specific Team Commander responsibilities are listed below:

**Academic Team Commander:**

- Pick team members by the end of August with coordination with the Wing Operations Commander and approval from the team advisor.
- Ensure computers and smart boards are operational for each practice and competition.

**Air Rifle Team Commander:**

- Ensure that all cadets are taught the safety regulations.
- Ensure that no one enters or leaves a live range.
- Ensure all Air Rifles are secured and transported properly when out of the safe.
- Ensure all Air Rifles are at proper air pressure.
- Maintain an inventory sheet of all rifles that are signed out.

**Cyber Team Commander:**

- Ensure team advisor has signed up the team for the Air Force Association Cyberpatriot Competition by the end of August.
- Pick team members by the end of August with coordination with the Wing Operations Commander

and approval from the team advisor.

- Ensure the computer and smart board are operational for each practice and competition.

**Drill and Ceremonies Team Commander:**

- Ensure proper training of all new members.
- Ensure the training of the NCOIC to take over the position.
- Maintain updated records of attendance, accomplishments, and goals.
- Exercise military bearing and discipline in and out of uniform.
- Provide Operations and Logistical Commander inventory lists of team equipment.
- Ensure routines are to competition SOPs.
- Responsible for giving out competition SOPs to routine commanders.
- Ensure that an adequate number of team members are trained to meet performance requirements.
- Constantly refine drill sequences that will be used during competitions.
- Brief cadets on uniform wear and ensure they look of utmost cleanliness and military order.
- Hold weekend practices when necessary.

**Drone Team Commander:**

- Teach cadets safety precautions when dealing with various forms of aircraft.
- Help cadets develop hand-eye coordination and discipline.
- Train cadets in proper technique for flying Unmanned Aerial Vehicles.
- Maintain and provide a proper inventory of all team equipment.

**Kitty Hawk Air Society (KHAS) Commander:**

- Maintain the KHAS that has been established.
- Promote the KHAS and any available Service Projects.
- Work with the Core Operations Squadron and Public Affairs Squadron to ensure that cadets are well informed of KHAS activities.
- Ensure the proper education of all cadets in need of academic assistance.
- Reply to all requests of academic assistance in a timely fashion.
- Coordinate Adopt-A-Highway cleanups with county extension office, community service officer, and executive officer.
- Set up KHAS Pledge Program for new inductees.
- Responsible for the operations of the concession stands during the winter sports season.
- Responsible for making packets for school registration.
- Responsible for parking detail at all home football games.

**Orienteering Team Commander:**

- Responsible for the training of Orienteering Cadets.
- Responsible for the upkeep of Orienteering equipment.
- Teach cadets how to use a compass.
- Teach cadets how to navigate over vast lands.
- Teach cadets the safety procedures of outdoor activities.

**Raiders Commander:**

- Responsible for the training of the Raiders Team Cadets.
- Responsible for the upkeep of Raiders equipment.
- Conduct PT training during practice to keep the team ready for competitions.



**Rocketry Team Commander:**

- Ensure the safety of all launches.
- Supervise the process of rocket building and launches by cadets.
- Set up launching plan for all launches and recoveries.

**CADET FLIGHT CREW**

**Inspections:** At least twice a month all flight crew will be expected to report to the JROTC hall during ILT for inspections. Formation will be in the mini-gym, by Squadron. This is a grade, being late will result in an automatic loss of 15 points and not showing up gives an automatic 60 with a 341 issued. If absence for these inspections continues, the proper letters for removal from position will be issued.

**Afternoon Meetings:** Twice a month there will be mandatory meetings after school until 1730. This is also a grade (100 for showing, 0 for not showing without a written excuse). Work will NOT be an excuse every meeting. These will help solve flight issues, issues among flight commander and flight sergeants and communicate with flight crew on new information.

**Flight Commanders:**

- Represent the corps at school, student, and community functions.
- Monitor the efficiency, training, and conduct of the flight.
- Represent the flight at all meetings and on the Honor Board, when required.
- Attend all meetings that are called within the Wing or respective groups.
- Serve as a model cadet for other flight members.
- Train Flight Sergeant to effectively handle the position of Flight Commander.
- Evaluate the Flight Sergeant fairly and appropriately.
- Show pride and esprit-de-corps within the flight and always strive to achieve outstanding flight performance.
- **Know uniform inspection procedures and proper uniform wear.**
- Turn in reports to your assigned Squadron Commander on the appropriate day.
- Know all members of the flight; advise and counsel them as needed.
- Recommend members of the flight for promotion, demotion, flight positions, and awards.
- Attend training sessions during the summer.
- Hold meetings, when needed, with the Flight Sergeants and other flight leaders regarding improvements, corrections of discrepancies, or special projects.
- Assume the role of Flight Advisor during second semester, when announced.
- Ensure that your assigned Flag Detail personnel are completing their prescribed duties.

**Flight Sergeant:**

- Assist the Flight Commander with flight conduct, discipline, uniform inspections, and drill.
- Instruct the Element Leaders on reporting procedures and check their performance.
- Receive the Element Leaders report and report to the Flight Commander.
- Serve as a model cadet for other flight members.
- Train the Flight Guidon Bearer in Guidon Bearer procedures.
- Train flight members as Acting Flight Sergeant in the absence of the Flight Sergeant.
- Assume the duty of Flight Commander during the absence of the Flight Commander.
- Assume the role of Acting Flight Commander during the second semester, when announced.
- Evaluate the Acting Flight Sergeant accordingly during Flight Commander's absence.
- Delegate the jobs of flight specialists to members of the flight and train them on the position.
- Know uniform inspection procedures and proper uniform wear.
- Advise the Superintendent on matters pertaining to the flight.

- Know all members of the flight and advise them as needed.
- Recommend members of the flight for promotion, demotion, flight positions, and awards.
- Stimulate pride and esprit de corps within the flight and always strive to achieve outstanding flight performance.
- Attend training sessions during the summer.
- Ensure that flag detail personnel show and accompany them.
- Handle all flight paperwork with approval of flight commander, i.e. cadet of the month, community service, etc. and turn it into the correct box in the Command Staff mail center.

## **IN FLIGHT POSITIONS**

### **Flight Guidon Bearer: *not wing staff***

- Learn Guidon Bearer procedures.
- Responsible for keeping the flight quiet and in their seats before class starts.
- Display the guidon properly.
- Act as the focal point for formation of the flight.
- Lead the direction of march and set the pace for the flight.
- Attend Guidon Bearer practices, as required.
- Attend enlisted meetings.

### **Element Leader: *not wing staff***

- Assist the Flight Commander and Flight Sergeant, as directed.
- Act as the Flight Sergeant, on a rotating basis, upon the absence of the Flight Sergeant.
- Maintain order of assigned element members for the duration of the class period.
- Serve as a model cadet for other members of the element.

### **Flight Technicians: *not wing staff***

- Logistics (LG), 1 male and 1 female per flight.
- Physical Training (PT), 1 male and 1 female per flight.
- Public Affairs (PA).

Technician meetings will be scheduled periodically and are MANDATORY to attend. If a technician cannot attend a meeting, they must submit a valid excuse in writing. Flight commanders will assist in submitting the excuse if necessary. **FAILURE TO COMPLETE REQUIRED TASKS WILL RESULT IN REPLACEMENT.** The Flight Commander will have to train any replacements and inform their assigned Squadron Commander on the change.

## **CADET RANK AND PROMOTION**

**Cadets will be assigned to cadet positions of authority. Please remember these positions are not permanent. A cadet may be removed from the position at the direction of the Instructor if the cadet cannot handle the position.** To progress up the chain of command, each cadet should strive to learn the duties and responsibilities of each position on the chart. If a cadet is selected for one of the leadership positions, the cadet should fulfill that position to the best of their ability. The following criteria will be considered in selecting a cadet for an appointment or promotion: attitude, experience, initiative, maturity, willingness to assume jobs of increased responsibility, trustworthiness, disciplinary record, academic record, community service progress, involvement in Unit activities, and compliance with AFJROTC appearance and behavioral standards. In addition, a cadet eligible for promotion may have to pass a knowledge test based on the cadet handbook respective to that cadet's position and general Air Force and AFJROTC knowledge. The cadet promotion system places cadets in leadership positions where they can

demonstrate and refine their leadership skills. All promotions are subject to approval and/or recommendation from the SASI. The SASI has the final authority for all promotions and non-promotions.

**Permanent Rank:**

(1) All cadets will have a permanent rank commensurate with the number of years of AFJROTC satisfactorily completed and will receive this permanent rank at the beginning of second semester. The retention of permanent rank is contingent upon satisfactory performance and behavior, as determined by the ASI and approval by the SASI.

(2) The permanent grade for the first year is Cadet Airman; for the second year, Cadet Airman First Class; the third year, Cadet Senior Airman; the fourth year, Cadet Staff Sergeant.

(3) During the second semester, all qualified non-staff cadets will be promoted to the next allotted rank as allowed by the Unit Manning Document. This rank will be their permanent rank for remainder of the school year and the beginning of the new school year if they return.

(4) Once a cadet officer holds rank for 1 semester or more, his/her rank becomes their permanent rank. Cadet Officers who do not receive a position for the upcoming school year will retain their rank. These cadets will not be on staff and will not have any of the staff privileges/authorizations. However, they will have the privileges of a cadet officer including signing 341s, receiving salutes, and having the room called to attention for them.

**Temporary Rank:**

(1) In certain circumstances, such as the best qualified person not having the necessary rank, or there being no qualified individual readily available with the rank required for a key leadership position (Command Staff, Flight Commander, Flight Sergeant, Team Commander, etc.); upon the recommendation of the Wing Commander the SASI **may** assign an individual "temporary" rank consistent with the responsibility of the position. If an individual vacates a position for any reason and does not move to a position of equal or greater responsibility, the individual reverts to his/her "permanent" rank.

(2) Upon recommendations of the Wing Commander to recognize clearly superior performance and outstanding leadership potential, the SASI may award special promotions. Most special promotions are limited to non-staff personnel only. Cadets may be promoted to one rank presently holding based on the following criteria.

**PROMOTION CYCLE**

**Cadet Promotion Cycle Evaluations and Promotion Board:** All Wing Staff Cadets will be evaluated by their cadet supervisors (Cadet Raters) in the appropriate time frame as prescribed by the Wing Commander and SASI. Each staff member will be evaluated based on all actions, assignments, behaviors, and conduct relating to the cadet's positional duties. For cadets holding multiple positions, a separate evaluation will be completed for **each** position. The evaluation for staff members will begin with their first-level supervisor. From there, it will go up the Chain of Command, as prescribed in each evaluation packet. Each Cadet Rater is expected to give their most unbiased and most detailed evaluation of their Cadet Ratee. After the Division Commanders have received and submitted all of the evaluations under their command, the Wing Commander will ensure that all evaluations have been received. From there, a Promotion Board Hearing is to be scheduled immediately. The Promotion Board consists of the SASI, Wing Commander, Flight Operations Commander, and Wing Operations Commander. The Promotion Board will refer to all evaluations completed for each staff member and have the ability to determine the necessary factors to promote, promote with probation, or withhold promotion for cadets. Demotion will not be

considered during any Promotion Cycle.

**Cadet Officers Promotions:** Cadet Officers will hold at least one rank below their maximum rank per the UMD for the first school semester. The Cadet Promotion Board will consider cadet officers for promotion to the next rank for the second school semester. The Wing Commander and Command Chief are not eligible for further promotion. All other Command Staff are eligible for promotion. Leadership, grades, participation in JROTC, position knowledge tests, community service, and participation in Cadet Leadership Course will be taken into consideration. Other unit-developed criteria may also be used. Results will be presented to the Wing Commander. The Wing Commander will present the final list to the instructors for review and final approval of the SASI. **NOTE:** Wing Staff cadets will receive an officer evaluation or NCO evaluation at the end of each month starting at the end of September and ending in March.

**Cadet Non-Commissioned Officers Promotions:** A Cadet Promotion Board will be held each school year to consider Wing Staff NCOs for promotion. NCOs selected for promotion will be promoted the second semester. Leadership, grades, and participation in JROTC and the community will be taken into consideration. Other Unit-developed criteria may also be used. Results will be presented to the Wing Commander and the final list will be presented to the other instructors for review and to the SASI for final approval.

**Promotion for Exceptional Performers:** The Cadet Promotion for Exceptional Performers (PEP) Program allows one NCO and one Airman to be promoted each semester for their exceptional efforts or performance. This program will be managed by the Wing Commander and monitored by the SASI. The Wing Commander will present recommendations to the SASI for approval.

**Cadet Demotions:** Any non-wing staff cadet, with the recommendation of their Flight Commander and Flight Sergeant, and the approval of their Instructor, can be demoted for failing to perform the duties and responsibilities of their position. The same criteria considered in selecting a cadet for appointment or promotion: attitude, experience, initiative, maturity, willingness to assume jobs of increased responsibility, trustworthiness, merit/demerit record, academic record, involvement in corps activities, and compliance with AFJROTC appearance and behavior standards, will be considered prior to demotion action.

**Demotion Criteria:** Cadets who are unwilling or unable to perform the duties required, or clearly show that they do not intend to accept all responsibility associated with a position will be removed from that position and awarded the appropriate permanent rank. At the SASI's discretion, cadet's receiving an out-of-school suspension may be demoted to his/her permanent rank and removed from any leadership position. Permanent and/or temporary rank may be withdrawn due to unsatisfactory performance and behavior as determined by the SASI.

**Training and Evaluation System:** During the second semester, flight commanders will become flight advisors, and flight sergeants will become temporary flight commanders. Element leaders or other cadets within the flight will become temporary flight sergeants. This allows cadets to gain experience in new leadership roles. Flight advisors will advise the temporary Flight Commander and Sergeant on leadership matters concerning their respective flights. In addition, these cadets will also be looked at as part of the evaluation process for determining future cadet positions. Evaluation forms will be provided to cadet raters to evaluate prospective Flight Commanders and Flight Sergeants.

**Second Promotion Cycle:** Any cadet not promoted at the end of the first semester is eligible for reconsideration at the end of the third quarter for the Second Promotion Cycle. **Cadets who were promoted in the First Promotion Cycle will not be able to exceed the UMD.**

### Section 3 Co-Curricular Operations

#### **LEADERSHIP DEVELOPMENT REQUIREMENTS (LDR) TEAMS AND ACTIVITIES**

The co-curricular **TEAMS** and activities within the Ashley Ridge High School AFJROTC unit build team spirit and cohesion within the unit and give opportunities for cadets to experience the more exciting side of AFJROTC. Participation in these activities is voluntary but will be limited to those cadets with an exemplary attitude and those who maintain the highest military standard. Members who qualify have opportunities to earn service ribbons and clusters, special team ribbons, badges, and recognition for outstanding achievements. For cadets who are not engaged in other school activities, it is highly encouraged for cadets to be involved in JROTC teams or activities. This not only helps the unit but also the cadet to meet other people, it is also great college resume material. If cadets cannot participate due transportation, every effort will be taken to ensure the cadet can get a ride to participate. The co-curricular teams and activities offered include:

- Academic Team
- Air Rifle Team
- Cyber Team
- Drill and Ceremonies Team
- Drone Team
- Kitty Hawk Air Society (By invitation only)
- Orienteering Team
- Raiders Team
- Recruiting Team
- Rocketry / StellarXplorer Team

**Academic Team** - Cadets who have quick reactions and excel at general and military knowledge would be valuable members of the academic team. Cadets will compete in various competitions at the local, regional, and national level. At least 14 different subjects, from high-school level grammar to college level mathematics, will be presented to cadets in these challenging and rewarding competitions. At the end of the year, each cadet who participated in at least 70% of all competitions will receive an Academic Team medal.

**Air Rifle Team** - Composed of qualified cadets who have taken the unit air rifle safety course and passed the unit air rifle safety test. Each cadet selected for the team must take a Joint Rifle Safety Course during the academic year.

**Cyber Team** - Cadets who are adept at computers will participate in cyber defense training and will enter into a cyber team competition against other schools. It involves great knowledge of computers and firewalls, critical thinking, and patience.

**Drill and Ceremonies Team** - Cadets refine the basic drill and ceremony skills learned in the classroom, and apply these skills to rifles. They often perform in parades, Drill Meets, Military Ball, and local community events. Presents, posts, retires, raises, and lowers the United States Division National Colors at many school and community functions. They often participate in Parades and Interscholastic Drill Meets.

**Drone Team** - Cadets utilize superior coordination and disciplinary skills to apply to flying in obstacle courses using Unmanned Aerial Vehicles (UAVs). Cadets will use fine motor skills to carefully maneuver their UAV through the course as quickly as possible. **Unmanned Aircraft Badge** will be awarded for successful completion of the Remote Pilot Certification Test.

**Orienteering Team** - Cadets will learn how to use a compass and map to full extent. The cadet will also train by running and doing other various forms of PT. In a competition, the cadet will use the compass and map to find orange and white markers in a certain time limit and order.

**Recruiting Team** - Cadets will go to different middle schools, and other events to promote AFJROTC and our JROTC Unit SC-20081. The team is a way for our unit to attract new cadets into joining the Corps.

**Rocketry / StellarXplorer Team** - Cadets build and launch their own model rockets. Participation can lead to earning the Model Rocketry Badge. Cadets also attend middle schools to help out the science classes with their rocket programs. The team also participates in the Air Force Association (AFA) StellarXplorers Competition using AGI & STK software to determine orbit determination, satellite components and best launch vehicles through various simulations.

**Kitty Hawk Air Society** - Cadets who have a minimum academic grade of an “A” (90-100) in AFJROTC and at least an overall “B” (80-89) average without any failing grades during the preceding grading period may join this honor society which promotes academic excellence. Activities include tutoring other cadets in any academic subject and community service.

### **KITTY HAWK AIR SOCIETY GRADUATION CORD SYSTEM**

Senior cadets have the opportunity to earn a graduation cord. These cords will be worn at graduation with the cap and gown. The cords are the honor cords of JROTC and represent the achievement and participation of the senior cadet throughout their JROTC career. Cadets must meet all of the following criteria in order to wear the JROTC cord. Anytime during the year, the 4<sup>th</sup> year cadet is in danger of not meeting all of the criteria.

1. A senior and a 3<sup>rd</sup> or 4<sup>th</sup> year in JROTC
2. Maintain at least a 90 in JROTC their senior year and have at least an 80 average for their entire JROTC career.
3. Maintain at least an 80-89 in all other classes their senior year and have at least an 80 average for their entire high school career.
4. No more than 25 demerits and no Letter of Counseling or Letter of Reprimand for major offenses.
5. Must have at least 75 hours of community service hours over 4 years of JROTC.
6. All information must be documented and turned in on time.
7. Must be an active member of Kitty Hawk Air Society.
8. All 4<sup>th</sup> year senior cadets must attend 95% of all Kitty Hawk meetings. If a cadet cannot attend a letter of reason must be turned in to the commander.

### **SC-20081 AFJROTC LETTER REQUIREMENTS**

The following is a list of requirements for earning a specialized AFJROTC Letter (e.g. Color Guard, Drill Team, etc.) at Ashley Ridge SC-20081. Any cadet wishing to receive a AFJROTC Letter must complete these requirements:

1. A cadet must be an active member of a Unit Team.
2. A cadet must have attended all events they were scheduled to attend.
3. A cadet must not have received any suspensions or other sign of severe misbehavior.
4. A cadet must have shown a positive attitude and reflect favorably upon the JROTC program during the school year and team's season.
5. A cadet must not have shown disrespect to any teacher, instructor, or cadet during the year.
6. Must be recommended by the team instructor advisor.
7. A cadet must be enrolled in either AFJROTC I, II, III, or IV.

8. A cadet must not owe any financial obligations to the unit.
9. AFJROTC Letters will be presented after a time in which it can be discerned which cadets qualify for the receipt of a Letter.
10. A cadet may join more than one team, but must be able to balance schedules with commanders in order to make all the competitions required.
11. Cadets must have received the team ribbon with exception of Academic and Cyber team.

### **FUNDRAISING PROJECTS**

The Cadet Corps needs money to support its many activities and community service projects. Various fund raising activities are accomplished each school year to raise money. The extent that cadets and their parents/guardians support these activities will determine the level of funding the corps has to minimize costs for social and formal functions and to purchase items that will enhance the Corps' operation and cadet esprit de corps. The unit receives very little Air Force funds for student activities. It is critical that both parents and cadets participate in the maximum extent possible in raising funds for events.

### **MILITARY BALL**

The Military Ball is a formal AFJROTC dance held once a year. Male cadets are required to wear the service dress jacket with a white shirt and the AFJROTC tie. Non-AFJROTC males may wear dark colored suits. Female cadets may wear the uniform or dress. Cadets that have excessive demerits, constant discipline problems inside or outside of AFJROTC, owe unit obligations, or were removed from the program may not be permitted to attend unless approved by the SASI.

### **DINING IN/DINING OUT**

A formal dinner may usually be held once a year. Dining-Ins are strictly for AFJROTC cadets; Dining-Outs are for AFJROTC cadets and their dates. AFJROTC cadets are required to wear their uniforms during this event (at Dining-Outs dates are required to wear dresses and suits). Team awards, PEP, and outstanding Flight Leader awards are usually given out at this event. A Dining Out may also be used as an Awards Recognition Dinner.

### **FIELD TRIPS**

The real highlights of the school year, these *Curriculum-In-Action (CIA)* trips include orientation flights and trips to military/civilian locations around the region. There are also other field trips to participate in, such as parades, drill meets, color guard performances, etc. Cadets will complete a Field Trip Form for participation in all local AFJROTC field trips during the school year. Field trips may require the wearing of the cadet uniform, suitable civilian clothing, or wearing of the unit T-shirt. For Curriculum-In-Action field trips, an additional field trip form must be filled out. Regulations authorize hospitalization and medical care while visiting military installations. Transportation depends upon the specific activity.

Cadets who have an outstanding AFJROTC obligation, are failing AFJROTC, have excessive demerits, ISS, or out of school suspensions, Level 3 Academic Probation, or are not in compliance with the uniform wear policy, or who are considered disciplinary challenges will be denied the opportunity to participate in field trips by their Instructor. This is not fair to other cadets who have maintained the highest standards to go on field trips. Also, any teacher can request a cadet not be allowed to take a field trip if the cadet has a low or failing grade in their course.

## **CADET ACTIVITIES**

All AFJROTC sponsored activities, whether on or off campus, must be supervised by one of the instructors. ALL CADETS PARTICIPATING IN AN OFF-CAMPUS EVENT MUST RETURN A SIGNED FIELD TRIP AUTHORIZATION FORM TO BE AUTHORIZED TO ATTEND. This form must be returned within two days once handed out by the instructor. Additional adult supervisors may also be used. Cadets involved in the planning of any activity will ensure that either the SASI or an ASI will be available to supervise the activity. Cadets will not enter into any type of activity in the name of AFJROTC, pre-planned or not, until the SASI or ASI is physically present and/or has been made aware of the activity. Cadets will not enter into any type of agreement, contract, or financial obligation without first obtaining the approval of the SASI or ASI. The following are a few examples of the unit's activities.

**Annual Inspection/Briefing:** Annual Inspection is a yearly event usually held in the springtime. All Command Staff members and Cadet Officers are required to give a briefing on their positions to the Inspecting Official. The Inspector will also inspect selected flights during a mass inspection. The results of the inspection and briefing are a major factor in determining if the unit is awarded the coveted Distinguished Unit award.

**Pass In Review Awards Ceremony:** A ceremony held at the end of each year when cadets will be recognized with national and unit awards.

## **RECRUITING**

Recruiting is a major part within an AFJROTC unit because it is necessary to get support and interest from graduating middle school students who will eventually become rising high school students. It is a major part of introducing the activities within the AFJROTC unit to rising cadets. The Recruiting Officer plans and organizes school trips to different middle schools within the district. Other responsibilities include creating display boards and power points that will show service projects, competitions, and other activities the unit is involved in. Current cadets of the Unit will give a brief overview on what the unit has to offer for all AFJROTC cadets.

The Recruiting Officer is responsible for the retention of returning cadets. Questionnaires will be sent to all cadets asking if they plan on returning to the unit or not. This information will be compiled into a report to the Wing Commander and instructors. Cadets not returning will be talked to by the Recruiting Officer and instructors to determine the reason, such as scheduling, interests changed, etc.

## **SOUTH CAROLINA CADET LEADERSHIP COURSE (CLC)**

Cadets will be nominated to attend CLC based on their instructor's recommendations. Cadet performance, attitude, and ability to lead will be the determining factors. Cadets will compete for a limited number of slots. Those attending will be prepared to assume greater responsibility as cadets in their subsequent years. Selection requires hard work in academics and in military performance.

Cadets selected and complete CLC will be awarded the Cadet Leadership Course Ribbon or appropriate device. They will also receive one half elective credit. The school has two, one-week long sessions which are normally held in June at the Citadel. First time cadets are called basics. Cadets returning for their second or third year of CLC are called cadre. Cadets who want to be considered for wing staff positions for the upcoming school year must attend the CLC. However, if a cadet is nominated to go, but can't due to work, summer school, or family vacations, may still be considered for an upcoming school year wing staff position. Cadets may be selected to go to CLC Week 1 or Week 2. Cadets interested in



trying out for CLC will have to attend CLC practices in the spring and work towards reaching the run, push-ups and sit-ups standards.

**MALE**  
(CADRE / BASIC)

**1 Mile run:**  
8 min / 9 min  
**Push-ups (90 sec):**  
35 / 30  
**Sit-ups (90 sec):**  
40 / 30

**FEMALE**  
(CADRE / BASIC)

**1 Mile run:**  
10 min / 11 min  
**Push-ups (90 sec):**  
20 / 15  
**Sit-ups (90 sec):**  
40 / 30



### SINGAPORE TRIP

Cadets and instructors from the National Cadet Corps (NCC) of Singapore are invited to participate in CLC that summer. In November, selected CLC cadets from the USA are invited to participate in a 12 day NCC course under the International Cadet Exchange Programmes (ICEP) in Singapore. Cadets will stay in a Singapore Army barracks and participate in many leadership activities, PT, visit NCC cadet housing, tour military bases, and experience the diverse and wonderful multicultural island.



**Participating Countries:**

Brunei  
Hong Kong  
India  
Nepal  
Singapore  
United Kingdom  
United States

## Section 4 Uniform Standards, Cadet Awards/Ribbons, and Certification

### UNIFORM STANDARDS

The military uniform is the public symbol of the nation's defense forces. It represents a long and honorable tradition of devotion to duty in the service of one's country. Thus, the uniform is something more than wearing apparel; it should be worn proudly, and equally important, it should be worn properly. **This includes before, during, and after school.**

The uniform worn by AFJROTC cadets is, with certain exceptions, the same as that worn by active duty Air Force personnel. The insignia and optional uniform items are different. The cadet uniform is required to be worn once each week on designated uniform inspection days and at other times prescribed by the instructors. The uniform will be worn properly all day from the time the cadet leaves the home to school and until the cadet returns home from school. Uniform inspections days are usually Tuesday or Wednesday, depending on the A/B schedule. **Any cadet not wearing a uniform on uniform day without a valid excuse will remain behind the flight during flight inspection.** The failure to wear uniform rules will be implemented which is discussed later in the cadet handbook.

If a cadet must leave school early, prior to their AFJROTC class, they are expected to have their uniform on the next day, unless they have been inspected by their Instructor. If a cadet is absent on uniform day or does not wear the uniform, the cadet must wear the uniform on their next AFJROTC day or the day they return to school. **This is called a makeup day. The cadets who do not wear the uniform on the prescribed day but were present will start with a base grade of 70 for the inspection.** If a cadet is at school on their uniform make-up day and does not wear the uniform, the cadet will receive a 0 for a uniform grade. If the cadet presents a reasonable excuse to the applicable Flight Commander and with the discretion of the instructor, may be excused from the inspection. "My parents forgot to pick up my laundry." are not excusable, and a cadet is still held responsible. However, in cases of emergencies or illnesses they may be excused.

Cadets may change out of uniform for classes like art, culinary, dance, horticulture, science laboratory, theatre, weightlifting or other class that may require the cadet to change out of uniform. They must put the uniform back on as soon as the activity or class is completed. If a cadet changes out of uniform during the school day without permission, a Letter of Counseling will be issued and sent home to the parent/guardian of the cadet. A 341 will be issued and a grade of 0 will be given as the inspection grade.

A cadet serving ISS will not wear the uniform in ISS. A cadet in ISS brings discredit to the unit and it's cadets. It is an honor for a cadet to wear the uniform and if a cadet is in ISS. If a cadet does wear the uniform while serving ISS, the cadet will not get credit. They must wear it the next JROTC academic day.

If a cadet is required to wear their athletics uniform at school on a uniform day, the cadet must obtain permission not to wear the AFJROTC uniform from the Instructor. The cadet is expected to wear the uniform on the next AFJROTC school day. If the cadet does not get permission, this is considered the same as not wearing the uniform and will be treated as such.

Uniforms will be worn when flying on military aircraft and when serving as a member of a special team during any unit sponsored activity. **The uniform will not be worn with any other civilian clothing or by anyone who is not a member of the AFJROTC program.** The only exception will be the PT uniform. **CIVILIAN COATS MAY NOT BE WORN AT ANY TIME WHILE IN UNIFORM.**

Service coats, pants, and lightweight jackets **MUST BE DRY CLEANED ONLY! DO NOT WASH** these uniform items because it will destroy the clothing. It can be easily determined if these items have been washed. Cadets will be held accountable for any damage to the uniforms through washing and will have to pay any replacement costs.

With practice and attention to detail, all the “do's” and “don'ts” about the proper wear and care of the uniform and personal appearance will soon become automatic. A cadet should be proud of the uniform and the way they look. Always display pride and respect for the uniform by investing the time and effort necessary to wear it correctly.

### **PROPER UNIFORM WEAR**

Cadets will always wear the uniform in its entirety and in accordance with AFJROTC regulations. The uniform must be kept neat, clean and worn in a professional military image. Remove lint and trim loose strings, threads and frayed seams. While in uniform it is unauthorized to keep your hands in the pants or jacket pockets. Keep shoes polished, including heels and edge of soles. DO NOT roll up sleeves unless authorized in the cadet ABU uniform. DO NOT loosen or remove neckties when worn in uniform. The following are regulations for male and female uniform wear:

**Jewelry:** While in uniform you may wear jewelry that is plain and conservative and not excessive or extreme as determined by the SASI.

- ***Rings*** - Cadets may wear a total of no more than three rings. Rings will be worn at the base of the finger, and will not be worn on the thumb.
- ***Necklaces*** - Will not be visible at any time while in uniform. If worn, it must be hidden under a collar or undershirt.
- ***Bracelets*** - Ankle bracelets are not authorized. Cadets may wear one conservative in design bracelet around their wrist, no wider than ½ inch gold or silver in color and will not have inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative. Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). Colored/rubber bracelets that support a cause are not allowed to be worn in uniform.
- ***Earrings*** - Female cadets may wear small (not exceeding 6 mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. Male cadets in uniform may not wear earrings nor out of uniform in the JROTC hallway or classrooms.
- ***Body Piercing*** - Cadets in uniform are **NOT** allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized as stated above), nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets **MAY NOT** cover any of these articles with **make-up, band aids, or wearing clear post pins** to hide body piercings.

**Fingernails:** Fingernail polish, if worn by female cadets, will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and fluorescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors. However,

white-tip French manicures are authorized. Fingernails must not exceed  $\frac{1}{4}$  inch in length beyond the tip of the finger and must be clean and well groomed. Male cadets are not authorized to wear nail polish.

**Cosmetics:** Male cadets are not authorized to wear cosmetics. Female cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female cadets will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.

**Eyeglasses or Sunglasses:** If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative: faddish or mirrored lenses are prohibited. Neither sunglasses nor eyeglasses will be worn around the neck when in uniform formation.

**Tattoos or Brands:** Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. Excessive tattoos or brands, even though they do not violate the prohibition in the above paragraph, will not be exposed on the hands, head, neck (anything visible in open collar uniform), face, tongue, lips, eyes, and scalp. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.

**Headphones / Earpieces:** Wear/use of an earpiece, any bluetooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties.

### **Specific Female Cadet Grooming Guidelines**

**Female's hair:** Female cadets have no minimum hair length to a **MAXIMUM** bulk of **3 ½ inches** from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will **not** touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. When in doubt, assess correct length of hair with the female cadet standing in the position of attention. **Exception:** While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar. **Unauthorized: Mohawk, mullet or etched design.**

Hair will be clean, well-groomed, present a professional appearance. Will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

**Hair accessories** (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Hair must still comply with bulk and appearance standards. **Headgear must fit properly.** Headbands or fabric scrunchies will not exceed **one-inch** in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

**Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized.**

Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see Attachment 21)

**Headgear must fit properly.**

All locs, braids and twists, when worn will be of uniform dimension, **no wider than one inch**, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards. **Exception:** Micro-braids or twists are not required to continue to the end of the hair.

**Undergarments:** Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.

**Specific Male Cadet Grooming Guidelines**

**Male's hair:** Male cadets will keep their hair clean, well-groomed, present a professional appearance. Will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

Hair will have a tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 1¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. **Prohibited examples (not all inclusive) are *Mohawk, mullet, cornrows, dreadlocks, etched design, and are not authorized hair extensions.*** (see Attachment 20)

Male **sideburns** will be straight and even width (not flared) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean, shaven horizontal line. Male cadets may have **mustaches**; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. **Beards** are **NOT AUTHORIZED** unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.

**Undergarments:** Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.

## **FEMALE UNIFORMS**

**Short-sleeve blues shirt:** Will be worn with slacks and is always worn with the dark blue tie-tab when the service dress coat is worn. When not wearing the coat, the tie-tab can be omitted and the collar open. The blues shirt will be tucked into the blues slacks.

**Blues slacks:** Will fit naturally over the hips with no bunching at the waist or bagging at the seat. The bottom front of the slack legs will rest on the front of the shoe or on top of the foot if wearing pumps, with a slight break in the crease. The back of the slack legs will be approximately  $\frac{7}{8}$  inch longer than the front. The slacks will be tailored, straight hanging, with no flare at the bottom or additional alterations to further taper the leg.

**Service coat:** The blazer style coat is worn with the blues pants. The coat should follow the contours of the figure but allow ease of movement without pulling in the back at the waist. Sleeve length should be to the heel of the thumb when the arms are hanging naturally at the sides. The female tie-tab must be worn.

**Belt:** Female cadets will start the silver metal tip of the belt through the belt loops going toward your right hand side and then around your back to the front. When buckled, only the full metal tip on the belt should show. The adjustable clamp on the back of the buckle permits adjustment of the length to permit proper wear at all times, without excess belt showing.

**Shoes:** The issued black low quarter shoes will be shined to a high gloss and will be worn in any blues uniform combination. Only upper-class cadets may purchase corfam (high gloss shoes) at their expense. First Year cadets will not wear corfam shoes. Returning cadets will keep their issued shoes and will be issued new ones only if the cadet grows out of the old ones, or they need replacement due to normal wear.

**Socks:** Socks will be plain black, without design, clean, and serviceable. Socks must be plain black; no other colors of socks are authorized.

**Female flight cap:** Will be worn slightly to the wearer's right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; approximately one inch above the eyebrows in the front. Hair may be visible in front of the cap but will not touch the eyebrows.

## **MALE UNIFORMS**

**Short-sleeve blues shirt:** The bottom of the sleeve should barely touch or come within 1" of the forearm when the arm is bent at a 90-degree angle. The collar must be worn closed with the issued blues tie when the service coat is worn. When not wearing the coat, the tie can be omitted and the collar open. A **white "V" neck T-shirt** must be worn under the blues shirt. The shirt must be tucked into the blues trousers.

**Blues trousers:** Will be trim-fitted with no bunching at the waist or bagging at the seat. The trousers will be full cut, straight hanging and without cuffs or additional alterations to further taper the leg. The front of the trouser legs will rest on the front of the shoe with a slight break in the crease. The back of the trouser legs will be  $\frac{7}{8}$  inch longer than the front.

**Service coat:** The blazer style coat is worn with the blues pants and will not be form fitted. This means it must not be tight in the shoulders, chest, or underarm. The sleeve length should extend to the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should be fingertip length when the arms are hanging naturally at the side with the hands slightly cupped. The blue tie must be worn with the service coat. The service coat must be worn with all buttons buttoned.

**Belt:** The male cadet will start the silver metal tip of the belt through the belt loops going toward your left hand side and then around your back to the front. When buckled, only the full metal tip on the belt should show. The adjustable clamp on the back of the buckle permits adjustment of the length to permit proper

wear at all times, without excess belt showing.

**Shoes:** The issued black low quarter shoes will be shined to a high gloss and will be worn in any blues uniform combination. Only upper-class cadets may purchase corfam (high gloss shoes) at their expense. First Year cadets will not wear corfam shoes. Returning cadets will keep their issued shoes and will be issued new ones only if the cadet grows out of the old ones, or they need replacement due to normal wear.

**Socks:** Socks will be plain black, without design, clean, and serviceable. Socks must be plain black; no other colors of socks are authorized.

**Blue necktie:** The blue necktie is 2" or 3" wide at the bottom and tapered at the center. The tip may hang no more than 1 1/2 above the beltline or 1 1/2 below the top of the buckle. Wear the tie outside the shirt, not tucked in. If an Air Force tie-tac or clasp is worn (tacs and clasps are not issued), center the tac or clasp between the bottom edge of the knot and the bottom (tip) of the tie. The tip of the tie must cover a portion of the belt buckle, but cannot extend below the bottom of the belt buckle.

**Male flight cap:** Will be worn slightly to the wearer's right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; approximately one inch above the eyebrows.

### **LIGHTWEIGHT JACKETS**

All cadets are issued the unisex lightweight jacket to be worn when weather permits. Proper wear consists of having the zipper up to the halfway point (or up to the Air Force logo).

### **AIR BATTLE UNIFORM (ABU)**

All Command Staff, Flight Crews, Wing Staff Officers, and Mike Flight will wear ABUs when required. It will be worn in accordance with this handbook, AFJROTC UNIFORM GUIDE and AFI 36-2903. The ABU consists of an ABU coat with name tape/AFJROTC tape, ABU pants/belt, a plain tan undershirt, ABU cover, boot blousers (as directed), and Air Force sage boots. The tan undershirt will remain tucked into the ABU pants at all times and the issued ABU belt will be worn.

The ABU coat will **not** be tucked-in and can be temporarily taken off in class during the school day and at AFJROTC practices (as directed by instructors). Instructors also have the ability to allow the ABU jacket to be taken off during the performance of certain duties. ABU jackets **will not** be taken off during a cadet's lunch period.

The Wing Commander and SASI will determine if the ABU uniform will be worn with sleeves up or sleeves down, and it will be recorded in the Unit Weekly Schedule. Cadets should arrive to school with the sleeves in accordance with the Unit Weekly Schedule and the sleeves should remain that way for the entire day. ABU pants will remain bloused at all times and boots must be kept clean. Only Air Force sage green boots will be worn with the ABUs.

**Hats:** The uniform hat will always be worn when outside except in designated no-hat areas. Designated no-hat areas are the small courtyard next to the cafeteria and the bus loop. Hats will never be worn inside the building unless specific tasks require it like Color Guard. Do not put flight caps under shoulder loops.

### **FLIGHT SUITS**

Flight suits are authorized for cadets who successfully pass the FAA Part 107 knowledge test and are "active" members of the units unmanned aircraft team. The unit patch will be worn on the right sleeve (shoulder). The AFJROTC shield will be worn on the right chest. Cadet Name Patch will have Cadet Name on the top line and second line will be "CADET AFJROTC". The American Flag Patch will be worn on the left shoulder. The flight cap, tan undershirt, sage green socks and boots will be worn with the flight suit.



The centerline zipper will be closed no lower than even with the middle of the nametag. All other zippers will be completely closed. The flight cap may be stored in either lower leg pocket without that pocket being fully zipped. A small portion of the cap may be exposed while in the pocket. However, when the cap is removed, the pocket must be fully zipped.

The flight suit will have sleeves worn down, cuffed, or tucked under at the wrist when performing duties. Sleeves may be rolled under or pulled up if not performing duties; if rolled under or pulled up (using velcro to hold in place), the sleeves will end at, or within 1 inch of, the natural bend in the elbow, when the wearer's arms are hanging naturally at their side.

## **WEAR OF SHOULDER CORDS**

Shoulder cords will be issued by the Logistics Squadron Commander on hand receipts. Shoulder cords and accessories must be kept clean and in good repair. Shoulder cord color list:

- The Wing Commander will wear a single metallic gold braid.
- The Flight Operations Commander will wear a single metallic silver braid.
- The Wing Operations Commander will wear a single metallic silver braid.
  - Command Staff Cadets are authorized to wear a single maroon braid.
  - Command Staff NCOIC/NCOs are authorized to wear a single white braid.
- The Standardization/Evaluations Commander will wear a single scarlet braid.
  - Stan/Eval NCOIC/NCOs will wear a single scarlet braid.
- The Executive Commander will wear a single gray braid.
- The Command Chief is authorized to wear a single jay blue braid.
- Mike flight will wear a single kelly green braid.
- Flight Commanders will wear a single navy blue cord.
- Flight Sergeants will wear a single yellow cord.
- Academic Team will wear a single medium blue braid.
- Air Rifle Team will wear a single royal blue braid.
- Cyber Team will wear a single purple braid.
- Drill & Ceremonies team will wear a single black braid.
- Drone team will wear a single orange braid.
- Orienteering will wear a pine green braid.
- Rocketry Team will wear a single dark red braid
- Cadet of the Month will wear a single teal braid and return it at the end of the month.

## **WEAR OF SHOULDER TABS**

All members of senior staff are required to wear the issued light blue "Staff" arc to represent service, hard work, excellence, and achievement. Cadets that have completed one year of competition on a team will receive the following shoulder tabs relating to the team they have competed on:

- Academic Team will receive a yellow "Academics" shoulder tab
- Air Rifle Team will receive an olive green "Air Rifle" shoulder tab
- Cyber Team will receive a purple "Cyberpatriot" shoulder tab
- Ceremonies cadets will receive a white "Color Guard" shoulder tab
- Drill cadets will receive a scarlet "Drill Team" shoulder tab
- Drone Team will receive a light blue "Drone" shoulder tab
- Orienteering Team will receive a kelly green "Orienteering" shoulder tab
- Raider Team will receive a black "Raider" shoulder tab



## **AWARDS AND DECORATIONS**

The Cadet Awards and Decorations Program fosters morale, esprit-de-corps, and recognizes achievements of AFJROTC cadets. Only the HQ AFJROTC approved medals and ribbons may be worn on a cadet's AFJROTC uniform. Ribbons will not be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence.

**National-level Awards:** Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National-level award twice during their AFJROTC career (this does not apply to National competition awards). Medals will not be worn on regular uniform days. SC-20081 will uphold the "spirit of intent" of an award.

**Sister-service JROTC ribbons/medals:** Cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. Sister-service JROTC ribbons/medals may not be worn by AFJROTC cadets. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

**Marksmanship Awards:** Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.** These badges are earned by scores obtained in competitions, not practices.

- The basic marksmanship badge- requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.
- The sharpshooter badge- requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions.
- The expert badge- requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions.

### **Non-AFJROTC groups:**

(1) Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.

(2) AFJROTC and CAP Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.)

### **Order of Precedence of AFJROTC medals and ribbons:**

#### **Special Awards:**

- |                             |   |
|-----------------------------|---|
| 1. Gold Valor Award         | 4. Silver Star Community Service w/Excellence |
| 2. Silver Valor Award       | 5. Community Service w/Excellence Award       |
| 3. Cadet Humanitarian Award |   |

#### **National Awards:**

- |                                |  |
|--------------------------------|--|
| 6. Air Force Association Award | 16. Scottish Rite, Southern Jurisdiction Award |
|--------------------------------|--|

- |   |  |
|---|--|
| 7. Daedalian Award                                  | 17. Military Order of the Purple Heart Award |
| 8. Daughters of the American Revolution Award       | 18. Sons of the American Revolution Award    |
| 9. American Legion Scholastic Award                 | 19. Military Order of Worlds Wars Award      |
| 10. American Legion General Military Excellence     | 20. American Veterans Award                  |
| 11. Reserve Officers Association Award              | 21. Air Force Sergeants Association Award    |
| 12. Military Officers Association Award             | 22. Tuskegee Airmen Inc. AFJROTC Cadet Award |
| 13. Veterans of Foreign Wars Award                  | 23. The Retired Enlisted Association Award   |
| 14. National Society United States Daughter of 1812 | 24. The Celebrate Freedom Foundation Award   |
| 15. National Sojourners Award                       | 25. Air Commando Association Award           |

## **SPECIAL AWARDS**

**Gold Valor Award.** Award consists of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

**Silver Valor Award.** Award consists of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

**Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

**Silver Star Community Service with Excellence Award.** Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours.

**Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.

## **NATIONAL AWARDS**

These Items may be issued to cadets, but medals from these organizations **WILL ONLY** be worn during events such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

**Air Force Association (AFA) Award.** This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second year (in a 3-year program) or third-year cadet (in a 4-year program). The award recipient must possess/meet the following personal characteristics and eligibility criteria:

- Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism.

- Positive attitude (toward AFJROTC and school).
- Outstanding personal appearance (uniform and grooming).
- Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs).

**Daedalian Award.** The Order of Daedalian is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

- Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
- Indicate the potential and desire to pursue a military career.
- Rank in the top 10% of their AFJROTC class.
- Rank in the top 20% of their school class.

**Daughters of the American Revolution (DAR) Award.** Cadets may only receive this award once. This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:

- Rank in the top 25% of their AFJROTC class.
- Rank in the top 25% of their high school class.
- Demonstrate qualities of dependability and good character.
- Demonstrate adherence to military discipline.
- Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.

**American Legion Scholastic Award.** Cadets may only receive this award once. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:

- Rank in the top 10% of the high school class.
- Rank in the top 25% of their AFJROTC class.
- Demonstrate leadership qualities.
- Actively participate in student activities

**American Legion General Military Excellence Award.** Cadets may only receive this award once. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:

- Rank in the top 25% of their AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

**Reserve Officers Association (ROA) Award.** Cadets may only receive this award once. The SASI with the ASI, selects the recipient of the award. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

- Be in the top 10% in the AFJROTC program.
- Be in the top 25% in academic grades.

- Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.
- Positive attitude toward the AS curriculum.
- Outstanding personal appearance (wear of the uniform, posture, and grooming).
- Attributes of initiative, judgment, and self-confidence.
- Courtesy (promptness, obedience, and respect).
- Growth potential (capacity for responsibility, high productivity, adaptability to change).
- Demonstrate the highest personal, ethical standards & strong positive convictions.

**Military Officers Association of America (MOAA) Award.** Cadets may only receive this award once. This award, formerly known as The Retired Officers Association Award. The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:

- Be a member of the junior class.
- Be in good academic standing.
- Be of high moral character.
- Show a high order of loyalty to the unit, school, and country.
- Show exceptional potential for military leadership.

**Veterans of Foreign Wars (VFW) Award.** Cadets may only receive this award once. The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. This award presented annually to an outstanding second or third-year cadet in a 3-year program (third or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

- Positive attitude toward the AFJROTC program.
- Must be enrolled as a 10th-12th grade AFJROTC student.
- Must maintain a “B” average in AFJROTC curriculum and a “C” average in all remaining subjects with no failing grades in the previous semester.
- Active in at least one other student extracurricular activity (music, athletics, government, etc.)
- Have outstanding military bearing and conduct.
- Possess strong positive attributes like courtesy, dependability, punctuality, and respect.
- Demonstrate and actively promote patriotism (being a member of the drill and ceremonies team)
- Demonstrate leadership potential

**National Society United States Daughters 1812 Award.** Cadets may only receive this award once. Awarded annually, at the SASI’s discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

**National Sojourners Award.** Cadets may only receive this award once. The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:

- Be in the top 25% of their academic class.
- Encourage and demonstrate ideals of Americanism.
- Demonstrate potential for outstanding leadership.

**Scottish Rite, Southern Jurisdiction Award.** Cadets may only receive this award once. The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at

any time during the calendar year. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

- Contribute the most to encourage Americanism by participation in LDR activities or community projects.
- Demonstrate academic excellence by being in the top 25% of class.
- Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.

**Military Order of the Purple Heart Award.** Cadets may only receive this award once. The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:

- Have a positive attitude toward AFJROTC and country.
- Hold a leadership position in the cadet corps.
- Be active in school and community affairs.
- Attain a grade of “B” or better in all subjects for the previous semester.

**Sons of the American Revolution (SAR) Award.** Cadets may only receive this award once. The SASI and the Principal select the recipient of the award. This award recognizes an outstanding second-year cadet in a 3-year program or third year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

- Be currently enrolled in the AFJROTC program.
- Be in the top 10% of their AFJROTC class.
- Be in the top 25% of their overall class.

**Military Order of World Wars Award.** Cadets may only receive this award once. The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet’s outstanding accomplishments or service to the unit. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

**American Veterans (AMVETS) Award.** Cadets may only receive this award once. The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

- A positive attitude toward AFJROTC programs and service in the Air Force.
- Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
- Personal attributes (initiative, dependability, judgment, and self-confidence).
- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
- Obtained a grade of “A” (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at the time of selection and presentation.
- Be in the top 10% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

**Air Force Sergeants Association (AFSA) Award.** Cadets may only receive this award once. The SASI, as chairperson, with the ASI, recommends the recipient of the award. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The

recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

- Be in the top 10% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

**Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award.** This award is presented annually to two cadets. The SASI and ASI select the recipients. Cadets may be first-year, second year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

- Attain a grade of “B” or better in their AS class.
- Be in good academic standing.
- Actively participate in cadet corps activities.
- Participate in at least 50% of all unit service programs.

**The Retired Enlisted Association (TREA) Award.** Cadets may only receive this award once. Awarded annually, at the SASI’s discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year.

**The Celebrate Freedom Foundation (CFF) Award.** Cadets may only receive this award once for Excellence in Academic Programs. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC programs. The SASI will nominate cadets for this award. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

- Outstanding personal appearance (uniform and grooming).
- Display personal attributes such as initiative, judgment and self-confidence.
- Courteous demeanor (promptness, obedience and respect for customs).
- Growth potential (capacity for responsibility, high productivity and adaptability to change).
- Possess the highest personal and ethical standards and strong positive convictions.
- Shows the potential and desire to pursue a military career.
- Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent.
- Rank in the top 15 % of his/her academic class.
- Demonstrates a positive attitude (toward AFJROTC and school).

**Air Commando Association Award.** Cadets may only receive this award once. Awarded annually at the SASI’s discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength.

### **AFJROTC RIBBONS**

- |                                      |  |
|--------------------------------------|--|
| 26. Distinguished Unit Award w/Merit | 41. Leadership Development Requirements Ribbon |
| 27. Distinguished Unit Award         | 42. Drill Team Ribbon                          |
| 28. Outstanding Organization Award   | 43. Color Guard Ribbon                         |
| 29. Outstanding Flight Award         | 44. Saber Team Ribbon                          |
| 30. Top Performer Award              | 45. Marksmanship Ribbon                        |
| 31. Outstanding Cadet Ribbon         | 46. Good Conduct Ribbon                        |
| 32. Leadership Ribbon                | 47. Service Ribbon                             |
| 33. Achievement Ribbon               | 48. Health and Wellness Ribbon                 |
| 34. Superior Performance Ribbon      | 49. Recruiting Ribbon                          |
| 35. Academic Ribbon                  | 50. Activities Ribbon                          |
| 36. Cadet Leadership Course Ribbon   | 51. Attendance Ribbon                          |

- |  |   |
|--|---|
| 37. Special Teams Placement Ribbon           | 52. Dress and Appearance Ribbon             |
| 38. All Services National Competition Ribbon | 53. Longevity Ribbon                        |
| 39. Air Force Nationals Competition Ribbon   | 54. Bataan Death March Memorial Hike Ribbon |
| 40. Orienteering Ribbon                      | 55. Patriotic Flag Ribbon                   |

**Distinguished Unit Award with Merit (DUAM).** Award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition. For each additional ribbon earned an additional small silver star will be awarded.

**Distinguished Unit Award (DUA).** Ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition. For each additional ribbon earned an additional small silver star will be awarded.

**Outstanding Organization Award (OOA).** Ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition. OOA recipients do not receive a streamer. For each additional ribbon earned an additional small silver star will be awarded.

**Outstanding Flight Ribbon.** Ribbon awarded each academic term to members of the outstanding flight under criteria determined by the SASI. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Top Performer Award.** The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments. Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

**Outstanding Cadet Ribbon.** Ribbon awarded annually to the outstanding first year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

- **Outstanding Cadet Ribbon with silver star.** Cadets chosen as State, Pacific and European "AFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding Cadet Ribbon" with silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.

**Leadership Ribbon.** Awarded for outstanding performance in a position of leadership as an AFJROTC cadet. This ribbon is limited to 5% of the eligible Wing to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Superior Performance Ribbon.** Awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**Achievement Ribbon.** Awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic term, in addition to an “A” average in AFJROTC. Cadets must have a positive attitude, self-discipline, and respect others at all times. Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Cadet Leadership Course (CLC) Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Cadets must have a positive attitude, self-discipline, and respect others at all times.

**Special Teams Placement Ribbon.** Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national-level.) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**All-Service National Competition Award.** Awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. **Medal may not (ribbon may)** be worn during competitions and regular uniform wear days.

**Air Force Nationals Competition Award.** Awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. **Medal may not (ribbon may)** be worn during competitions and regular uniform wear days.

**Orienteering Ribbon.** Awarded to team members for completing a units specific Orienteering program as part of unit curriculum. Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Leadership Development Requirement (LDR) Leadership Ribbon.** Awarded at the SASI’s discretion



for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Drill Team Ribbon.** Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Color Guard Ribbon.** Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative). Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Saber Team Ribbon.** Cadets must perform at least 3 saber team performance events to receive this ribbon (cumulative). Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Marksmanship Team Ribbon.** Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative). Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Good Conduct Ribbon.** Cadets must not have received a referral (this includes no ISS/OSS) for an academic term to be eligible to qualify for this award and not missed more than 5 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

**Service Ribbon.** Awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. A cadet must have earned a total of 20 service hours. Service hours will not be carried over to the next school year. **NOTE:** *Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded.* For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Health and Wellness.** Awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program and complete all 3 components of the unit's Physical Fitness Test may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the PFT's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile

will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. **NOTE:** *The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.*

**Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. Limited to 10% of the cadet corps. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Activities Ribbon.** Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Attendance Ribbon.** Award to cadets who have no more than three school absences during academic term. The cadet must also have no discipline slips for tardiness. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Cadets may only receive one award annually.

**Dress and Appearance Ribbon.** Awarded to cadets for wearing the uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards. They must have **NO** score below a **93%** on uniform inspections and no demerits for uniform violations. This award is **limited to 25%** of the cadet corps. Cadets receiving this award will maintain the highest grooming and dress standards possible. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Longevity Ribbon.** Awarded for successful completion of each AFJROTC school year. Cadets may only receive one award annually. Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**Bataan Death March Memorial Hike Ribbon.** Awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than 3- days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc. Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Patriotic Flag Ribbon.** Awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events. Cadets must have a positive attitude, self-discipline, and respect others at all times. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single

silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**CAP Awards.** Cadets receiving Civil Air Patrol (CAP) awards listed below may wear **ribbons** during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon. CAP Medals will not be worn on regular uniform days.

56. General Carl Spaatz Award

57. General Ira C. Eaker Award.

58. Amelia Earhart Award

59. General Billy Mitchell Award

60. General J.F. Curry Achievement Award

### **SPECIAL RIBBON ORDER REQUEST PROCEDURE**

In order to effectively manage all special ribbon orders after any event and ensure that all cadets receive their order in an efficient and timely manner, the order must be tracked as it is processed. This process is between the instructor who oversaw the event, the event cadet coordinator, Wing Operations Commander, Mission Support Squadron Commander, Information Management Officer, and the Logistics Squadron Commander.

1. After any event, the instructor assigned to oversee the event will deem which ribbon or ribbons are appropriate for cadets to receive. NOTE: Only one ribbon per order request will be accepted, if multiple ribbons are to be awarded at the same event, multiple order requests will have to be filled. Team commanders will use the applicable template for the event.
2. The cadet who managed the event will submit request through MS Forms. They will need the full name of the cadets/flight and which ribbon they are to receive. Then, the cadet will ensure the verifying instructor assigned to oversee the event approved the request either in person or electronically via email or MS Teams. Submission must be made within 2 school academic days.
3. The cadet who managed the event then has 1 school day after initial instructor verification to verify/sign and date the order request form and submit it to the Wing Operations Commander.
4. The Wing Operations Commander has 1 school day to verify/sign and date the order request form and submit it to the Mission Support Squadron Commander.
5. The Mission Support Squadron Commander has 1 school day to verify/sign and date the order request form and submit it to the Information Management Squadron Commander.
6. The Information Management Squadron Commander has 2 school days to process the order request form, verify/sign and date the order request form, and submit both the order request form and Special Ribbon Order to the Logistics Squadron Commander.
7. The Logistics Squadron Commander has 2 school days to complete the order. Logistics Personnel should be ready to issue the order, and ribbons on ribbon day.
8. Once the order is filled and each cadet on the order has signed for and received their order, the Special Ribbon Order is considered complete. The order request form and Special Ribbon Order form should be signed and marked as "COMPLETE" and submitted within 1 school day directly to the Information Management Squadron Commander for filing.

### **CERTIFICATE OF TRAINING**

Cadets who successfully complete 2 years of the program will be given a Certificate of Training. If a cadet enters college and takes the Senior Air Force ROTC course, and possesses a Certificate of Training from AFJROTC, the Professor of Aerospace Studies may waive one semester of the General Military Course. In addition, if the graduating cadet completes 2 years of AFJROTC and has this certificate in his/her possession, he/she may be promoted to the rank of E-2 upon completion of basic training.

## **CERTIFICATE OF COMPLETION**

A certificate of completion will be awarded to each cadet who successfully completes 3 or 4 years of the program. If a cadet enters college, takes the Senior JROTC Course, and possesses a Certificate of Completion of AFJROTC, the Professor of Aerospace Studies may waive a full year (with credit) of the General Military Studies portion of the class. If the cadet enlists in the Active Air Force or the Air Force Reserve, he/she will be promoted to the rank of E-3 (Airman First Class) upon completion of basic training. All others without the certificate will be given the rank of E-1 (Airman Basic).

## **UNIT AWARDS**

**HONOR FLIGHT SELECTION:** The Flight Operations Commander will set up criteria to determine the Honor Flight for each year group. The Flight Operations Commander will chair a selection committee composed of the Command Chief Master Sergeant, and the Squadron Commanders. The Flight Operations Commander will verify the results, and the SASI will approve the results. This committee will convene during late 3<sup>rd</sup> week in April to select one flight from the first, second, and third year groups for honor flight. The committee will use the following criteria for the selection process. They will use a rubric to rate each flight. The flight may receive up to 150 points.

- a. The overall flight academic rating of 80% - NLT 30 March (20pts)
- b. Yearly average of 90% on PT grades. **SPECIAL NOTE:** This rating must come from the group commanders. This rating should be considered from an analysis of each flight. (20pts)
- c. 95% of cadets in the flight turn in all paperwork. **SPECIAL NOTE:** This percentage comes from the Information Management Squadron Commander. (25 pts)
- d. Participation of Cadets within the flight in all unit activities available i.e., Military Ball, Car Washes, Team memberships, etc. **SPECIAL NOTE:** Flight Commanders, Team Commanders, Military Ball Chairperson and Community Service Officer must submit during the 2<sup>nd</sup> week of March a listing of all flight cadet involvement in these ROTC activities. (25 pts)
- e. The total arithmetic of flight merits/demerits which equate to 500 positive merits or more. (20pts)
- f. Specialist's participation in scheduled meetings. **SPECIAL NOTE:** Documentation will be submitted by-monthly to the Squadron Commanders from the meeting leaders.

**MONKEY AND HONOR FLIGHT OF THE MONTH:** Each month an overall ranking for each flight will be given. Honor flight will be awarded to the exemplary flight and Monkey flight will be given to the lowest ranking flight. This will be based on the following criteria will be calculated by the Wing Commander, Flight Operations Commander, and Group Commander. It is calculated by a point-base system:

- a. The overall flight academic rating (25pts)
- b. Monthly uniform inspection grades. **SPECIAL NOTE:** *This rating must come from the group commander. This rating should be considered from an analysis of each flight.* (25pts)
- c. Any cadets failing their classes. (20pts)
- d. Flight crew and Flight Technicians attending meetings. (2 pts per flight member)
- e. Physical Fitness and weekly PT uniform wear. (20 pts)
- f. Members of the flight having the adequate amount of community service. (15 pts)
- g. Positive and Negative merits/demerits accumulated by flight members. (15 pts)

**CADET OF THE MONTH:** Once a month a male and/or female cadet will be selected to be the Cadet of the Month. They will wear a turquoise cord with their uniform and receive a certificate with a medal. A cadet from the same flight will not be awarded this award twice. The criteria for this honor: Each flight crew will submit a recommendation to their squadron commander via MS Forms on the 4<sup>th</sup> Wednesday., Example: Flight crew will turn in the December cadet of the month on the 4<sup>th</sup> Wednesday in November.

The squadron commanders will review with inputs with the Group Commanders and make a recommendation to the SASI. The SASI may go with the recommendation or choose another cadet. The program will start in October with September input. General Criteria:

- a. "A" in JROTC for that month.
- b. No school or JROTC discipline.
- c. Participates in activities in AFJROTC. (Service Hours) Cadet must have recorded service hours.  
\*No service hours marks cadet as ineligible.
- d. No unexcused tardiness and no more than 2 unexcused absences in JROTC.
- e. Instructor advisor recommendation.

**FLIGHT CREW OF THE QUARTER:** The Squadron 1-2 Commanders, Command Chief, Wing Operations Commander, Flight Operations, Executive Officer, Standardization and Evaluations Commander and Wing Commander will be members of the selection board. Once the nominee has been selected, the Wing Commander will present the recommendation to the SASI for Final Approval. The Flight Crew of the Quarter will be awarded 50 merits, picture placed on the Wall of Recognition, and Quarter of the Month Certificate.

**CADET RECOGNITION:** Cadets may have the opportunity to receive rewards for good behavior and performance; this includes merits, Letters of Achievement, and/or Letters of Excellence. Cadets will receive Letters of Achievement for superior performance in flight. If a cadet receives 50 merits for one semester, a cadet will receive a Letter of Achievement. Cadets may also have the opportunity to receive a Letter of Excellence. Letters of Excellence are awarded for repeated performance such as being the number one cadet on personal cadet evaluations 3 times etc or receiving 75 merits for one semester. In addition, each cadet receiving a Letter of Achievement and/or Letter of Excellence must have a "B or better average in AFJROTC and no significant school discipline problems. Outstanding Cadet Inspection and Outstanding Cadet Performance, will be merits given out by the flight commanders to their flights each month.

**RESERVE CADETS:** A Reserve Cadet is a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular (after school) activities. To qualify as a Reserve Cadet, a student will meet one of the following criteria, with SASI concurrence:

- The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating curriculum courses.
- The student is currently enrolled in a 4x4 schedule, has completed an AFJROTC course during Term #1 (the first semester), but is not participating in an AFJROTC course during Term #2 (the second semester).
- The student is in a Traditional scheduled school, but cannot participate in the AFJROTC academic program for that particular year due to only duplicated courses being offered.
- A student must have been a cadet for at least one academic year (academic term for 4x4) prior to being considered a Reserve Cadet.

Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic year. Reserve Cadets must wear their uniform once a week for inspection. Reserve Cadets must maintain an 80% uniform grade average. Reserve Cadets will be required to sign a "Cadet Reserve Contract" acknowledging expectations and regulations.

## ATTACHMENT 1



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



UNMANNED AIRCRAFT  
BADGE

**Cadets may only wear one of these badges on their uniform**



AWARENESS  
PRESENTATION  
TEAM BADGE

Cadets can choose only one badge. Either the APT badge or the Marksmanship Shield. Follow APT placement criteria if cadets wear the Marksmanship Shield.



AEF BADGE

The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn. See placement in Attachments 9, 10, 11, and 12. Notes 15 and/or 16.



**Badges/Insignia not listed here are unauthorized for wear.**

## ATTACHMENT 2

## AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

### Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

**If earned choose only one – CADETS MAY ONLY WEAR ONE on their uniform.** Place directly underneath ribbons. Cadets may NOT wear Marksmanship Shield (see below) with Marksmanship Badge.  
Do not wear Marksmanship badges with medals

Marksmanship  
Shield

Choose either the APT or Marksmanship Shield and a Marksmanship Badge.  
Only one may be worn.

Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

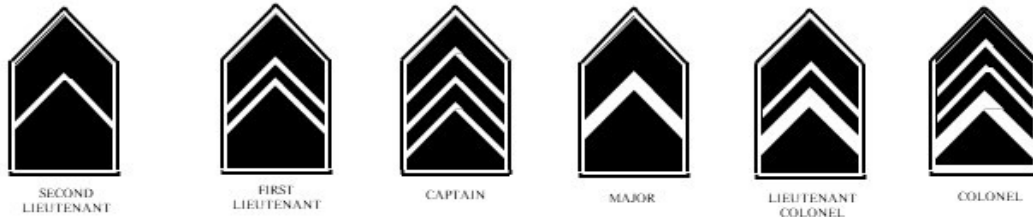
**Marksmanship badges will not be worn with medals.**

**Badges/Insignia not listed here are unauthorized for wear.**

## ATTACHMENT 3

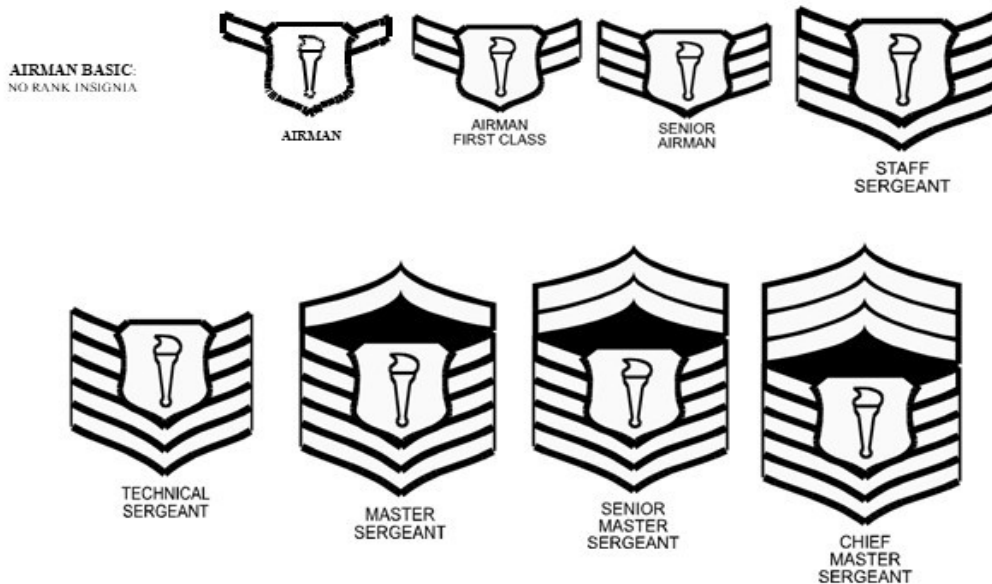
## AIR FORCE JROTC RANK INSIGNIA

### CADET OFFICER RANK



NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

### CADET ENLISTED RANK



NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

Rank insignia not listed here is unauthorized.  
The First Sergeant device is not authorized.



## ATTACHMENT 4

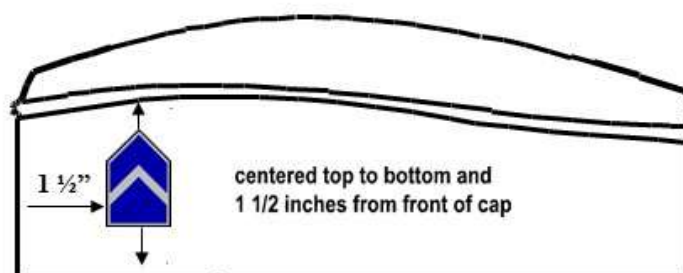
## CADET MALE HEADGEAR

### SERVICE CAP



Service Cap – Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

### FLIGHT CAP\*



- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

## ATTACHMENT 5

# CADET FEMALE HEADGEAR

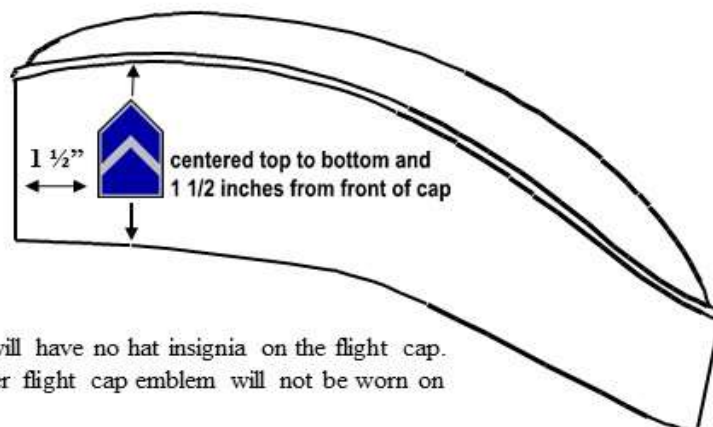
## SERVICE CAP

Solid Blue Color with no embroidery



Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

## FLIGHT CAP\*



- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

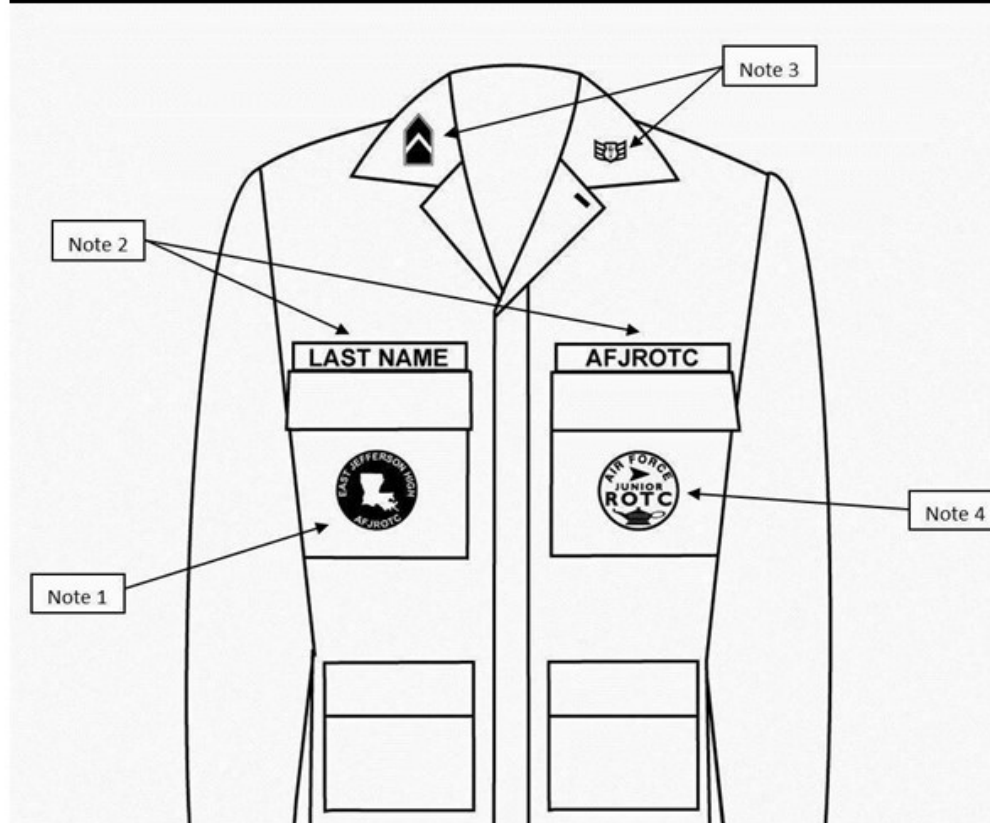
**ATTACHMENT 6****CADET BERET HEADGEAR****BERET**

Berets.

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, ¼ inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

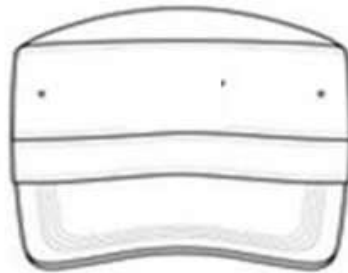
## ATTACHMENT 7

## CADET ABU Male and Female

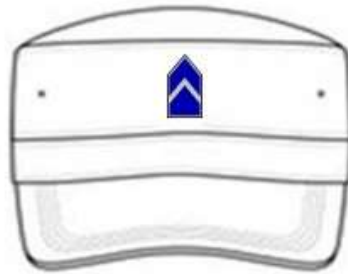


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered 1-inch up from the bottom of the collar and parallel to the outer edge of the collar. Airman Basic have no collar insignia.
4. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. ABU sage green boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots.
7. **OCP uniforms are not authorized for wear by AFJROTC cadets at any time.**

## ATTACHMENT 8

**CADET ABU HEADGEAR**

Enlisted Cadets will not wear rank on the ABU cap.



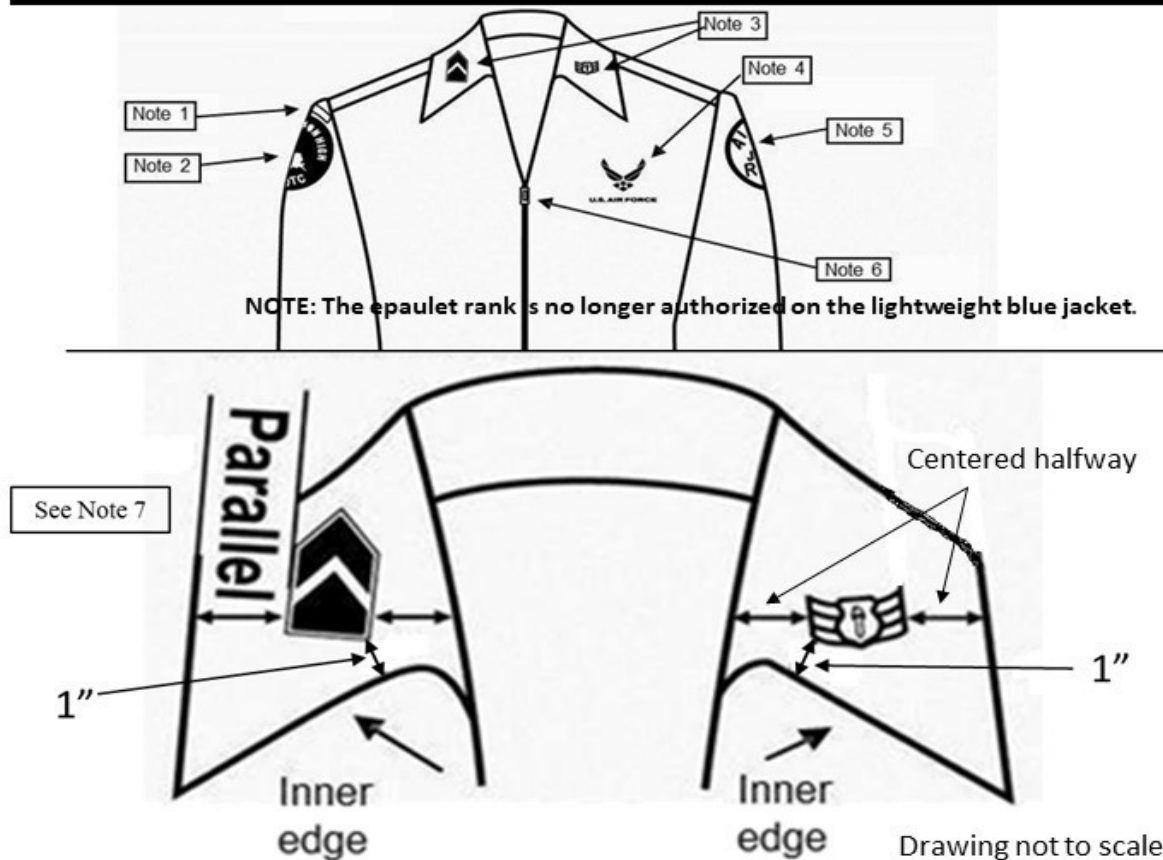
Officers will wear rank insignia on the ABU cap.

**No other style of head gear is authorized for wear with ABUs.**

**Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.**

## ATTACHMENT 9

## CADET LIGHT WEIGHT BLUE JACKET

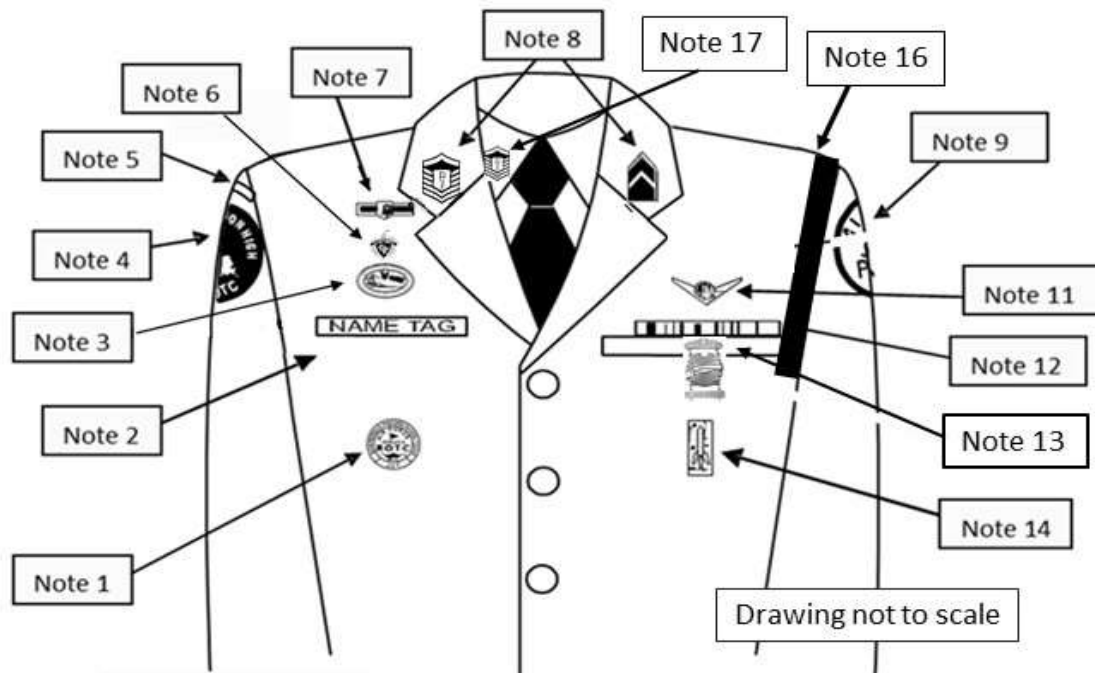


1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam. Per AFJROTCI 36-2010, para 6.1.1.10.1. The words "U.S. Air Force" must appear directly below the symbol, or units can choose to use "AFJROTC." Embroidery expenses must be at no cost to the Air Force.
5. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform.**



## ATTACHMENT 10

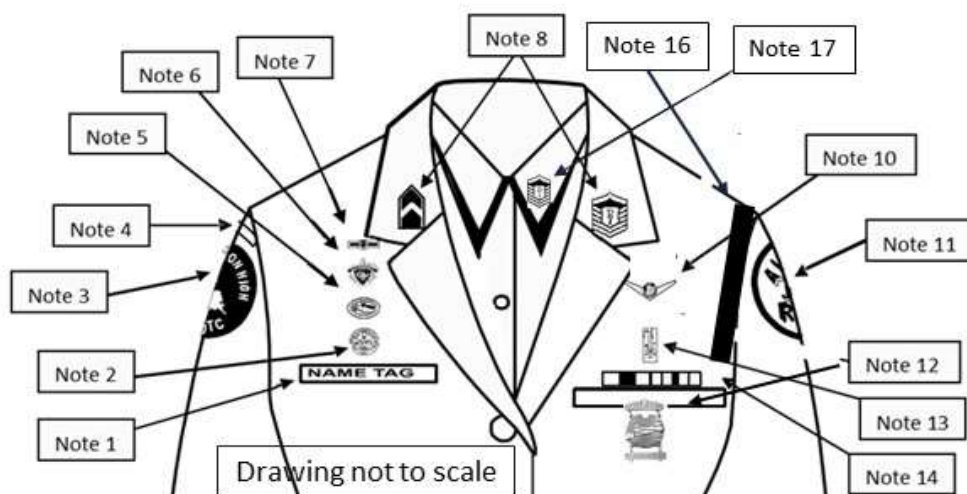
## CADET MALE SERVICE DRESS



1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. #1 See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
10. Deleted.
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
13. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
14. Model Rocketry Badge. Worn 2 inches below the pocket.
15. Except marksmanship badge. Wear first badge placed  $\frac{1}{2}$  inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed  $\frac{1}{2}$  inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge and lastly the CyberPatriot National Finalist Badge. **No more than one Flight badge is authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

## ATTACHMENT 11

## CADET FEMALE SERVICE DRESS

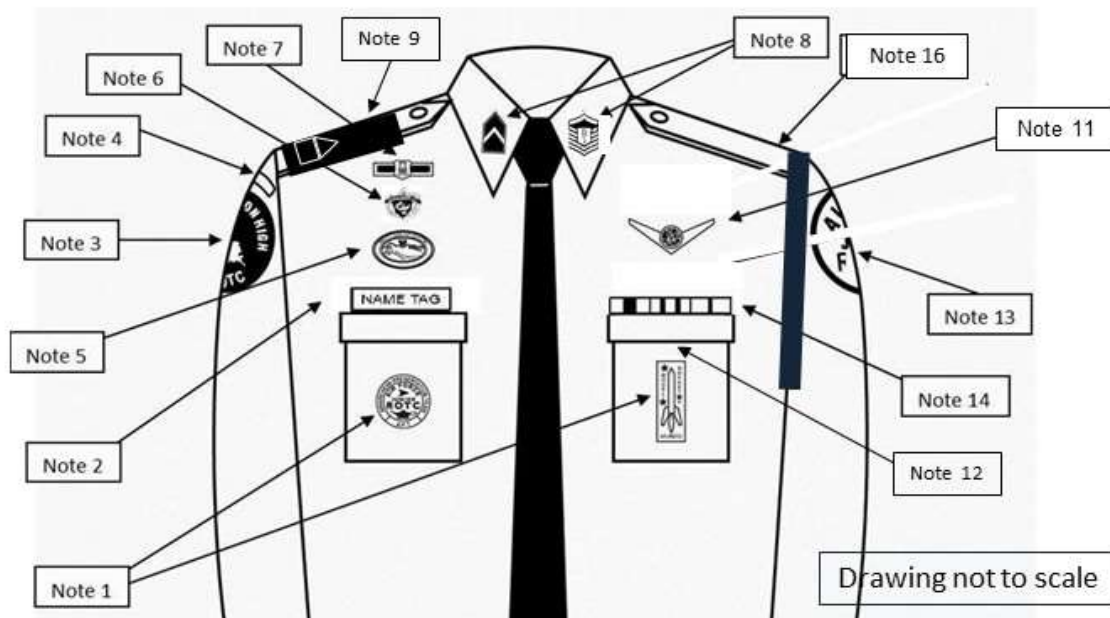


1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Deleted
10. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. Model Rocketry Badge. See Note 15.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than one Flight badge is authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**



## ATTACHMENT 12

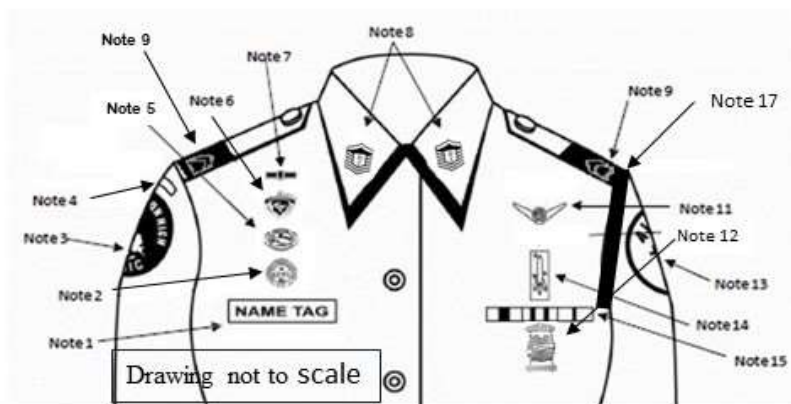
## CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered  $\frac{1}{2}$  to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. Except marksmanship badges. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. **No more than one Flight badge is authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. Medals (regardless of what type) are not authorized for wear on this uniform.

## ATTACHMENT 13

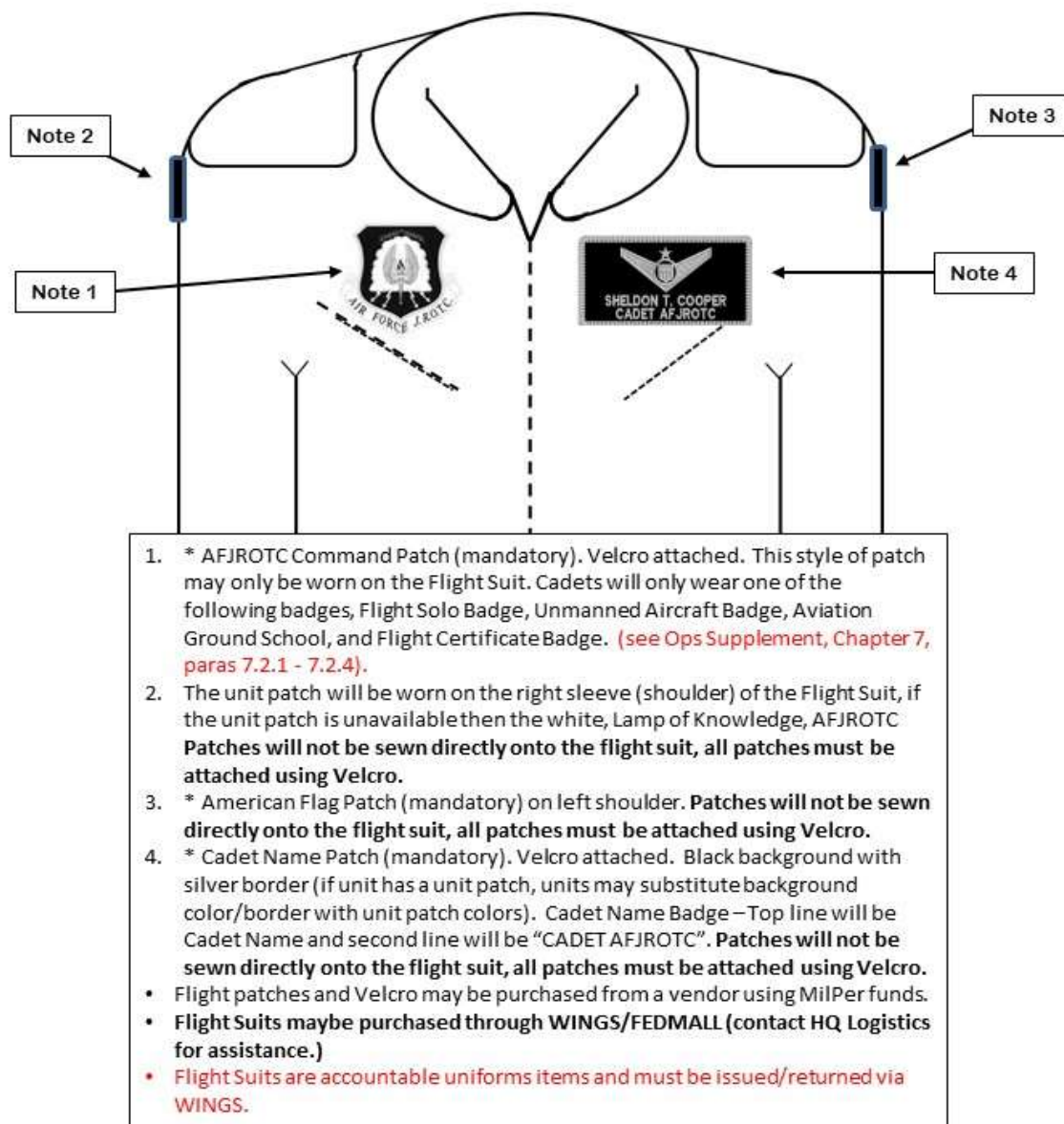
## CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than one Flight badge is authorized.**
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

## ATTACHMENT 14

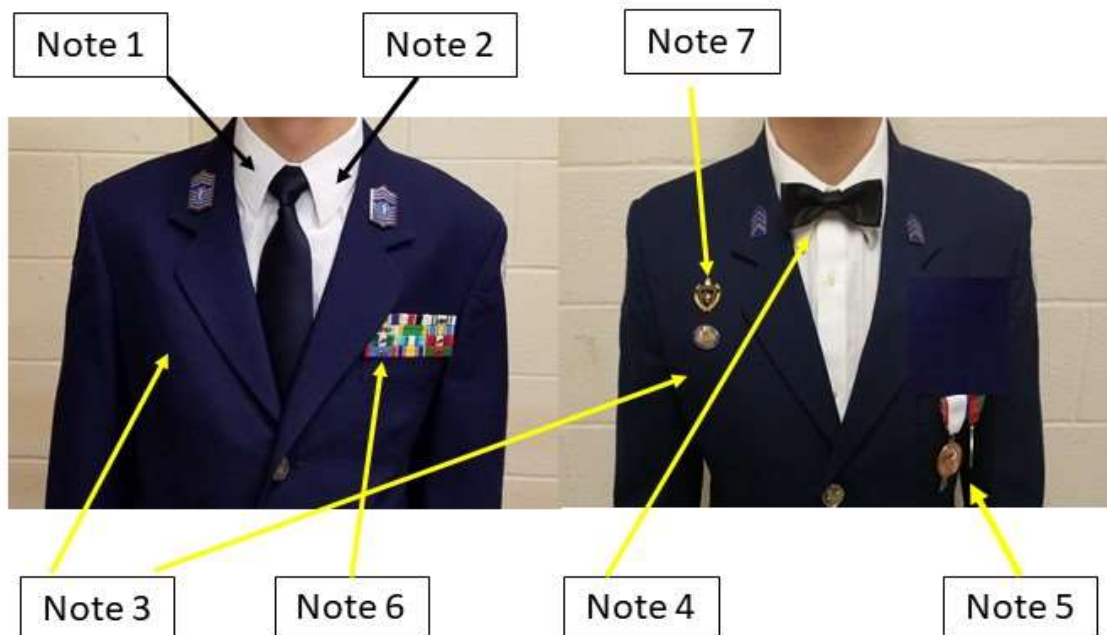
## FLIGHT SUIT (Male and Female)





## ATTACHMENT 15

## Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat  $\frac{1}{2}$  inch below the top of the welt of the pocket, centered on the pocket. If medals are worn, ribbons will not be worn (no mixing).
6. AFJROTC ribbons may be worn on the semi-formal uniform. If ribbons are worn, medals will not be worn (no mixing).
7. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
8. Headgear is not worn with the semi-formal dress uniform.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**

## ATTACHMENT 16

## Sample Exhibition Uniform



1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a  $\frac{3}{4}$  inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

## ATTACHMENT 17

## Sample Exhibition Uniform

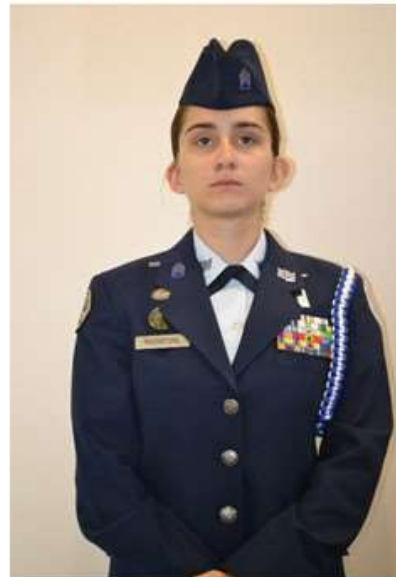


1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's . Service Caps (wheel and bucket hats) will be a **solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a  $\frac{3}{4}$  inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days. .**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A  $\frac{1}{2}$  inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.



ATTACHMENT 18

**Sample Uniform Pictures**  
**Cadets will not wear both officer and enlisted rank on their uniforms ... these are sample pictures only**



ATTACHMENT 19

Sample Uniform Pictures



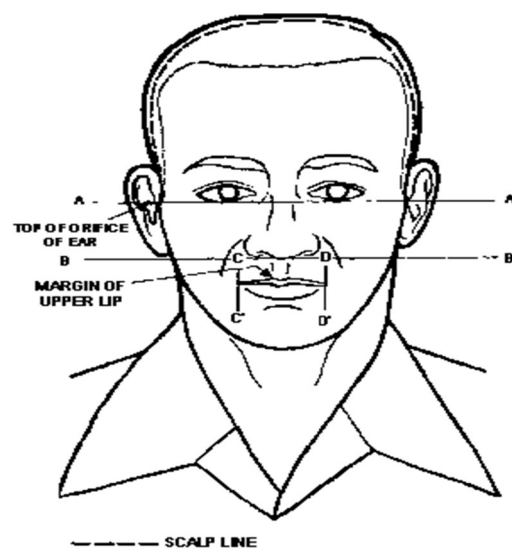
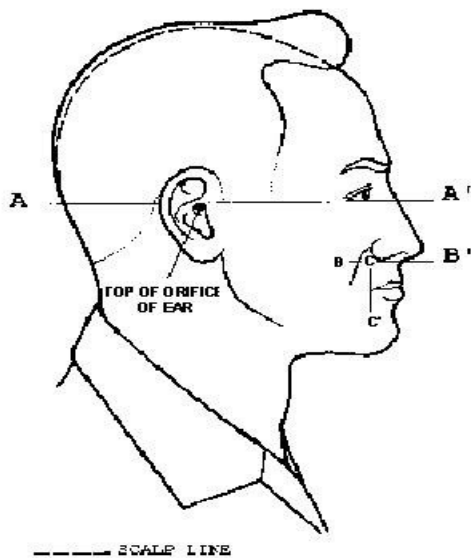


## ATTACHMENT 20 MALE HAIR GROOMING STANDARDS



**Sideburns**

**Mustache**



**ATTACHMENT 21  
FEMALE HAIR GROOMING STANDARDS**



**Braids**



**Twists**



**Locs**

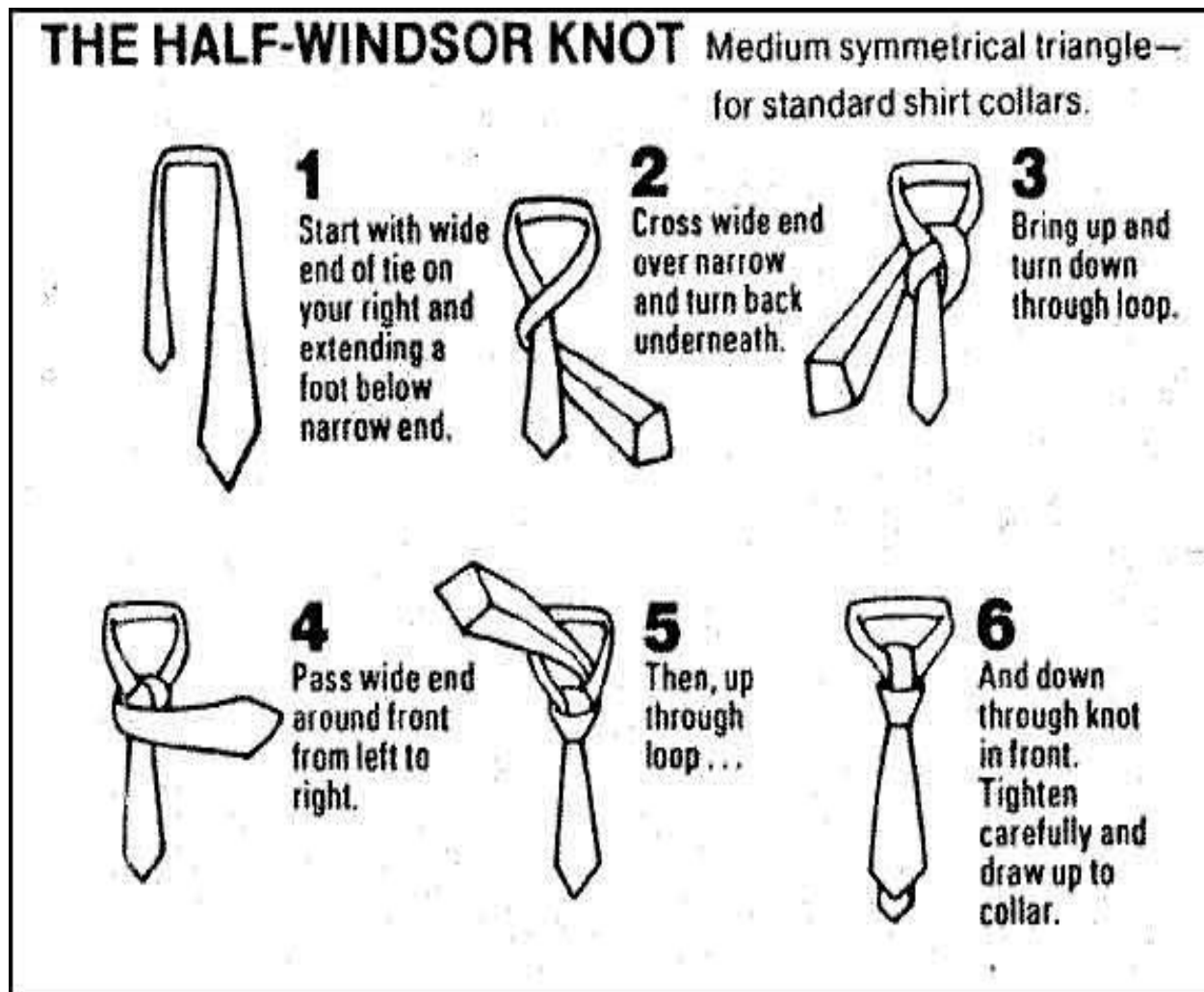


**Scrunchie**



**Hair Clips**

ATTACHMENT 22  
WINDSOR KNOT





### ATTACHMENT 23 PFT PERCENTILE CHART

Percentile	FEMALE														
	Sit-Ups					Push-Ups					1 Mile Run				
	Age 13	Age 14	Age 15	Age 16	Age 17+	Age 13	Age 14	Age 15	Age 16	Age 17+	Age 13	Age 14	Age 15	Age 16	Age 17+
100	72	72	74	77	67						5:42	5:00	5:51	5:58	6:20
95	52	53	55	53	53	25	25	34	32	29	7:21	7:20	7:25	7:26	7:22
90	50	49	51	49	47	22	21	23	26	28	7:49	7:43	7:52	7:55	7:58
85	46	47	48	45	44	21	20	20	24	25	8:13	7:59	8:08	8:23	8:15
80	44	45	46	43	41	17	19	20	22	22	8:29	8:20	8:24	8:39	8:34
75	42	43	44	41	40	17	15	20	20	20	8:49	8:36	8:40	8:50	8:52
70	42	42	41	40	38	15	12	18	19	19	9:09	8:50	8:55	9:11	9:15
65	40	41	40	38	37	14	11	18	16	18	9:30	9:09	9:09	9:25	9:33
60	40	40	39	37	36	13	10	16	15	17	9:50	9:27	9:23	9:48	9:51
55	38	39	37	36	35	12	10	15	13	16	10:07	9:51	9:37	10:09	10:08
50	37	37	36	35	34	11	10	15	12	16	10:23	10:06	9:58	10:31	10:22
45	36	36	35	34	33	10	9	15	12	15	10:57	10:25	10:18	10:58	10:48
40	35	35	34	33	31	10	8	13	12	15	11:20	10:51	10:40	11:15	11:05
35	33	34	32	32	30	8	5	11	11	14	11:40	11:10	11:00	11:44	11:20
30	31	32	31	30	30	7	5	11	10	12	12:00	11:36	11:20	12:08	12:00
25	30	31	30	30	28	6	5	11	8	11	12:29	11:52	11:48	12:42	12:11
20	28	30	28	27	25	5	5	10	5	9	13:01	12:18	12:19	13:23	12:40
15	26	28	26	25	25	4	3	7	4	7	14:10	12:56	13:33	14:16	13:03
10	23	25	23	23	22	3	2	5	3	5	14:49	14:10	14:13	16:03	14:01
5	19	20	20	19	19	2	1	2	1	2	16:10	15:44	15:17	18:00	15:14
0	0	0	0	0	0						20:45	20:04	24:07	21:00	28:50

Percentile	MALE														
	Sit-Ups					Push-Ups					1 Mile Run				
	Age 13	Age 14	Age 15	Age 16	Age 17+	Age 13	Age 14	Age 15	Age 16	Age 17+	Age 13	Age 14	Age 15	Age 16	Age 17+
100	76	79	81	77	73						5:40	4:30	4:42	4:49	4:46
95	59	62	62	62	61	51	47	50	59	60	6:25	6:01	5:50	5:40	5:35
90	55	58	59	58	57	41	41	44	46	56	6:39	6:13	6:07	5:56	5:57
85	53	56	57	56	55	39	40	42	44	53	6:50	6:26	6:20	6:08	6:06
80	51	54	55	53	53	35	37	40	41	50	7:00	6:33	6:29	6:18	6:14
75	50	52	53	51	51	35	32	37	40	46	7:11	6:45	6:38	6:25	6:23
70	48	51	51	50	50	31	30	35	36	44	7:20	6:59	6:48	6:33	6:32
65	46	49	50	48	48	30	28	34	34	43	7:29	7:09	6:57	6:44	6:40
60	45	48	49	48	46	28	25	32	32	41	7:41	7:19	7:06	6:50	6:50
55	43	47	47	46	45	26	24	31	30	40	7:55	7:29	7:16	6:58	6:57
50	42	45	45	45	44	24	24	30	30	37	8:06	7:44	7:30	7:10	7:04
45	41	44	44	44	43	21	22	30	29	35	8:17	7:59	7:39	7:20	7:14
40	40	42	43	42	41	20	21	27	28	34	8:35	8:13	7:52	7:35	7:24
35	39	41	41	40	40	20	20	25	25	30	8:54	8:30	8:08	7:53	7:35
30	38	40	40	40	40	16	18	25	25	30	9:10	8:48	8:29	8:09	7:52
25	36	39	38	38	38	16	18	24	25	27	9:23	9:10	8:49	8:37	8:06
20	34	37	36	37	36	12	15	21	23	25	10:02	9:35	9:05	8:56	8:25
15	32	35	35	35	35	11	13	20	22	23	10:39	10:18	9:34	9:22	8:56
10	30	33	32	31	32	9	11	18	20	21	11:43	11:22	10:10	10:17	9:23
5	26	28	29	27	27	4	7	15	15	20	12:47	12:11	11:25	11:49	10:15
0	0	0	0	6	1						24:12	18:10	21:44	20:15	16:49

# ATTACHMENT 24 AFJROTC RIBBON CHART

