



**Air Force JROTC
CO-062 Nighthawks
Cadet Guide
2020–2021**

C/ _____

FORWARD

Each cadet is provided a copy of the Cadet Guide. All students, while enrolled in the Air Force Junior ROTC (AFJROTC) program and throughout this guide are referred to as "Cadets". This guide presents policies, instructions and vital information to enable cadets to meet the academic, leadership laboratory activities, military drill, dress and appearance, AFJROTC uniform wear and wellness requirements of the AFJROTC program. It should, therefore, be regarded as directive, instructive and informative in nature. **Cadets becoming knowledgeable of the information contained within this guide will maximize their success in the AFJROTC program.**

This Cadet Guide along with the Aerospace & Leadership Education textbooks I-IV, Air Force Manual 36-2203, AFI 36-2903, AFJROTC Uniform and Awards Guide, Army Training Circular (TC) 3-21.5, Inter-service Cross-Index Drill Manual V2628T and the Drill and Ceremonies Textbook V-2627 are the **basic references used in promotion testing** and assessment of cadet knowledge in the AFJROTC program curriculum.

Operating policies outlined in this cadet guide are subject to change throughout the school year. All changes are announced through weekly cadet staff meetings, newsletters, and daily announcements.

Items directed from Headquarters (HQ) AFJROTC are not revised at this level. Implementing instructions for conducting the AFJROTC program are found in directives published by HQ AFJROTC, and are available in the AFJROTC office. All items in this Cadet Guide are significantly revised material for school year 2020/21. All cadets are required to read and study the Study Guide in its entirety.

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DISTRIBUTION

WHS Counselors
Area Mgr.
Each AFJROTC Cadet

AFJROTC Mission Statement

**DEVELOP CITIZENS OF CHARACTER
DEDICATED TO SERVING THEIR
NATION AND COMMUNITY**

Air Force Core Values

**INTEGRITY FIRST
SERVICE BEFORE SELF
EXCELLENCE IN ALL WE DO**

Cadet Honor Code

**I WILL NOT
LIE, STEAL OR CHEAT,
NOR TOLERATE AMONGST US
ANYONE WHO DOES**

TABLE OF CONTENT

Chapter 1—AFJROTC Program Overview – Pg 09 **Paragraph**

AFJROTC Program Description _____	1.1
Critical AFJROTC Program Information _____	1.2
HQ/AFJROTC Mission Statement _____	1.3
Air Force & AFJROTC Core Values _____	1.4
AFJROTC Cadet Honor Code _____	1.5
HQ/AFJROTC Goals _____	1.6
HQ/AFJROTC Objectives _____	1.7
AFJROTC Cadet Creed _____	1.8
Westminster High School AFJROTC Unit Description _____	1.9
CO-062 AFJROTC Instructor Staff _____	1.10
AFJROTC Core Curriculum _____	1.11
Grading Criteria – Core Curriculum Areas _____	1.12
Support Curriculum _____	1.13
Curriculum-in-Action (CIA) Field Trip Policy _____	1.14

Chapter 2--Cadet Responsibilities – Pg 19 **Paragraph**

Concept _____	2.1
AFJROTC Uniform General Responsibilities _____	2.2
AFJROTC Uniform and Personal Appearance Inspections _____	2.3
Military Bearing (Behavior) _____	2.4
Public Display of Affection (PDA) _____	2.5
Cadet Authority _____	2.6
Harassment, Discrimination and Unfair Treatment _____	2.7
Hazing _____	2.8
Unwanted or Uninvited Touching and Aggression _____	2.9
Weapons and Dangerous Items _____	2.10
Classroom Protocol and Procedures _____	2.11
Forms of Address _____	2.12
Use of Cadet Rank _____	2.13
The Military Salute _____	2.14
Reporting Procedures _____	2.15
Merit/Demerit Program (341's) _____	2.16
AFJROTC Commitment _____	2.17

Chapter 3--Personal Appearance/Uniform Standards – Pg 31 **Paragraph**

Personal Appearance - General _____	3.1
Grooming Standards – Hair (Male and Female) _____	3.2
AFJROTC Uniform - General _____	3.3
AFJROTC Uniform – Special Issue Items _____	3.4
AFJROTC Uniform – Optional Items _____	3.5
AFJROTC Uniform - Accoutrements _____	3.6
AFJROTC Uniform and Appearance Standards _____	3.7

Chapter 4—Command and Support Staff Positions – Pg 55 **Paragraph**

Concept	4.1
AFJROTC Command Structure	4.2
AFJROTC Command and Staff Positions	4.3
Leadership Development Requirements Teams	4.4

Chapter 5--Awards and Decorations – Pg 68 **Paragraph**

Concept	5.1
Head Quarters AFJROTC Awards	5.2
National Organization Awards	5.3
Air Force Junior ROTC Local Awards	5.4
AFJROTC Unit CO-062- Specific Awards	5.5

Chapter 6—Insignia, Badges, Devices and Special Awards – Pg 79 **Paragraph**

Concept	6.1
AFJROTC Rank	6.2
Active Duty Rank Insignia	6.3
Badges	6.4
Insignia, Devices and Patches	6.5
Name Tags/Tapes	6.6
Special Awards	6.7
Wear of other than AFJROTC Sanctioned Awards	6.8

Chapter 7—Promotions and Testing – Pg 91 **Paragraph**

Types of AFJROTC Cadet Rank	7.1
Minimum c/Rank associated with c/Positions in CO-062	7.2
c/Rank for Transfer cadets	7.3
c/Promotion Eligibility Criteria - General	7.4
c/Promotion Testing Requirements - General	7.5
c/Performance Expectations - General	7.6
c/Promotion Criteria – c/Amn	7.7
c/Promotion Criteria – c/Enlisted ranks (c/A1C – c/CMSgt)	7.8
c/Officer Candidacy and Promotions (see Chapter 8)	7.9

Chapter 8— Cadet Corps Officership – Pg 97 **Paragraph**

Concept	8.1
Expectations of a Cadet Officer	8.2
Officership	8.3
Appointment as a Cadet Officer	8.4
Qualities and Responsibilities Demanded of Cadet Officers	8.5
Officer Situations	8.6
Cadet Officer Professionalism	8.7
Failure to Meet Cadet Officer Standards	8.8
Conclusion	8.9

Chapter 9--AFJROTC Varsity Letter – Pg 101 **Paragraph**

Criteria for Award	9.1
Additional Requirements	9.2
Award Approval	9.3

Chapter 10-- Leadership Development Requirements (LDR) – Pg 103 Paragraph

c/ LDR - General	10.1
c/ Community Service	10.2
c/ Flight Competition	10.3
c/ Fundraising	10.4
Field Day	10.5
Ropes Course	10.6
Military Ball	10.7
Awards Banquet	10.8
Parades	10.9
Recruiting	10.10
Curriculum in Action (CIA) Field Trips	10.11
Cyber Patriot Team	10.12
JLAB Team	10.13
Drill Team	10.14
Color Guard Team	10.15
Physical Fitness Team	10.16
Change of Command and Pass-In-Review	10.17
Cadet Leadership Course (CLC) & Junior Cadet Leadership Camp (JCLC)	10.18
Model Rocketry	10.19
Model Aircraft	10.20
Remote Controlled Aircraft	10.21
National Youth Leadership	10.22
Video Contest (AEF)	10.23
Essay Contest (Valley Forge Freedoms Foundation Patriots Award)	10.24
Flag Retirement Ceremony	10.25

Chapter 11--Merit/Demerit Program (341's) – Pg 111

Paragraph

Purpose	11.1
Merit/Demerit System Policies and Procedures	11.2
Implementation	11.3
341 Lines of Authority (Who can pull a 341)	11.4
341 Management	11.5
Merit/Demerit General Information	11.6
Merits	11.7
Demerits (these examples of actions are not all inclusive)	11.8
Demerit Consequences	11.9

Chapter 12--Individual and Basic Drill – Pg 115

Paragraph

Air Force JROTC Drill and Ceremonies References	12.1
Drill and Ceremony Symbols	12.2
Basic Drill Terms	12.3
Types of Commands	12.4
Rules for Commands	12.5
Voice Characteristics	12.6
Cadence	12.7
Common Drill Command Components	12.8

Chapter 13--Leadership Development Requirement Teams – Pg 119 Paragraph

General Team Requirements_____	13.1
LDR Team Eligibility Criteria_____	13.2
Team Composition_____	13.3
Team Commanders (TC) Responsibilities_____	13.4
Team Leaders (TL) _____	13.5
Team Rules and Team Assignment_____	13.6
Standards_____	13.7
Practices_____	13.8
Rewards_____	13.9
Conclusion_____	13.10

Chapter 14--Flag Honors and Military Ceremonies – Pg 125 Paragraph

U. S. Flag General Information _____	14.1
Flag Etiquette_____	14.2
Showing Respect for the Flag_____	14.3
Care and Disposition of U.S. Flags_____	14.4

Chapter 15--General Military Information – Pg 131 Paragraph

Chain of Command_____	15.1
Phonetic Alphabet_____	15.2
Military or International Time_____	15.3

Chapter 16--Career Planning – Pg 133 Paragraph

Concept_____	16.1
Service Academy Appointments_____	16.2
ROTC Scholarships_____	16.3
Joining the Military (Enlistment)_____	16.4
Armed Services Vocational Aptitude Battery (ASVAB)_____	16.5
Counselors and Advisors_____	16.6

Chapter 17--AFJROTC and CO-062 History – Pg 135 Paragraph

AFJROTC History_____	17.1
CO-62 History_____	17.2
Unit Patch_____	17.3
Phone Numbers _____	17.4

Figures	Page
2.3. Uniform Inspection Sheet_____	24
3.2.1.&3.2.2. Male Hair Style Guideline_____	32
3.2.3. Female Hair Style Guideline_____	34
3.8. Male/Female Uniform Issue Items_____	43
3.9.1. Uniforms-Cadet Male Blue Shirt_____	44
3.9.2. Uniforms-Cadet Light Weight Blue Jacket_____	45
3.9.3. & 3.9.3.a. Uniforms-Cadet Airmens Battle Uniform (ABU) & Headgear_____	46 - 47
3.9.4. Uniforms - Cadet Male Head Gear_____	48
3.9.5. Uniforms - Cadet Female Head Gear_____	49
3.9.6. Uniforms - Cadet Female Blue Shirt (Blouse)_____	50
3.9.7. Uniforms - Cadet Male Service Dress_____	51
3.9.8. Uniforms - Cadet Female Service Dress_____	52
3.9.9. Uniforms - Cadet Semi-Formal_____	53
4.2.1. Organizational Chart, Squadron_____	56
4.2.2. Organizational Chart, Alpha Flight_____	57
4.2.3. Organizational Chart, Bravo Flight_____	58
4.2.4. Organizational Chart, Charlie Flight_____	59-60
4.6 Unit Manning Document (UMD)_____	67
5.4. AFJROTC Ribbon Chart_____	77
6.2.1. AFJROTC Rank Insignia Chart_____	80
6.2.2. JROTC Rank Insignia, All Services_____	81
6.3.1. Active Duty Air Force Rank Insignia_____	84
6.3.2. Active Duty Commissioned Officer Rank_____	85
6.3.3. Active Duty Enlisted Rank, All Services_____	86
6.4. Authorized Air Force JROTC Badges and Insignia_____	89
7.1. Promotion Testing Cycles and Promotion Possibilities_____	95
9.1 AFJROTC Letter Verification Form_____	102
11.1. Merit/Demerit Form 341_____	114
12.2. Drill and Ceremonies Symbols_____	115
14.4.1 U.S. Flag Folding Graphic_____	127
14.4.2. -.11. Displaying the U.S. Flag Graphics_____	128-130
15.2. Phonetic Alphabet_____	132
15.3. Military Time Conversion Table_____	132
17.3. Unit Patch_____	136
18.1. Air Force Song_____	137
19.1. Map of Area (WHS, Elks Lodge & Supreme Cleaners)_____	138

Chapter 1

Air Force Junior Reserve Officer Training Corps (AFJROTC) Program Overview

1.1. AFJROTC Program Description

- 1.1.1. 4-year program offered to Westminster and surrounding High School students in grades 9-12
- 1.1.2. Students choose Air Force Junior Reserve Officer Training Corps (AFJROTC) as one of their elective choices when signing up for classes
- 1.1.3. As AFJROTC is a yearlong class, enrollment is only available at the start of the 1st semester with 1 exception:
 - 1.1.3.1. Previous JROTC cadets transferring from another school may request enrollment at any time during a school year with Senior Aerospace Science Instructor approval (must interview with SASI)
- 1.1.4. Core curriculum: Aerospace Science (AS), Leadership Education (LE) and Wellness
- 1.1.5. The AFJROTC program at Westminster High School is a year-long class
- 1.1.6. Cadets who successfully complete the yearlong AFJROTC curriculum earn 1 elective credit.
- 1.1.7. The AFJROTC program is centered on developing a student cadet's character, community service, leadership, team building, followership, personal responsibility, communication skills, self-esteem, self-discipline, time management, program management, and professionalism
- 1.1.8. AFJROTC student cadets **DO NOT** incur any Active Duty military commitments by participation in the program. You are **not required** to join the military after graduation
- 1.1.9. AFJROTC cadets who are planning on joining any branch of the U.S. military after graduation should ask a recruiter about incentives for successfully completing two, three or four years of JROTC

1.2. Critical AFJROTC Program Information

- 1.2.1. Air Force JROTC is a unique program within the high school administered by retired Air Force instructors certified and licensed by the CDE
 - 1.2.1.1. Senior Aerospace Science Instructor (SASI) – a retired Commissioned Officer of the United States Air Force
 - 1.2.1.2. Aerospace Science Instructor (ASI) - a retired Non-Commissioned Officer (NCO) of the United States Air Force
- 1.2.2. The program is designed as a cadet leadership laboratory where cadets are placed in supervisory and subordinate roles within a cadet rank structure (Cadet Officers, Cadet NCOs and Cadet Airmen)
- 1.2.3. All are under the close supervision of the SASI and ASI. Accordingly, good order and discipline are paramount in the execution of a well-run program
- 1.2.4. Enrollment in JROTC
 - 1.2.4.1. All JROTC students must be enrolled voluntarily and will not be forced to remain in the program against their will

1.2.4.2. The SASI/ASI will explain all of the JROTC benefits, rules and requirements in the first few days of class so that cadets may have a clear expectation of the program prior to the school Add/Drop date in an attempt to minimize withdraws after this date

1.2.4.3. Withdrawing after the add/drop date requires the SASI/ASI to make a grade recommendation and School officials will make the final determination regarding what grade if any shall be awarded (Withdraw/Incomplete/Fail)

1.2.4.4. If a cadet is disenrolled from the AFJROTC program after the WHS add/drop date may receive a drop/fail which may result in a "0" or "F" on their transcripts for AFJROTC

1.2.4.5. School counselors, in coordination with parents/guardians determine the best new course placement or alternatives for the student

1.2.5. Disenrollment from AFJROTC

1.2.5.1. Procedures for Removal from JROTC for Cause: IAW AFJROTCI 36-2010 the SASI may remove a cadet at any time during the academic year with proper cause

1.2.5.2. The SASI/ASI will coordinate with parents/guardians, school counselors and administration to make reasonable efforts to correct a cadet's behavior prior to all disenrollment decisions as outlined below:

1.2.5.3. Uniform Wear Violations

1.2.5.3.1. Weekly uniform wear is a mandatory compliance/learning crucial item See Chapter 3 of the Cadet Guide for specific uniform wear requirements

1.2.5.3.2. Following the first uniform wear violation a cadet will be counseled by the SASI/ASI and the violation is documented in the cadet's folder

1.2.5.3.3. Following a second violation the SASI/ASI will follow all previous steps and contact the parent(s)/guardian(s) (preferably in person) to advise them of the situation and document the violation in the Infinite Campus (IC) recording system

1.2.5.3.4. For a third violation in a semester the SASI/ASI will follow all previous steps and consider the cadet for disenrollment from the AFJROTC Program.

1.2.5.4. Insubordination

1.2.5.4.1. Defiant and willful disregard of JROTC standards of behavior

1.2.5.4.2. The SASI/ASI will document all occasions of flagrant disobedience of JROTC rules in Infinite Campus

1.2.5.4.3. The SASI/ASI will employ all school resources and administrative personnel necessary to correct the cadet's behavior

1.2.5.4.4. Depending on the severity of the situation, one offence may constitute grounds for removal

1.2.5.5. Truancy (Attendance)

1.2.2.5.1. JROTC is a teamwork education program, all AFJROTC class absences (excused or unexcused) detract from the learning process and are detrimental to the team

- 1.2.5.5.2. 5 unexcused JROTC class absences (3 unexcused tardies equal one absence) in any semester the SASI will consider the cadet for removal from JROTC
- 1.2.5.5.3. 10 total JROTC class absences (excused or unexcused) may also be grounds for removal on a case by case basis following a review of the circumstances
- 1.2.5.5.4. The SASI/ASI will make a grade recommendation, but School officials will make the final determination regarding what grade if any shall be awarded (Withdraw/Incomplete/Fail)
- 1.2.6. Cadets are **responsible** for returning the AFJROTC **informational packet** within 7 days of receiving the packet
- 1.2.7. AFJROTC Program Fee
- 1.2.7.1. All cadets must pay a **\$30.00 non-refundable program fee to WHS** within 7 days after the WHS finance window begins to accept payments
- 1.2.7.2. Cadets not returning the AFJROTC informational packet and program fee prior to the time frames above will be considered for **disenrollment** from the AFJROTC Program
- 1.2.8 All AFJROTC cadets are required to wear the Air Force JROTC uniform as outlined in Chapter 3 of this cadet guide one day per week **for the entire school day**
- 1.2.8.1. **Failure to comply** with the **mandatory** AFJROTC **uniform wear requirement will result in** consideration for **disenrollment** from the AFJROTC program
- 1.2.9. Reserve Cadet - A Reserve Cadet is a cadet who cannot enroll in AFJROTC courses within the school day and is in the AFJROTC program for the sole purpose of participating in co-curricular (after school) activities
- 1.2.9.1. To qualify as a Reserve Cadet, a student will meet one of the following criteria, with SASI concurrence:
- 1.2.9.1.1. The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating AFJROTC curriculum course
- 1.2.9.1.2. The student cannot participate in the AFJROTC academic program for that particular year due to only duplicated AFJROTC courses being offered
- 1.2.9.1.2.1. This may apply to cadets transferring in from another unit
- 1.2.9.1.2.2. However, a waiver for duplicate courses should be pursued first through Headquarters AFJROTC
- 1.2.9.1.3. A student must have been a cadet for at least one academic year prior to being considered a Reserve Cadet
- 1.2.9.1.4. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.) and must comply to all AFJROTC dress and appearance standards established in Chapter's 2 & 3 of this guide
- 1.2.9.1.5. Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding

1.3. HQ/AFJROTC Mission Statement:

- 1.3.1. To develop citizens of character dedicated to serving their Nation and Community

1.4. Air Force and AFJROTC Core Values:

- 1.4.1. Integrity First
- 1.4.2. Service Before Self
- 1.4.3. Excellence in All We Do

1.5. AFJROTC Cadet Honor Code

- 1.5.1 I will not lie, steal or cheat nor tolerate amongst us anyone who does

1.6. HQ/AFJROTC Goals:

- 1.6.1. Instill values of citizenship
- 1.6.2. Instill service to the United States and local community
- 1.6.3. Develop personal responsibility
- 1.6.4. Instill a sense of accomplishment in high school students

1.7. HQ/AFJROTC Objectives

- 1.7.1. To educate and train high school cadets in citizenship
- 1.7.2. Promote community service
- 1.7.3. Instill responsibility, character and self-discipline
- 1.7.4. Provide instruction in air and space fundamentals

1.8. AFJROTC Cadet Creed

- 1.8.1. I am an Air Force Junior ROTC Cadet
- 1.8.2. I am connected and faithful to every Corps of Cadets who served their community and nation with *Patriotism*
- 1.8.3. I earn respect when I uphold the Core Values of *Integrity First, Service Before Self, and Excellence in All We Do*
- 1.8.4. I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself
- 1.8.5. My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds
- 1.8.6. I will hold others accountable for their actions as well
- 1.8.7. I will honor those I serve with, those who have gone before me, and those who will come after me
- 1.8.8. I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead
- 1.8.9. I am an Air Force Junior ROTC Cadet

1.9. Westminster High School AFJROTC Unit Description

- 1.9.1. Westminster High School AFJROTC Unit designation is **CO-062**
- 1.9.2. Unit averages 135-175 cadets
 - 1.9.2.1. 45-55% Freshmen
 - 1.9.2.2. 25-35% Sophomores
 - 1.9.2.3. 15-20% Juniors
 - 1.9.2.4. 10-15% Seniors
- 1.9.3. As per AFJROTC/HQ guidance, CO-062 is designated as a c/Squadron
- 1.9.4. The Unit mascot designation is the **“Nighthawks”**

1.10. CO-062 AFJROTC Instructors staff

- 1.10.1. The Senior Aerospace Science Instructor (SASI)
 - 1.10.1.1. Has overall responsibility for management of the AFJROTC program
 - 1.10.1.2. A retired Commissioned Officer of the U.S. Air Force
 - 1.10.1.3. Approving authority for all cadet duty assignments, promotions, awards, decorations and Special Orders
 - 1.10.1.4. Primary instructor for all AS curriculum
 - 1.10.1.5. Shared instructional duties in all other AFJROTC curriculum and activities
 - 1.10.1.6. The SASI for AFJROTC Unit CO-062 is: _____
- 1.10.2. The Aerospace Science Instructor (ASI)
 - 1.10.2.1. Assists the SASI in managing the AFJROTC program
 - 1.10.2.2. A retired Non-Commissioned Officer of the U.S. Air Force
 - 1.10.2.3. Primary instructor for all LE curriculum
 - 1.10.2.4. Shared instructional duties in all other AFJROTC curriculum and activities
 - 1.10.2.5. Manages all cadet uniform evaluations, promotion testing, awards, decorations and Special Orders
 - 1.10.2.6. The ASI for AFJROTC Unit CO-062 is: _____

1.11. AFJROTC Core Curriculum: The AFJROTC course has three core curriculum areas and several optional support curriculum areas:

- 1.11.1. **Aerospace Science** – (AS)
 - 1.11.1.1. Acquaints students with the elements of aerospace and the aerospace environment
 - 1.11.1.2. It introduces them to the principles of aircraft flight and navigation, the history of aviation, development of air power, contemporary aviation, human requirements of flight, cultural and global awareness, the space environment, space programs, space technology, rocketry, propulsion, the aerospace industry and survival
 - 1.11.1.3. A graded item encompassing 40% of overall AFJROTC curriculum
 - 1.11.1.4. Cadets will learn: _____

1.11.2. **Leadership Education** – (LE)

1.11.2.1. The portion of the AFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills

1.11.2.2. The leadership education curriculum emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet corps activities, study habits, time management, communication skills, career opportunities, life skills, financial literacy, management skills, and drill and ceremonies.

1.11.2.3. A graded item encompassing 40% of overall AFJROTC curriculum

1.11.2.4. Cadets will learn: _____

1.11.3. **Health & Wellness**

1.11.3.1. The objective of the Wellness Program is to motivate cadets to lead healthy, active lifestyles beyond program requirements and into their adult lives

1.11.3.2. Cadets must return a signed Health and Wellness questionnaire (part of AFJROTC information packet) indicating eligibility prior to participating in any physical activity

1.11.3.3. A graded item encompassing 20% of overall AFJROTC curriculum

1.11.3.4. Cadets who pass the AFJROTC class and are active members of the Drill Team throughout the second semester receive a (.5) PE credit in addition to their 1 elective credit (WHS students only)

1.11.3.5. Cadets participate in 10 minutes of fitness training at the start of each class as well as 1 day per week for the entire class period

1.11.3.6. Cadets PT grade is determined based on the following criteria

1.11.3.6.1. Wear of a complete clean and serviceable Air Force JROTC PT uniform on the prescribed day (40% of PT day grade)

1.11.3.6.2. Maximum engagement in the prescribed fitness activities (Participation 20%)

1.11.3.6.3. Demonstrating the ability to work with a team (Teamwork 20%)

1.11.3.6.4. Demonstrating Leadership skill sets (Leadership 20%)

1.11.3.7. A graded item encompassing 20% of overall AFJROTC curriculum

1.11.3.8. Cadets will learn: _____

1.11.4. Fitness Assessment (required)

1.11.4.1. Cadets participate in moderate physical fitness training throughout the school year in preparation for the physical fitness assessment (pre assessment in Sept post assessment in Apr)

1.11.4.1.1. 1 mile run

1.11.4.1.2. Push ups

1.11.4.1.3. Sit ups

1.11.4.2. Cadets obtaining 50% or higher in all 3 events earn the Health and Wellness ribbon

1.11.4.2.1. Bronze Star 75%-84% in all events

1.11.4.2.2. Silver Star 85%-95% in all events

1.11.4.2.3. Gold Star 96%-100% in all events

1.11.4.3. Cadets are required to bring their AFJROTC issued PT gear to class on specified PT days

1.11.4.4. Cadets are given an opportunity to change into their PT gear at the beginning of class and then change out of PT gear at the end of class

1.12. Grading Criteria – Core Curriculum Areas

1.12.1. Academic evaluations for AS and LE curriculum (weighted at 40%).

1.12.1.1. Classroom presentations.

1.12.1.2. Daily/Weekly Quizzes.

1.12.1.3. Tests (Chapter, Unit, Quarterly, Semester and Finals).

1.12.2. Leadership Laboratory Activities (weighted at 40%).

1.12.2.1. Demonstrate ability to perform as a team member in various AFJROTC activities.

1.12.2.2. Demonstrate the ability to lead various AFJROTC activities.

1.12.2.3. Perform individual drill maneuvers.

1.12.2.4. Perform drill maneuvers as part of an Element or Flight.

1.12.2.5. Proper wear of the AFJROTC uniform (See Chapter 2 for uniform wear details).

1.12.2.6. Proper maintenance of the AFJROTC uniform.

1.12.2.7. Demonstrate personal responsibility.

1.12.2.8. Demonstrate respect for authority.

1.12.2.9. Demonstrate time management skills.

1.12.2.10. Demonstrate program management skills.

1.12.2.11. Demonstrate organizational skills.

1.12.3. Wellness and Physical Training (PT) activities (weighted at 20%).

1.12.3.1. Maintain and Wear AFJROTC PT uniform properly.

1.12.3.2. Participate in classroom PT activities.

1.12.3.3. Implement a daily Wellness/Fitness routine at home.

1.12.3.4. Participate in start and end of school year physical fitness evaluations.

1.13. Support Curriculum (SASI/ASI may choose all, some or none during the school year)

1.13.1. Drill and Ceremonies.

1.13.1.1. **An integral and mandatory part of the Leadership Education curriculum**

1.13.1.2. The military drill activity develops the following skill sets.

1.13.1.2.1. Team building

1.13.1.2.2. Critical listening

1.13.1.2.3. Ability to Multi-task

1.13.1.2.4. Followership skills

1.13.1.2.5. Leadership

1.13.1.2.6. Self-discipline

1.13.1.2.7. Communication skills

1.13.1.3. Cadets are evaluated and graded on drill knowledge, individual drill proficiency, ability to perform the Flight drill sequence and exhibit team cohesiveness.

1.13.1.4. Only the SASI or ASI may excuse a cadet from drill activities. Under no circumstances may a cadet excuse another cadet.

1.13.1.5. A note from a parent or guardian (w/phone number) is required to excuse a cadet from drill activities for up to three (3) AFJROTC class days (**due prior to 3rd missed day**)

1.13.1.6. A written excuse from a medical practitioner is necessary to excuse a cadet from drill activities for more than three (3) AFJROTC class days (**due prior to 4th missed drill day**)

1.13.1.7. Competitive drill is offered as a before/after school extracurricular activity (see Chapter 13)

1.13.1.8. Cadets must be enrolled in AFJROTC program to participate on the Drill team

1.13.2. Survival: Survive – Return

1.13.2.1. The survival instruction provides training in skills, knowledge, and attitudes necessary to successfully perform fundamental tasks needed for survival

1.13.3. Leadership Education Electives – LE electives are “ONLY” intended to supplement, NOT replace Leadership Education curriculum and WILL NOT be used in place of AS, Drill & Ceremonies, or Wellness PT curriculum

1.13.3.1. Profession of Arms Center of Excellence (PACE) – a video series designed to make cadets think about moral and ethical dilemmas and appreciate how Air Force Core Values and their Virtues provide a reliable compass for making good decisions

1.13.3.2. Unlocking Your Potential – Intense 14 unit study designed to present cadets with insights on how to develop positive thinking and multi-dimensional thought processes

1.13.3.3. Financial Readiness – This course of instruction is designed to provide the building blocks of long-term financial readiness through straight forward and easy to understand content

1.13.3.4. National Endowment for Financial Education (NEFE) High School Financial Planning Program (HSFPP) – As a result of taking part in the NEFE HSFPP Students will build confidence, apply practical skills, and exhibit sensible behaviors related to money management

1.13.3.5. Consumer Financial Protection Bureau (CFPB) – Program provides educational tools for developing financial knowledge, skills, and habits that will help today’s youth create a path to adult financial well-being

1.13.3.6. Misadventures in Money Management (MiMM) – An excellent tool that provides cadets with real-life financial choices in a fun and interactive manner

1.13.3.7. The Complete Guide to College Financing & Admissions – A program that provides critical information and hundreds of web links that connect students directly to everything they need to know to save thousands of dollars in college costs and get them into the college of their choice

1.13.3.8. Congressional Medal of Honor Foundation – Provides students with opportunities to explore the important concepts of courage, commitment, sacrifice, patriotism, integrity, and citizenship and how these values can be exemplified in daily life

1.13.3.9. The Pennsylvania Veterans Museum – Teacher resources provided to tell the stories of military veterans through their own eyes

1.13.3.10. Veterans National Education Program - Supplemental educational materials for teaching modern history through the understanding of the humanistic and cultural aspects of America's military conflicts and how they influenced the fabric of our global society

1.14. Curriculum-in-Action (CIA) Field Trip Policy

1.14.1. Field trips directly support the AFJROTC mission, goals, objectives and curriculum

1.14.2. Cadets in good standing are given the opportunity to participate in several field trips each school year

1.14.3. Cadets will wear the AFJROTC uniform on field trips unless otherwise instructed

1.14.3.1. If a cadet arrives for a field trip and does NOT meet uniform, personal appearance and grooming standards they will NOT be allowed to attend the field trip

1.14.3.2. Cadets will follow military protocols on all field trips, i.e. formations, roll calls, etc.

1.14.3.3. Cadet officers and senior NCOs are assigned responsibility over small groups of cadets while on field trips and will assist SASI/ASI and chaperones in overseeing cadet behavior

1.14.3.4. AFJROTC field trips are a privilege, not a right and are not mandatory

1.14.3.5. A completed field trip permission slip signed and approved by all their affected teachers and parent/guardian is required no later than the posted turn-in date to be eligible to attend

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Chapter 2

CADET RESPONSIBILITIES

2.1. Concept - All cadets learn personal responsibility, develop leadership skills, learn how to build a cohesive team and present themselves in a confident, professional manner

2.2. AFJROTC Uniform General Responsibilities

2.2.1. It is agreed upon by Westminster Public Schools, surrounding School Districts, and HQ AFJROTC that uniform wear and personal appearance standards are mandatory requirements for participation in the Air Force JROTC program

2.2.1.1. All cadets must wear the AFJROTC uniform properly and with pride once a week as per an established schedule for the entire school year

2.2.1.2. Wearing the AFJROTC uniform constitutes a learning crucial

2.2.1.3. Failure to comply with the mandatory AFJROTC uniform wear and personal appearance requirements will result in consideration for dismissal from the AFJROTC program

2.2.2. All AFJROTC Uniforms are on loan to cadets and are the property of the U.S. Government.

2.2.2.1. Cadets must safe guard and care for the uniform and return it and all accessories when no longer enrolled in AFJROTC or at the end of the school year, whichever occurs first

2.2.2.2. Cadets must pay for all lost or damaged AFJROTC uniform/equipment beyond normal wear and tear

2.2.3. Uniform Issue

2.2.3.1. Each cadet is issued multiple official U.S. Air Force uniform combinations with associated AFJROTC accoutrements

2.2.3.1.1. Service Dress Uniform (Class “A”)

2.2.3.1.2. Airman Battle Uniform (ABU) – when available

2.2.3.1.3. Physical Fitness Uniform (PT)

2.2.4. Cleaning and maintenance of issued uniform items

2.2.4.1. After being issued, all cleaning and maintenance of the AFJROTC uniform is the cadet’s responsibility

2.2.4.2. **DO NOT MACHINE WASH ANY DARK BLUE UNIFORM ITEMS!!!!!!**

2.2.4.3. Machine washing and/or drying of dark blue uniform items will cause irreparable damage and must be replaced at cadets expense! (see Uniform Issue Sheet for cost of each item)

2.2.4.4. Dark blue uniform items may be dry cleaned as necessary rather than after each use

2.2.4.5. Dry clean items if there is visible stains or as needed to maintain a clean serviceable uniform

2.2.4.6. Dry Cleaning, laundering, and alteration services for AFJROTC uniforms

2.2.4.6.1. Provided by **Supreme Cleaners 7243 N. Federal Blvd, Westminster, CO**

2.2.4.6.2. POC Mrs. Kay at (303) 427-0847

2.2.4.6.3. Supreme Cleaners is a proud sponsor of the WHS CO-062 AFJROTC Program and offers highly discounted rates for AFJROTC uniform services (see Fig. 19.1 for directions)

- 2.2.4.7. Dry Cleaning – All Service Dress (Dark blue) uniform items are professional dry clean only
- 2.2.4.7.1. The JROTC service dress blue uniform items can be professionally dry-cleaned at Supreme Cleaners for **only \$5.00**
- 2.2.4.7.1.1. Flight cap
- 2.2.4.7.1.2. Tie or Tie Tab
- 2.2.4.7.1.3. Light blue shirt
- 2.2.4.7.1.4. Service coat (3 button)
- 2.2.4.7.1.5. Trousers/slacks
- 2.2.4.7.1.6. Minimum fee is \$5.00 and covers 1-5 items listed in 2.2.4.7.1.
- 2.2.4.7.2. Additional AFJROTC blue uniform items can be professionally dry cleaned at Supreme Cleaners for **only \$5.00**
- 2.2.4.7.2.1. Lightweight jacket (zipper)
- 2.2.4.7.2.2. Long Sleeved blue shirt
- 2.2.4.7.2.3. Skirt
- 2.2.4.7.2.4. Minimum fee is \$5.00 and covers 1-3 items listed in 2.2.4.7.2.
- 2.2.4.8. Laundering – ABU uniform, PT uniform and light blue uniform shirts
- 2.2.4.8.1. Uniform items listed below may be laundered at home as necessary using a low phosphate detergent (if a product advertises color brightening it is typically low phosphate)
- 2.2.4.8.2. The AFJROTC ABU uniform items can be professionally laundered at Supreme Cleaners for **only \$5.00**
- 2.2.4.8.2.1. Patrol cap
- 2.2.4.8.2.2. Blouse
- 2.2.4.8.2.3. Pant
- 2.2.4.8.2.4. ABU items may be laundered at home throughout the year but must be professionally laundered for yearend turn in
- 2.2.4.8.2.5. Minimum fee is \$5.00 and covers 1-3 items listed in 2.2.4.8.2.
- 2.2.4.8.2.6. Laundering of uniforms identified in 2.2.4.8.2. after each use is required!
- 2.2.4.8.3. The AFJROTC PT uniform items can be professionally laundered at Supreme Cleaners for **only \$5.00**
- 2.2.4.8.3.1. PT Shirt
- 2.2.4.8.3.2. PT Shorts
- 2.2.4.8.3.3. PT Sweat Shirt
- 2.2.4.8.3.4. PT Sweat Pant
- 2.2.4.8.3.5. PT Gear may be laundered at home throughout the year but must be professionally laundered for yearend turn in
- 2.2.4.8.3.6. Minimum fee is \$5.00 and covers 1-4 items listed in 2.2.4.8.3.
- 2.2.4.8.3.7. Laundering of uniforms identified in 2.2.4.8.3. after each use is required!

- 2.2.5. Uniform item cleaning, repairs, button replacement, alterations, etc.
- 2.2.5.1. AFJROTC uniform repair and alteration services are provided by Mrs. Kay at **Supreme Cleaners 7243 N. Federal Blvd, Westminster, CO** (303) 427-0847
- 2.2.5.2. All uniform repairs (due to normal wear and tear) and all alteration services are provided by Supreme Cleaners at no charge to cadets!
- 2.2.5.3. If the uniform is damaged due to the negligence of the cadet it is their responsibility to pay for the repair or replacement of the damaged items
- 2.2.6. Return of AFJROTC Uniforms
- 2.2.6.1. Blue Service Dress uniforms must be professionally dry cleaned and returned in the plastic covering from the cleaners with dated receipt attached
- 2.2.6.1.1. All related blue uniform items to include; ranks, ribbons, name tags, shoulder cords, flight cap, tie or tie tab, service coat, shirt, pants, jacket, and shoes must be returned within ten days after the Awards Banquet
- 2.2.6.1.2. If returned dirty a cleaning fee of \$15.00 is required.
- 2.2.6.2. Airman Battle Uniform (ABU's) must be professionally laundered and returned in the plastic covering from the cleaners with dated receipt attached
- 2.2.6.2.1. All related ABU uniform items to include; ranks, name tapes, patrol cap, ABU T-shirt, sand rigger belt, boot blousers, socks, & combat boots must be returned within ten days after Awards Banquet
- 2.2.6.2.2. If returned dirty a cleaning fee of \$10.00 is required.
- 2.2.6.3. Physical Fitness uniform (PT) must be professionally laundered and returned in the plastic covering from the cleaners with dated receipt attached
- 2.2.6.3.1. All related PT uniform items to include; unit specific or AFJROTC PT shirt, unit specific or AFJROTC PT shorts must be returned within ten days after the Awards Banquet
- 2.2.6.3.2. If returned dirty a cleaning fee of \$5.00 is required.
- 2.2.7. The SASI and ASI reserve the right to retrieve all AFJROTC uniform items at any time if a cadet's conduct shows disrespect towards WHS, the AFJROTC uniform, or the AFJROTC Program

2.3. AFJROTC Uniform and Personal Appearance Inspections

- 2.3.1. All cadets are inspected weekly for proper wear of the uniform, personal appearance, haircuts/styles, personal hygiene, military bearing and professionalism (weekly grade)
- 2.3.2. Mandatory uniform wear days
- 2.3.2.1. Monday's for Alpha and Bravo Flight cadets – Tuesday's for Charlie Flight cadets
- 2.3.2.2. SASI/ASI may adjust uniform wear day as need for changes in school schedules
- 2.3.2.3. Check daily announcements and cadet calendar on the AFJROTC webpage for the uniform combination for each inspection day
- 2.3.3. **Cadets will wear the appropriate uniform combination all day from the first period through the last school period at WHS and their home school for Out-of-District cadets**
- 2.3.4. Cadets may remove the uniform during the following specific classes only and must change back into the uniform after that class or activity is over
- 2.3.4.1. P.E. (cannot use uniform wear as a reason not to dress out for PE or vice-versa)

- 2.3.4.2. Metals shop – when activities in the class make wearing the uniform inappropriate
- 2.3.4.3. Woodworking – when activities in the class make wearing the uniform inappropriate
- 2.3.4.4. Art – when activities in the class make wearing the uniform inappropriate
- 2.3.4.5. Any class you are with an activity which may cause damage to the uniform (inform SASI/ASI in advance)
- 2.3.4.6. Wear of protective clothing is allowed if ample protection of the uniform is provided
- 2.3.4.7. **Cadets who remove the AFJROTC uniform at any time throughout the uniform inspection day (without prior approval from the SASI/ASI) will receive a “0” zero for that inspection.**
- 2.3.5. Excusal from uniform wear must be approved **in advance** by the SASI or ASI
- 2.3.6. Some examples of day-of-inspection excuses that **will not** be accepted by SASI/ASI
 - 2.3.6.1. "It's dirty"
 - 2.3.6.2. "It's in the cleaners"
 - 2.3.6.3. "I forgot it was uniform wear day"
 - 2.3.6.4. "I didn't have time to put it on" (Over slept)
 - 2.3.6.5. "I have a school event today and I have to wear a shirt and tie"
 - 2.3.6.6. "My cat, dog, sister, brother, etc., got sick or spilled something on it" (**Hang it up**)
 - 2.3.6.7. "I didn't wear the uniform because I couldn't find my flight cap, socks, tie, belt, etc."
 - 2.3.6.8. "It's Mom's fault, she didn't clean it for me" (**Never, never, never blame Mom**)
 - 2.3.6.9. "Mom or Dad said I didn't have to wear it" (All excusals must be approved by SASI/ASI in advance of actual inspection)
 - 2.3.6.10. "I didn't feel like wearing it or I don't want to wear it" (this attitude will result in immediate return of all AFJROTC uniform items and dismissal from the AFJROTC program)
 - 2.3.6.11. There is **no** make-up uniform inspection day for **unexcused** absences or **unapproved** excuses
- 2.3.7. Cadets are responsible for keeping their AFJROTC uniform in inspection order at all times (Be prepared for all scheduled uniform inspections and AFJROTC events)
- 2.3.8. Uniform inspections are conducted by trained leadership cadets under the close supervision of the SASI/ASI
- 2.3.9. See figure 2-3 for an example of the AFJROTC Uniform Inspection checklist
- 2.3.10. Cadets who have an excused absence from school on a uniform wear day must make up the missed inspection on their next AFJROTC class day during that same week
 - 2.3.10.1. If there is no AFJROTC class day available cadets must wear the uniform on a non-AFJROTC class day and make arrangements with the SASI or ASI to be inspected
 - 2.3.10.2. It is imperative that cadets contact the SASI or ASI to arrange make-up inspections for excused absences prior to the end of each inspection week
 - 2.3.10.3. Uniform inspection make-ups outside of the inspection week must be approved by the SASI/ASI (these are only approved for exceptional circumstances)
 - 2.3.10.4. Remember - There is **no** make-up uniform inspections for **unexcused** absences or **unapproved** excuses (contact the SASI/ASI directly if you are not going to be in class)

2.3.11. Uniform and personal appearance specific requirements

2.3.11.1. Cadets must maintain personal appearance standards at all AFJROTC classes, events, and activities in or out of uniform

2.3.11.2. Cadets must maintain a 70% average or better uniform and personal appearance grade

2.3.11.3. Be advised, cadets will not be able to achieve a 70% or higher uniform and personal appearance average score if they miss three (3) or more inspections per semester

2.3.11.4. Failure to meet minimum standards for uniform and personal appearance are grounds for dismissal from the AFJROTC Program

2.3.12. Circumstances for missing uniform wear and personal appearance inspections

2.3.12.1. 1st offense will result in a failing score on that week's inspection, SASI/ASI will counsel cadet.

2.3.12.2. 2nd offense will result in a failing score for that week's inspection, SASI/ASI will counsel, and parent/guardian are notified and must speak with SASI/ASI (preferably in person)

2.3.12.3. 3rd offense will result in a failing score for that week's inspection, SASI/ASI will counsel, parent teacher conference to discuss disciplinary actions and/or dismissal from the AFJROTC Program

2.3.12.4. See Chapter 3 of this cadet guide and Air Force Instruction (AFI) 36-2903 for specific uniform wear and personal appearance standards

2.3.13. **REMEMBER** - Uniform wear is 20% of a cadet's over-all grade; **however**, it is also a **learning crucial**. Failure to wear the AFJROTC uniform as prescribed in this Cadet Guide is grounds for dismissal from the AFJROTC program regardless of their academic grade!

2.4. Military Bearing (Behavior)

2.4.1. Cadets must wear the uniform properly, conduct themselves with dignity, professionalism and exercise personal discipline while enrolled in AFJROTC

2.4.2. Each time you wear the uniform, you represent your school, CO-62, AFJROTC cadets worldwide, and the U.S. Air Force; therefore, your appearance must be above reproach (you ALWAYS behave maturely, look professional and display pride in your school and AFJROTC)

2.4.3. AFJROTC Cadets are held to a higher standard of conduct and behavior than are other students whether in or out of uniform

****2.5. Public Display of Affection (PDA) **Special emphasis item****

2.5.1. PDA refers to personal contact between people (cadets or non-cadets) when such contact is done in public view

2.5.2. PDA, while in uniform, detracts from the dignity of the uniform and is **PROHIBITED**

2.5.3. Examples of public displays of affection include:

2.5.3.1. Hugging

2.5.3.2. Embracing

2.5.3.3. Holding hands

2.5.3.4. Kissing or making out

2.5.3.5. Violations are considered a breach of military etiquette and will result in demerits

2.5.3.6. PDA (in or out of uniform) during any AFJROTC activity is **not** permitted

2.5.3.7. Participating in the military ball allows for escorting, dancing and similar activities which do not fall under the PDA description due to the nature of the Military Ball activity

2.5.3.8. **Note: Repeated violations of PDA can result in retrieval of uniform, reduction of cadet rank, and/or dismissal from the AFJROTC Program**

2.5.3.9. When out of uniform, cadets must adhere to school rules pertaining to PDA

2.6. Cadet Authority

2.6.1. Senior cadets have authority over junior cadets in matters of uniform wear, grooming, and behavior

2.6.2. On-the-spot, professional verbal corrections are encouraged

2.6.3. Corrections do not include humiliating another cadet

2.6.4. Use the Excellence/Discrepancy Report (341) as a tool to mentor subordinates

2.6.5. In addition to the rules outlined in this Cadet Guide, AFJROTC cadets are also required to meet all Westminster Public Schools, WHS, and home school dress, appearance, and behavior policies

****2.7. Harassment, Discrimination or Unfair Treatment **Special emphasis item****

2.7.1. Harassment, Discrimination or Unfair Treatment is **NOT** tolerated at WHS or in the AFJROTC program

2.7.2. Any cadet who feels they are being harassed, discriminated against or receiving unfair treatment should report this immediately to the SASI/ASI, a teacher, counselor or administrator

****2.8. Hazing **Special emphasis item******

2.8.1. Harassment or other actions meant to demean or harm a cadet are considered hazing and are strictly forbidden in AFJROTC.

2.8.2. This is an established policy from Headquarters Air Force JROTC and strictly enforced in CO-062

****2.9. Unwanted or Uninvited Touching and Aggression **Special emphasis item******

2.9.1. At no time should a cadet touch another cadet without consent

2.9.2. Striking, threatening or other acts of violence violate school and Westminster Public Schools policies governing safe schools and will be dealt with by school authorities

**** 2.10. Weapons and Dangerous Items **Special emphasis item******

2.10.1. Knives, clubs, chains, pepper spray or other items identified as dangerous by Westminster Public Schools rules will not be brought into any Westminster Public Schools building, on field trips or to any extra-curricular activity

2.10.2. Violators will be referred to the principal or police

2.10.3. Training devices such as; Drill rifles, sabers, and pistols are identified as such and will not be utilized by cadets without the permission and direct supervision of the SASI/ASI

2.10.4. Swords and replica rifles will not be removed from the Westminster High School or any practice facilities except for sanctioned drill meets or approved events and then only with SASI/ASI approval

2.10.5. These items must be kept locked in the JROTC supply room when not in use

2.10.6. **REPLICA RIFLES CANNOT BE REMOVED FROM SCHOOL PROPERTY TO PRACTICE AT HOME UNDER ANY CIRCUMSTANCE!**

2.11. Classroom Protocol and Procedures

2.11.1. All hats/caps/berets will be removed before entering into any building and worn upon exiting any building

2.11.2. No bandanas or “colors” or clothing items displaying profane language, racist or sexist overtones, or depicting tobacco or alcohol products will be worn in WHS, in any AFJROTC classroom, or at any AFJROTC activity

2.11.3. Cell phones, portable radios, CD players, IPODs, MP3 and other such devices **will not be played** and will be **kept out of sight** if brought to an AFJROTC classroom.

2.11.4. AFJROTC, WHS and Westminster Public Schools assume no responsibility or liability for lost or stolen personal property

2.11.5. Cellular phone policy is in accordance with school policy and the SASI/ASI may grant permission for a student to utilize a cell phone for class requirements or answer a phone for a special situation. If this is the case, cadets will notify the SASI/ASI in advance

2.11.5.1 Cadets ordinarily will not be permitted to leave class to answer or use the phone

2.11.5.2. The SASI/ASI may grant permission for a student to utilize a cell phone for class requirements or answer a phone for a special situation. If this is the case, cadets will notify the SASI/ASI in advance

- 2.11.5. Cadets will **show respect** to instructors, cadet officers and fellow cadets at all times
- 2.11.6. The SASI and ASI will be addressed by their **rank** or as "**Sir**"
- 2.11.7. This courtesy is extended to all visitors; faculty members, all active duty personnel and all other Junior ROTC instructors regardless of armed service association
- 2.11.8. Classroom Start-up Procedures
- 2.11.8.1. Immediately after the "late Bell" rings the class leader will call the room to "Attention"
- 2.11.8.2. The class leader will give the order "Present Arms", followed by "Pledge Begin" and all cadets will place their right hand over their heart and recite the "Pledge of Allegiance"
- 2.11.8.3. Cadets in uniform stand at attention but **do not** present arms while indoors
- 2.11.8.4. The class leader will then give the order "Order Arms"
- 2.11.8.5. If no other activities require the cadets to be at attention then the command "Seats at Ease" is given and all cadets sit down at their assigned positions and await further instructions
- 2.11.9. **Recognition of Officers and Distinguished Guests entering the classroom**
- 2.11.9.1. When the SASI, WHS Principle or other school Administrator enters the classroom the class leader immediately calls the room to attention, the command is: "Room, ATTENTION" (Attention is pronounced, A - Ten - Hut)
- 2.11.9.2. If the cadet leader is not present or fails to notice the above mentioned individuals, then the first cadet who sees them will call the class to "Attention"
- 2.11.9.3. All cadets in the room will immediately stop what they are doing and stand at the position of Attention facing the entry door
- 2.11.9.4. Cadets remain at Attention until the command "As You Were" is given by the SASI, Principle or Administrator
- 2.11.10. When the ASI or a WHS teacher enters the classroom the class leader or the first cadet to see them enter will call the room to "STANDBY!"
- 2.11.10.1. At the command "Standby" all cadets stop what they are doing and come to the position of attention
- 2.11.10.2. If a cadet is seated, they just place their hands on the desk in front of them and sit at attention
- 2.11.10.3. If the cadet is already standing they simply go to the position of attention
- 2.11.10.4. Cadets remain at Attention until the command "As You Were" is given by the ASI or teacher
- 2.11.11. **Classroom Dismissal Procedures**
- 2.11.11.1. At the completion of class, the class leader will call the class to "Attention" and give the command "Class Dismissed."
- 2.11.11.2. Cadets will respond "Thank you Sir/Ma'am" in a loud distinctive command voice then clean their area, push in their chair and depart the classroom in an orderly fashion
- 2.11.12. Food, beverages, and gum are not permitted in AFJROTC classrooms
- 2.11.12.1. Exception: Bottled water is permitted in the classroom, as long as the privilege is not abused
- 2.11.12.2. The SASI/ASI may waive the no food or drink rule for special occasions

2.12. Forms of Address

- 2.12.1. All military members, active or retired, will be addressed using their rank
 - 2.12.1.1. The SASI is addressed as _____ or _____
 - 2.12.1.2. The ASI is addressed as _____ Sergeant or _____
- 2.12.2. Cadets address cadet officers/leaders by their cadet rank, as "Ma'am" or "Sir", or as "Miss" or "Mister" and their last name at any AFJROTC event, while in the drill area, in formations, or in the classroom
- 2.12.3. Cadets acting as class/flight leader are afforded this courtesy regardless of rank
- 2.12.4. All adults will be addressed as Sir or Ma'am
- 2.12.5. When answering the phone in the AFJROTC office, say, "Air Force Junior ROTC, Cadet "(*your name*)" speaking, how may I help you?"

2.13. Use of Cadet Rank

- 2.13.1. Cadet rank must never be confused with or used interchangeably with active duty military rank
- 2.13.2. Your AFJROTC rank is always **preceded** by the term "**Cadet**"
- 2.13.3. In written correspondence, always use cadet rank written as follows: C/SSgt or C/Capt

2.14. The Military Salute

- 2.14.1. The military salute is a formal greeting between military personnel, a way to respectfully acknowledging certain individuals in the chain of command and show respect to the US Flag (see LE-I text book for how to salute properly)
 - 2.14.2. All cadets must salute the following individuals
 - 2.14.2.1. The President of the United States
 - 2.14.2.2. The Secretary of Defense
 - 2.14.2.3. The Secretaries of the Army, Navy, Marines and Air Force
 - 2.14.2.4. United States Active Duty Commissioned Officers
 - 2.14.2.5. Officers of Friendly Foreign Military
 - 2.14.2.6. Cadet Officers
 - 2.14.3. When and who to salute (Indoors)
 - 2.14.3.1. Whenever formally reporting to the SASI
 - 2.14.3.2. During formal activities such as receiving an award
 - 2.14.4. When and who to salute (Outdoors)
 - 2.14.4.1. When you are in uniform, the salute will be rendered to:
 - 2.14.4.1.1. Uniformed commissioned and warrant officers of the United States military (This is especially important when on field trips to military installations)
 - 2.14.4.1.2. Junior ROTC cadet officers by lower ranking cadets
 - 2.14.4.1.3. The CO-062 SASI and any other SASI's who are also in uniform

2.14.4.2. While in formation, either as a flight or as a squadron, individuals do not salute except when the command "Present, ARMS" or "Hand, SALUTE" is given

2.14.4.3. A salute is rendered when outdoors, in uniform, during the playing of the National Anthem

2.14.4.4. A salute is not rendered indoors, while in uniform, during the playing of the National Anthem or the reciting of the Pledge of Allegiance

2.15. Reporting Procedures: Cadets will have the occasion to report to an instructor or senior cadet

2.15.1. When summoned to the JROTC office, receiving an award or going before a board

2.15.2. When reporting to the SASI, the following procedure will be followed:

2.15.2.1. Knock (once) on the entry door, wait to be acknowledged before entering the JROTC office

2.15.2.2. March forward and stop approximately two paces in front of the SASI's desk

2.15.2.3. Salute and say, "Cadet (*your last name*) reports as ordered."

2.15.2.4. Hold your salute until it is returned by the SASI, remain at attention until ordered otherwise

2.15.2.5. At the conclusion of all matters before the SASI and when dismissed, come to attention, take one step back, salute and hold it until returned, then execute an about face and leave the office

2.15.3. When reporting to the ASI, follow the same procedures for reporting to the SASI except, do not salute and use the statement "Cadet, (*your last name*) Reports."

2.16. Merit/Demerit Program (341's)

2.16.1. A system established to identify and track exceptional positive behavior or unacceptable negative behavior on the spot (See Chapter 11 for details)

1.16.2. Program managed by the Cadet First Sergeant

2.16.3. Cadets must carry (3) three, up to date, 341 forms on their person at all times

2.16.4. The SASI/ASI may elect to reward the top merit earners in each flight at the end of the semester, such as a promotion or with special recognition

2.16.5. The SASI/ASI will review all student 341's and counsel cadets with excessive negative 341's

2.17. AFJROTC Commitments

2.17.1. Cadets are expected to complete all obligations on time

2.17.2. When a cadet agrees to participate in an activity or be part of a project, he or she is expected to see it through to the end and to their best ability

2.17.3. Failure to meet commitments will result in removal from leadership positions, withholding of promotion opportunities and likely a reduction to a lower rank

2.17.4. "**COMMITMENT - COMMITMENT - COMMITMENT**" is one of the most important elements to a successful AFJROTC program. Remember this!

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Chapter 3

CADET PERSONAL APPEARANCE AND DRESS STANDARDS

3.1. Personal Appearance - General

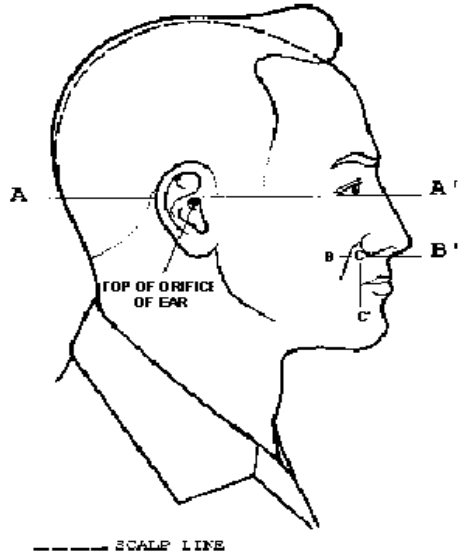
- 3.1.1. When in uniform, a cadet's appearance must reflect the following 5 Air Force uniform elements
 - 3.1.1.1. Neatness
 - 3.1.1.2. Cleanliness
 - 3.1.1.3. Safety
 - 3.1.1.4. Uniformity
 - 3.1.1.5. Military Image

3.2. Grooming Standards – Hair (Male and Female) (see AFI 36-2903, 3.1.1)

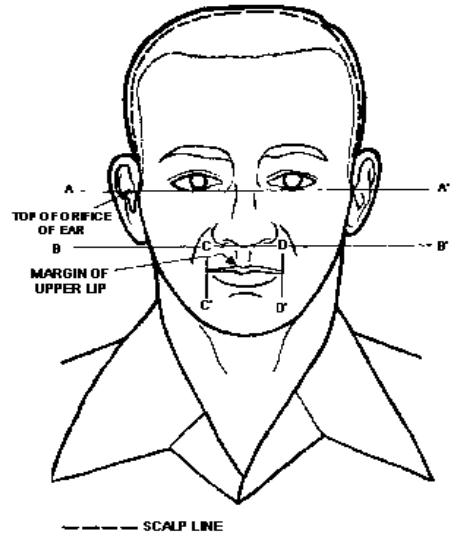
- 3.2.1. Hair - Male and Female
 - 3.2.1.1. Will be clean, well-groomed, and present a professional appearance
 - 3.2.1.2. Allow proper wear of the head gear and conform to safety requirements
 - 3.2.1.3. Will not contain excessive amounts of grooming aids (i.e. gel, mousse, pomade, etc)
 - 3.2.1.4. Will not 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
 - 3.2.1.4. If applied, dyes, tints, bleaches and frostings must result in natural, human hair colors
 - 3.2.1.6. Natural human hair colors are brown, blonde, brunette, natural red, black or grey
 - 3.2.1.7. The hair color must compliment the member's complexion and skin tone
 - 3.2.1.8. Prohibited hair color examples; burgundy, purple, orange, fluorescent or neon colors
- 3.2.2. **Hair – Male Specific Standards** (see AFI 36-2903, 3.1.2)
 - 3.2.2.1. Present a tapered appearance on both sides and back of the head
 - 3.2.2.1.1. A **tapered appearance** is one that when viewed from any angle, outlines the member's hair so that conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flows, twists or spikes
 - 3.2.2.2. Hair will not exceed **1 ¼ inch** in bulk, regardless of length and no more than ¼ inch at natural termination point; allowing only closely shaved hair on the back of the neck to touch but not go over the **top** of the military uniform shirt collar
 - 3.2.2.3. Hair will not touch the ears or protrude from under the front of the headgear
 - 3.2.2.4. Cleanly shaven heads, military high and tight, or flat tops are authorized
 - 3.2.2.5. Prohibited examples are mohawk, mullet, cornrows, dreadlocks, or etched design
 - 3.2.2.6. Sideburns, if worn, will be straight and even width (not flared), and will not extend below the bottom edge of the ear orifice
 - 3.2.2.7. Sideburns will end in a clean shaven horizontal line
 - 3.2.2.8. Male cadets may have mustaches but they must be conservative, will not extend downward beyond the upper lip line or extend sideways beyond the corners of the mouth

3.2.2.9. Beards are not authorized, facial hair, except for mustaches, may not be worn in the AFJROTC classroom at any time (male cadets are expected to be clean-shaven during school hours)

3.2.2.10. If in doubt about a style or cut, see the SASI/ASI before visiting your barber



----- SCALP LINE
Male Hair – Side View (view)
Fig 3.2.1



----- SCALP LINE
Male Hair – Front View (view)
Fig 3.2.2

3.2.3. **Hair - Female Specific Standards (see AFI 36-2903, 3.1.3)**

- 3.2.3.1. There is no minimum hair length, to a maximum bulk of (4) four inches
- 3.2.3.2. Hair will end above the **bottom** edge of the military uniform shirt collar and along an invisible line drawn parallel to the ground both front to back and side to side
- 3.2.3.3. Hair lengths that would be below the bottom edge of the collar will be pinned up with no loose ends
- 3.2.3.4. The intent is for pinned up hair to be styled in a manner that prevents loose ends from extending upward on the head i.e. rooster tail effect
- 3.2.3.5. When hair is in a bun all loose ends must be tucked in and secured
- 3.2.3.6. When hair is in a ponytail, it must be pulled all the way through the elastic band and may hang naturally downward not extending below the bottom of the uniform shirt collar
- 3.2.3.7. Bangs or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across the eyebrows and parallel to the ground
- 3.2.3.8. If worn, fabric scrunchies, hairpins, combs, headbands, elastic bands and barrettes **must be black or match hair color** and hair must still comply with bulk and appearance standards
- 3.2.3.9. Locs, braids, twists, micro braids, French braids, Dutch braids, and cornrows are authorized (see AFI 36-2903 para 3.1.3.2)
 - 3.2.3.9.1. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs
 - 3.2.3.9.2. A braid or twist is two or more portions of interwoven hair
 - 3.2.3.9.3. If adding additional hair, it must be natural-looking hair, similar to individual's hair color
 - 3.2.3.9.4. All locs/braids when worn will be uniform, not wider than one inch, with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance
 - 3.2.3.9.5. Multiple locs/braids when worn will be uniform, small in diameter (approximately ¼ inch), show no more than ¼ inch of scalp between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance
 - 3.2.3.9.6. A loc, braid/twist must be continue to the end of hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards.
 - 3.2.3.9.7. Micro-braids and twists are not required to continue to the end of the hair
 - 3.2.3.10. Ornaments are not authorized (i.e. ribbons, beads, jeweled pins)
 - 3.2.3.11. Hair color, highlights, and frosting will not be faddish and will be a natural looking hair color for human beings, similar to the individual's natural hair color
 - 3.2.3.12. If adding additional hair, it must be a natural-looking color (similar to the individual's natural hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme)
 - 3.2.3.12.1. Hair must not exceed bulk and must not extend below the bottom of the collar
 - 3.2.3.12.2. Headgear must fit properly

FEMALE HAIR STYLE GUIDELINES

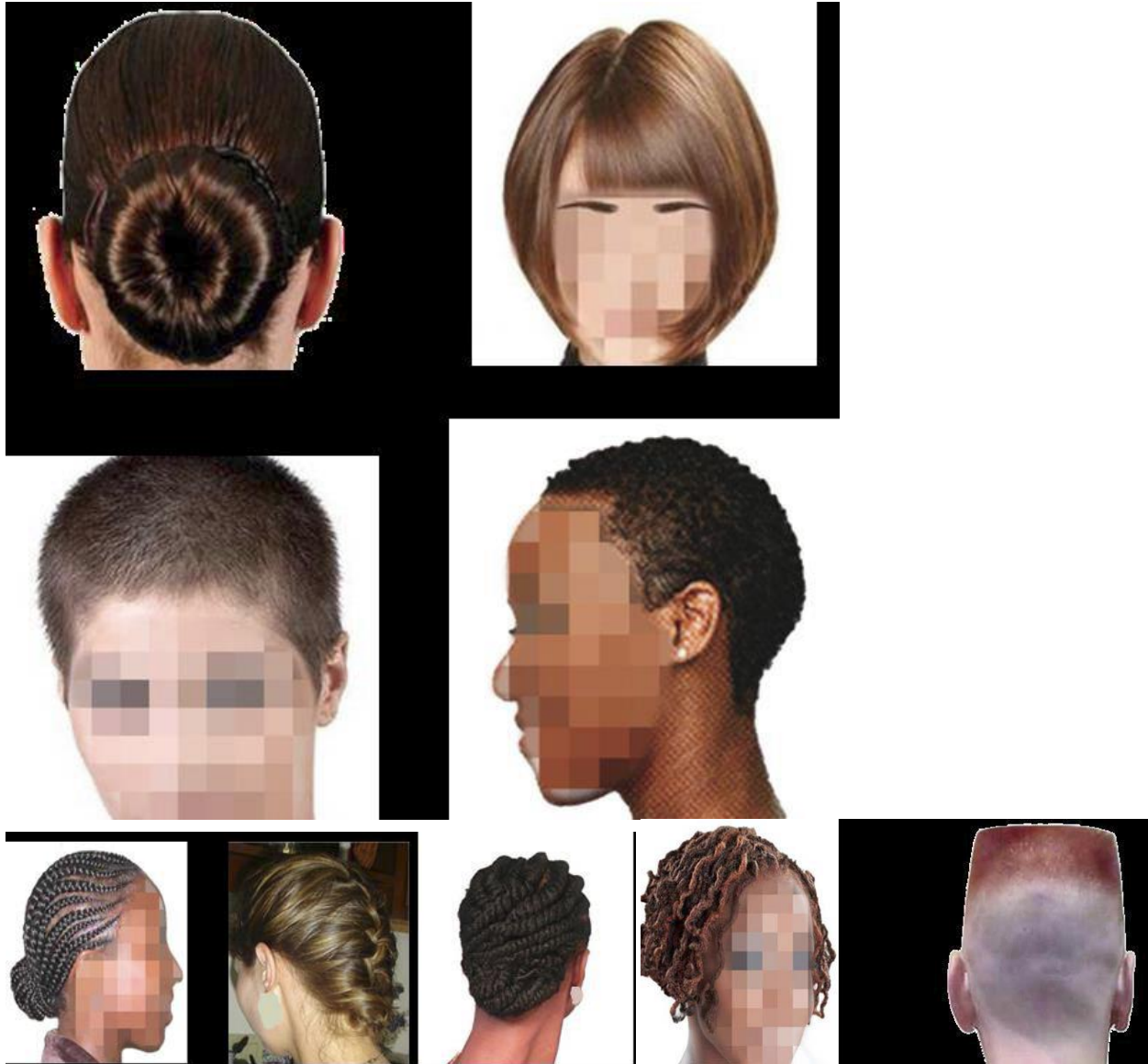


Fig 3.2.3

3.2.4. General uniform and appearance standards are detailed in Air Force Instructions AFI 36-2903, the Cadet Uniform and Awards Guide and this CO-062 Night Hawks Cadet Guide (all guidance is found in AFJROTC office and on the AFJROTC website.)

3.3. AFJROTC Uniform – General

- 3.3.1. The AFJROTC uniform is the official U.S. Air Force uniform and must be worn properly and with the knowledge that you are representing something much bigger than yourself
- 3.3.2. Unless specifically stated in this guide or AFJROTC Instructions, no items other than approved ribbons, badges, patches, insignia or devices may be worn on the AFJROTC uniform
- 3.3.3. Cadets may **NOT** wear any civilian clothing with the AFJROTC uniform and vice versa
- 3.3.4. Uniform Combinations
 - 3.3.4.1. **Service Dress**, referred to as the **Class “A”** uniform - Includes the following items
 - 3.3.4.1.1. Black uniform shoes
 - 3.3.4.1.2. Black dress socks
 - 3.3.4.1.3. Blue uniform trousers/slacks (pants) or optional skirt for females
 - 3.3.4.1.4. Blue uniform belt with silver tip and silver buckle
 - 3.3.4.1.5. V-Neck or tank top style WHITE T-Shirt (males and females)
 - 3.3.4.1.6. Light blue uniform shirt with rank insignia and blue plastic name tag
 - 3.3.4.1.7. Neck Tie for males or tie tab for females
 - 3.3.4.1.8. Blue service coat (3 button) with rank insignia, silver name tag, ribbons and shoulder cord
 - 3.3.4.1.9. Flight cap (with cadet metal rank for cadet officers)
 - 3.3.4.2. **Open Collar**, referred to as the **Class “B”** uniform - Includes the following items
 - 3.3.4.2.1. Black uniform shoes
 - 3.3.4.2.2. Black dress socks
 - 3.3.4.2.3. Blue uniform trousers/slacks (pants) or optional skirt for females
 - 3.3.4.2.4. Blue uniform belt with silver tip and silver buckle
 - 3.3.4.2.5. V-Neck or tank top style WHITE T-Shirt (males and females)
 - 3.3.4.2.6. Light blue short sleeved uniform shirt, rank insignia, blue name tag, ribbons, and cord
 - 3.3.4.2.7. Flight cap (with cadet metal rank for cadet officers)
 - 3.3.4.2.8. Light weight blue jacket (zipper) is authorized for wear with class “B” uniform
 - 3.3.4.3. **Semi-Formal uniform**, for AFJROTC Military Ball - Includes the following items
 - 3.3.4.3.1. Black uniform shoes
 - 3.3.4.3.2. Black dress socks
 - 3.3.4.3.3. Blue uniform trousers/slacks (pants) or optional skirt for females
 - 3.3.4.3.4. Blue uniform belt with silver tip and silver buckle
 - 3.3.4.3.5. V-Neck or tank top style WHITE T-Shirt (males and females)
 - 3.3.4.3.6. White, long sleeve, button up dress shirt (civilian)
 - 3.3.4.3.6.1. NO rank insignia
 - 3.3.4.3.6.2. NO blue plastic name tag

- 3.3.4.3.6.3. NO ribbons
- 3.3.4.3.6.4. NO shoulder cords
- 3.3.4.3.7. Black or Navy blue bowtie or Uniform neck tie or tie tab (females)
- 3.3.4.3.8. Blue service coat with rank insignia, large medals, and shoulder cord (**no** silver name tag)
- 3.3.4.3.9. **NO** Flight cap
- 3.5.4.4. **Airman Battle Uniform** (ABU) uniform items available for issue with SASI/ASI approval:
 - 3.5.4.4.1. Sage green combat boots
 - 3.5.4.4.2. Combat boot blousers
 - 3.5.4.4.4. Sage green/black combat boot socks
 - 3.5.4.4.5. Sage green under shirt
 - 3.5.4.4.6. ABU blouse (shirt)
 - 3.5.4.4.7. ABU pants
 - 3.5.4.4.8. ABU patrol cap (with c/officer insignia, no c/enlisted insignia)
 - 3.5.4.4.9. Sand rigger belt
 - 3.5.4.4.10. ABU Name and AFJROTC tapes
 - 3.5.4.4.11. AFJROTC subdued patch
 - 3.5.4.4.12. The metal AFJROTC rank insignia is worn with the ABU's
- 3.3.4.5. **Physical Fitness Uniform** - Unit Specific
 - 3.3.4.5.1. PT Shirt - Blue camouflage w/Unit logo
 - 3.3.4.5.2. PT Shorts - Blue mesh w/ Unit and WHS logo
 - 3.3.4.5.3. Navy blue or black spandex style pants / biker shorts may be worn beneath the PT shorts
 - 3.3.4.5.4. Sweat pants and sweat shirt may be worn over the PT uniform when weather conditions warrant their wear
 - 3.3.4.5.5. Cadets must meet all AFJROTC uniform and personal appearance standards when in PT gear
- 3.3.5. Special team activities allow cadets to wear additional uniform items which add to the distinctiveness of the AFJROTC uniform (see 3.3)
 - 3.3.5.1. These items give special recognition and identification to a cadet and encourage increased involvement in Unit activities

3.4. AFJROTC Uniform – Special Issue Items

- 3.4.1. Special Issue Items are worn for duty positions and/or ceremonial/demonstration activities as directed by the c/ Drill/Color Guard team commanders and approved by the SASI/ASI
- 3.4.2. Color guard and drill team members may wear their distinctive uniforms for special presentations, competitions, parades, recruiting visits, and other specified occasions per instructions from the c/ Drill/Color Guard Team Leaders and approved by the SASI/ASI
- 3.4.3. Shoulder Cord –one cord is worn on the left shoulder and identifies

- 3.4.3.1. Leadership positions
- 3.4.3.2. Special teams (drill team members and color guard team members)
- 3.4.4. Shoulder Cord Designations
 - 3.4.4.1. Gold and Black – c/Stan/Eval Officer
 - 3.4.4.2. Yellow – c/Flight Advisor
 - 3.4.4.3. Silver and Black – c/Group Commander
 - 3.4.4.4. Black – c/Deputy Group Commander
 - 3.4.4.5. Black and Teal – c/Squadron Commander
 - 3.4.4.6. Blue and Silver - c/Staff Operations Officer
 - 3.4.4.7. Red and Silver – c/Flight Operations Officer
 - 3.4.4.8. Red and White – c/Flight Commander
 - 3.4.4.9. Navy Blue and White – c/Staff Officer Positions
 - 3.4.4.9.1. Logistics
 - 3.4.4.9.2. Mission Support
 - 3.4.4.9.3. Community Service
 - 3.4.4.9.4. Public Affairs
 - 3.4.4.9.5. Fundraising
 - 3.4.4.9.6. Heath & Wellness
 - 3.4.4.10. Green – c/First Sergeant
 - 3.4.4.11. Red – c/Flight Sergeant
 - 3.4.4.12. White – c/Non-Commissioned Officer In Charge (NCOIC)
 - 3.4.4.13. Blue and White (braided) - Drill Team members during drill competitions only
 - 3.4.4.14. Silver – Color Guard during color guard events/competitions only
- 3.4.5. No cords are authorized for Fitness Team, Cyber Patriots, JLAB, and/or any other LDR Team other than Drill and Color Guard
- 3.4.6. Berets are optional headgear worn by members of the drill team when authorized by the SASI/ASI
- 3.4.7. Air Force Ceremonial Service Cap is worn exclusively by members of the Color Guards and Drill team during competitions and events
- 3.4.8. Ascots - neck scarves worn by members of the Drill team and Color Guard during competitions and events
- 3.4.9. Ceremonial Gloves - Limited to the Color Guard and drill team members during competitions and events
- 3.4.10. Black Gloves – May be worn during inclement weather by all cadets

3.5. AFJROTC Uniform - Optional Items

- 3.5.1. Female Service Dress Uniform Skirt
 - 3.5.1.1. Cadets females may request a blue service dress uniform skirt to be worn in place of the service dress uniform slacks
 - 3.5.1.2. Must wear appropriate color nylons with skirt (see AFI 36-2903)
 - 3.5.1.3. Must wear appropriate pumps with skirt (see 3.7.20.5.)
- 3.5.2. Trench Coats - Dark Blue
 - 3.5.2.1. Issued on a case by case basis for inclement weather
 - 3.5.2.2. Returned immediately after event conclusion
 - 3.5.2.3. Metal rank insignia worn on lapel
- 3.5.3. Long Sleeved Shirt - Light Blue
 - 3.5.3.1. Issued to Drill Team members as required
 - 3.5.3.2. Issued to Color Guard Team members as required
 - 3.5.3.3. Issued to cadets on a case by case basis as determined by the SASI/ASI
- 3.5.4. Air Force Gray Sweats
 - 3.5.4.1. Issued to PT Team members as required
 - 3.5.4.2. Issued to Summer Camp attendees as required
 - 3.5.4.3. Issued to cadets on a case by case basis as determined by the SASI/ASI

3.6 AFJROTC Uniform - Accoutrements (See Chapters 5 & 6 for details)

- 3.6.1. Cadets earn ribbons which represent sustained superior performance in specific AFJROTC areas
- 3.6.2. AFJROTC ribbons are part of the uniform, and once awarded are mandatory for wear on all uniform combinations
- 3.6.3. Ribbons are not worn on the light blue shirt in the Class “A” uniform combination
- 3.6.4. Ribbons earned from other JROTC (Army, Navy or Marine Corps) units are not authorized for wear on the AFJROTC uniform, however the AFJROTC equivalent is issued by the SASI
- 3.6.5. The AFJROTC Ribbon Chart displays all possible AFJROTC ribbons a cadet may earn
- 3.6.6. Information on awards and decorations, Chapter 7 of the AFJROTC Operational Supplement located in SASI/ASI office
- 3.6.7. Badges are earned by cadets for individual achievement, participation in organized AFJROTC activities and significant contributions to the highest ideals of AFJROTC and approved by the SASI/ASI

3.7. AFJROTC Uniform and Appearance Standards

- 3.7.1. Uniforms must be kept in a clean and serviceable condition at all times (cadets are responsible for cleaning and maintenance of the uniform)
- 3.7.2. Cadets must schedule all cleaning and maintenance of the AFJROTC uniform so that they do NOT miss a scheduled uniform inspection

- 3.7.2.1. Cadets having financial hardships and are unable to pay for regular cleaning should see the SASI/ASI for assistance
- 3.7.3. Do not mix civilian clothing with the uniform (Example: Uniform shirt or slacks may not be worn with other civilian attire)
- 3.7.4. All uniform buttons must be buttoned at all times (exception of the top button on the light blue shirt when no tie is worn)
- 3.7.5. Cadets may remove their service coat during class (must wear when between classes)
- 3.7.5.1. Cadets removing their service coat must have a complete uniform (shirt, tie, rank insignia, name tag, pants, belt/buckle, socks and shoes)
- 3.7.5.2. If the service coat is removed, it must be hung neatly on a hanger or a chair back
- 3.7.6. If the service coat is removed, the tie will not be removed or loosened
- 3.7.7. Cadets are issued two sets of rank insignia for wear on coat/jacket and shirt simultaneously
- 3.7.8. When in uniform and **outdoors**, cadets **will wear the flight cap**
- 3.7.8.1. Lunch courtyard area is identified as a **NO** hat area by the SASI (no hats worn in this area)
- 3.7.8.2. When entering a building, **cadets will remove the flight cap at the building door**
- 3.7.8.3. Color Guard and Drill team members will wear the flight cap **unless** involved in color guard/drill team activity when they are authorized to wear the ceremonial service cap
- 3.7.8.4. The flight cap **WILL NOT** be worn while riding **in a vehicle**
- 3.7.8.5. When in uniform and riding a bicycle, a protective bicycle helmet will be worn in lieu of the flight cap
- 3.7.8.5. When no longer riding the bicycle, remove the helmet and wear the flight cap
- 3.7.9. Finger nail regulations: (see AFI 36-2903, 3.2.)
- 3.7.9.1. Cannot exceed ¼ inch beyond fingertip and must be clean and well-groomed
- 3.7.9.2. Finger nail polish is prohibited for male cadets
- 3.7.9.3. If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color, **extreme colors include but are not limited to:**
- 3.7.9.3.1. Purple
- 3.7.9.3.2. Gold
- 3.7.9.3.3. Blue
- 3.7.9.3.4. Black
- 3.7.9.3.5. Bright (Fire-Engine) Red
- 3.7.9.3.6. Florescent colors
- 3.7.9.4. Do not apply designs or apply two tone or multi-tone colors; however, white tipped French manicures are authorized
- 3.7.9.5. Fingernails must not interfere with the performance of assigned duties or hinder proper fit of prescribed safety equipment or uniform items
- 3.7.10. Cosmetics

- 3.7.10.1. Male Airmen are not authorized to wear cosmetics
- 3.7.10.2. Female Airmen may wear cosmetic; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste
- 3.7.10.3. Female Airmen will not wear shades of lipstick which detract from the uniform, or that are extreme colors, some examples are but not limited to:
 - 3.7.10.3.1. Purple
 - 3.7.10.3.2. Gold
 - 3.7.10.3.3. Blue
 - 3.7.10.3.4. Black
 - 3.7.10.3.5. Bright (Fire-Engine) Red
 - 3.7.10.3.6. Florescent colors
- 3.7.10.4. Cosmetics will not be worn during field conditions
- 3.7.10.5. Cosmetic Tattooing
 - 3.7.10.5.1. Tattooing for cosmetic purposes is authorized when directed by a licensed, qualified medical personnel to correct a medical condition, illness, or injury for both men and women
 - 3.7.10.5.2. When not medically directed, cosmetic tattooing is permitted for women if done to apply facial make-up (eyebrows, eye liner)
 - 3.7.10.5.3. Must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste
- 3.7.11. Jewelry - Rings, bracelets watches, and necklaces (AFI 36-2903, 6.3.1.)
 - 3.7.11.1. Rings are authorized in uniform
 - 3.7.11.1.1. No more than 3 finger rings, maximum of 2 rings per hand will be worn at any one time
 - 3.7.11.1.2. Thumb rings are NOT authorized
 - 3.7.11.2. May wear 1 bracelet around the wrist while in uniform (Ankle bracelets are **NOT** authorized)
 - 3.7.11.2.1. Must be gold or silver and conservative in design (moderate, being within reasonable limits, not excessive or extreme)
 - 3.7.11.2.2. Cannot exceed ½ inch in width
 - 3.7.11.2.3. Will not have any inappropriate pictures or writing
 - 3.7.11.2.4. Medical alert/identification bracelets are authorized, must be conservative and moderate
 - 3.7.11.2.5. Traditional metal POW/MIA/KIA bracelets are authorized
 - 3.7.11.2.6. Gemstone/tennis bracelets may only be worn with the mess dress uniform combination
 - 3.7.11.2.7. Bracelets espousing support for a cause, philosophy, individual or group are not authorized
 - 3.7.11.2.8. Rubber, silicone, or fiber type bracelets are **NOT** authorized
 - 3.7.11.3. Necklaces **will not** be visible at any time, if worn must be concealed under the uniform t-shirt
 - 3.7.11.4. Watches are authorized, must be conservative, a solid color and no more than 1 inch in width
- 3.7.12. Eyeglasses/Sunglasses will be worn in the manner for which they are made

- 3.7.12.1. Will not be worn around the neck or on top/back of head or exposed hanging on the uniform
- 3.7.12.2. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses
- 3.7.12.3. Frames may be black or brown material or gold or silver wires
- 3.7.12.4. Brand name glasses may be worn with small logo on frames or lenses, logo may contrast with frame color or lense
- 3.7.12.5. Conservative wrap-around sunglasses may be worn
- 3.7.12.6. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized
- 3.7.12.7. Sunglasses (to include darkening photosensitive lenses) are NOT authorized in formation (Exception; for medical reasons)
- 3.7.13. Uniform Name Tags/Tapes
 - 3.7.13.1. Blue plastic nametags are worn on the light blue shirt only
 - 3.7.13.2. Silver steel name tags are worn on service coat (3 button) only
 - 3.7.13.3. ABU name tapes and AFJROTC tapes are worn with the ABU uniform only
- 3.7.14. Body Piercing/Ornamentation
 - 3.7.14.1. In uniform or in civilian attire on official duty on or off military installation: With the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform)
 - 3.7.14.2. Intentional alterations and/or modifications to a member's body that result in a visible, physical effect that disfigures, deforms, or otherwise detracts from a professional military image are prohibited
 - 3.7.14.2.1. Tongue splitting
 - 3.7.14.2.2. Tooth filing
 - 3.7.14.2.3. Visible disfiguring skin implants
 - 3.7.14.2.4. Gouging (piercing holes large enough to permit light to shine through)
 - 3.7.14.3. Female Cadet Earring Wear
 - 3.7.14.3.1. Only one earring per ear worn in the lower earlobe
 - 3.7.14.3.2. Earrings must be spherical or square studs 6mm or smaller
 - 3.7.14.3.3. Made of white diamond, gold, white pearl or silver material
 - 3.7.14.3.4. Earrings **cannot** dangle from the ear lobe (stud type ear rings only)
 - 3.7.14.4. Male Earring Wear
 - 3.7.14.4.1. Male cadets are **NOT** authorized to wear earrings or gauges when in uniform, or while in civilian attire in the AFJROTC classroom, or at any AFJROTC event
 - 3.7.14.4.2. Having recently pierced ears is **not** a reason for males to wear earrings while in uniform or for females to wear additional earrings or healing posts, gauges, wire or other devices while in uniform, nor is it a reason to not wear the uniform **No exceptions permitted!**
- 3.7.15. Tattoos/Body piercings (see AFI 36-2903, 3.1.4)

- 3.7.15.1. Is an individual choice and is not an AFJROTC matter as long as it is not visible or noticeable while in uniform
- 3.7.15.2. No facial or mouth jewelry worn while in uniform or attending the AFJROTC class in or out of uniform
- 3.7.16. Tattoos/Brands/Body Markings will not be exposed or visible through the uniform
 - 3.7.16.1. Tattoos are authorized on the chest and back (below the open collar uniform), arms, legs, and a ring tattoo on one finger on one hand
 - 3.7.16.2. Tattoos/Brands/Body Markings are not authorized on hands (except one ring tattoo on one finger on one hand), head, neck (anything visible above the open collar uniform), face, tongue, lips, eyes, and scalp
 - 3.7.16.3. Tattoos/Brands/Body Markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform
 - 3.7.16.4. Think before getting a tattoo. Tattoo removal is very expensive and painful. Tattoos can also disqualify you from military service
- 3.7.17. Personal items such as necklaces, pens, pencils, cell phones, lanyards and other similar items will not be visible while in uniform
 - 3.7.17.1. Exception: School/JROTC approved lanyard worn around the neck for the solo purpose of displaying official school identification badges
- 3.7.18. A white V-Neck or tank style T-shirt must be worn with all service dress uniform combinations
- 3.7.19. Uniform Shoes, Pumps, Boots
 - 3.7.19.1. Uniform shoes must be kept clean and serviceable free from scuffs and dirt especially around the edges (highly polished shoes are not required to meet standards but are encouraged)
 - 3.7.19.2. Highly polished “CorFam” shoes are authorized for wear at cadet's expense
 - 3.7.19.3. Solid black dress socks must be worn (over the ankle, no designs) all uniform combinations
 - 3.7.19.4. Shoe laces will be tied and loose ends secured by tucking them inside the shoe
 - 3.7.19.5. Pumps are worn with formal dress (skirt), mess dress, and semi-formal; optional with service dress
 - 3.7.19.5.1. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 3 inches (measured from the inside sole of the shoe to the end of the heel lift)
 - 3.7.19.5.2. The tip of the heel cannot be less than ½ inch in diameter or larger than the body of the shoe
 - 3.7.19.5.3. Pointed or square toes and extreme heel shapes are NOT authorized
 - 3.7.19.5.4. Pumps will be plain, clean, serviceable, and without ornamentation such as buckles, bows or straps
 - 3.7.19.5.5. Material will be smooth, scotch-grained leather or a manmade material
 - 3.7.19.5.7. They may be high-gloss or patent finish

AFJROTC CADET UNIFORM (STANDARD ISSUE ITEMS)

<u>MALE</u>		<u>FEMALE</u>	
<u>Article</u>	<u>Qty</u>	<u>Article</u>	<u>Qty</u>
Flight Cap w/insignia (c/officers only)	1	Flight Cap w/insignia (c/officers only)	1
Service Dress Coat	1	Service Dress Coat	1
c/Silver Name Tag	1	c/Silver Name Tag	1
Shirt, Short Sleeve	1	Shirt, Short Sleeve	1
Light Weight Blue Jacket	1	Light Weight Blue Jacket	1
Necktie	1	Neck Tab	1
c/Blue Name Tag	1	c/Blue Name Tag	1
White V-Neck T-Shirt	1	White V-Neck T-Shirt	1
Shoes, Black Oxford +	1	Shoes, Black Oxford +	1
Black Dress Socks	1	Black Dress Socks	1
c/Rank Insignia	2 sets	c/Rank Insignia	2 sets
c/Ribbon Rack	1	c/Ribbon Rack	1
Trousers - dark blue	1	Slacks - dark blue	1
Chrome Tipped blue Belt/buckle	1	Chrome Tipped blue Belt/buckle	1
ABU Patrol Cap	1	ABU Patrol Cap	1
ABU Blouse	1	ABU Blouse	1
ABU Pant	1	ABU Pant	1
ABU T-Shirt	1	ABU T-Shirt	1
ABU Sand Rigger Belt	1	ABU Sand Rigger Belt	1
ABU Socks	1	ABU Socks	1
ABU Boots	1	ABU Boots	1
PT T-Shirt	1	PT T-Shirt	1
PT Shorts	1	PT Shorts	1
Leadership/Team, Shoulder Cord	1	Leadership/Team, Shoulder Cord	1

AFJROTC CADET UNIFORM (OPTIONAL ITEMS)

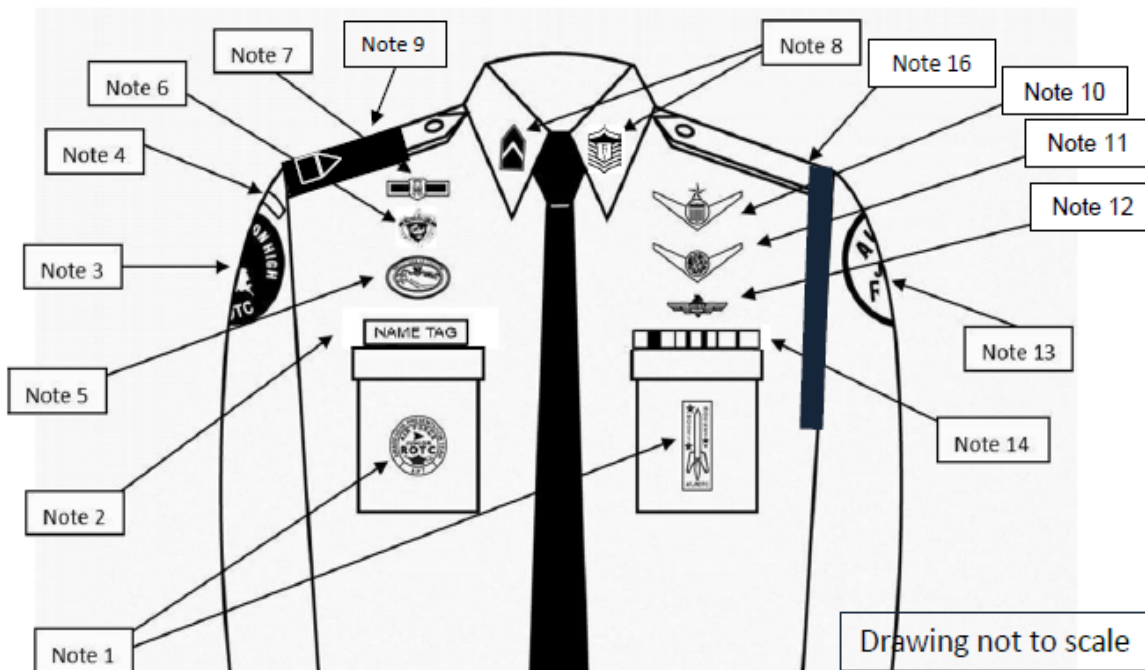
<u>MALE</u>		<u>FEMALE</u>	
<u>Article</u>	<u>Qty</u>	<u>Article</u>	<u>Qty</u>
Shirt, light blue long sleeve	1	Shirt, light blue long sleeve	1
Color Guard Ceremonial gloves	1	Color Guard Ceremonial gloves	1
Color Guard Wheel Cap	1	Color Guard Wheel Cap	1
Color Guard Ascot	1	Color Guard Ascot	1
Color Guard Ceremonial Belt	1	Color Guard Ceremonial Belt	1
Drill Team Beret	1	Drill Team Beret	1
AFJROTC Sweat Shirt	1	AFJROTC Sweat Shirt	1
AFJROTC Sweat Pants	1	AFJROTC Sweat Pants	1
		Blue Uniform Skirt	1

All issue items are subject to availability. **Not all cadets may receive all items on this list**

+ Shoes are initial issue only, reissued only if outgrown

Fig. 3.8

CADET MALE BLUE SHIRT



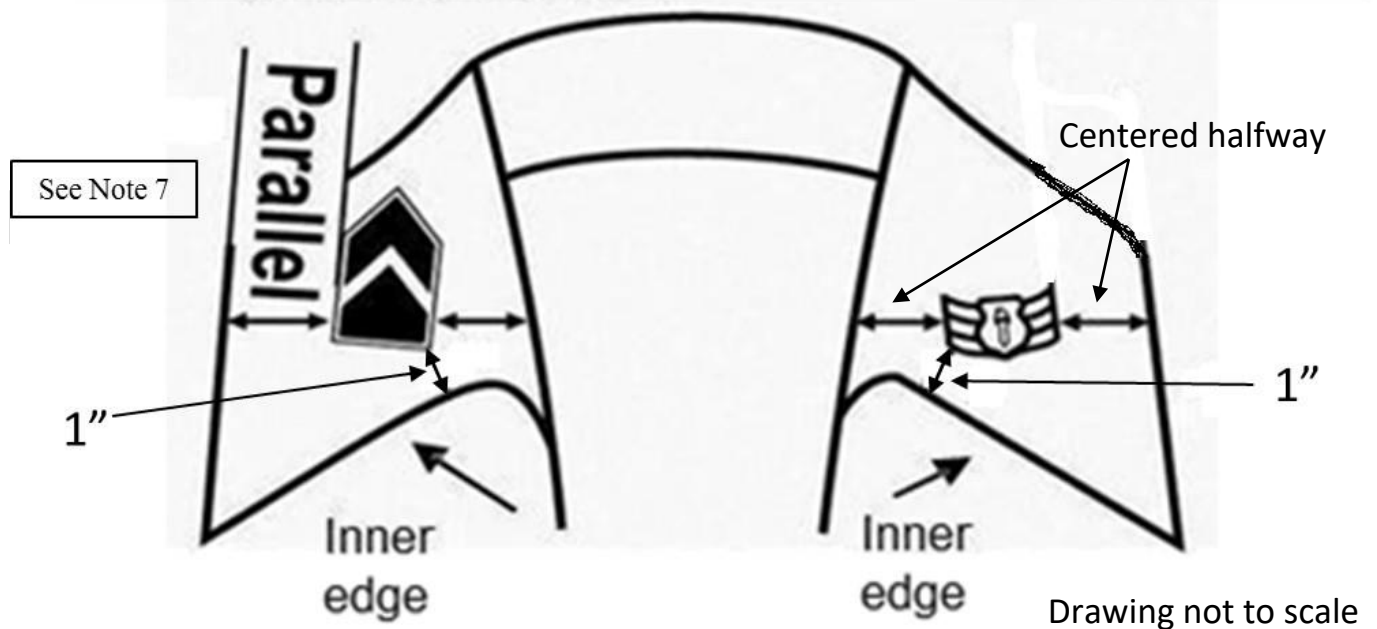
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch 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. Flight Solo or Flight Certificate Badge. See Note 15.
11. Ground School Badge. See Note 15.
12. Academy of Model Aeronautic (AMA) Wings. See Note 15.
13. AFJROTC Patch, mandatory. Center $\frac{1}{2}$ to 1 inch below 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. 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.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet
17. Medals (regardless of what type) are not authorized for wear on this uniform.

Figure 3.9.1

CADET LIGHTWEIGHT BLUE JACKET



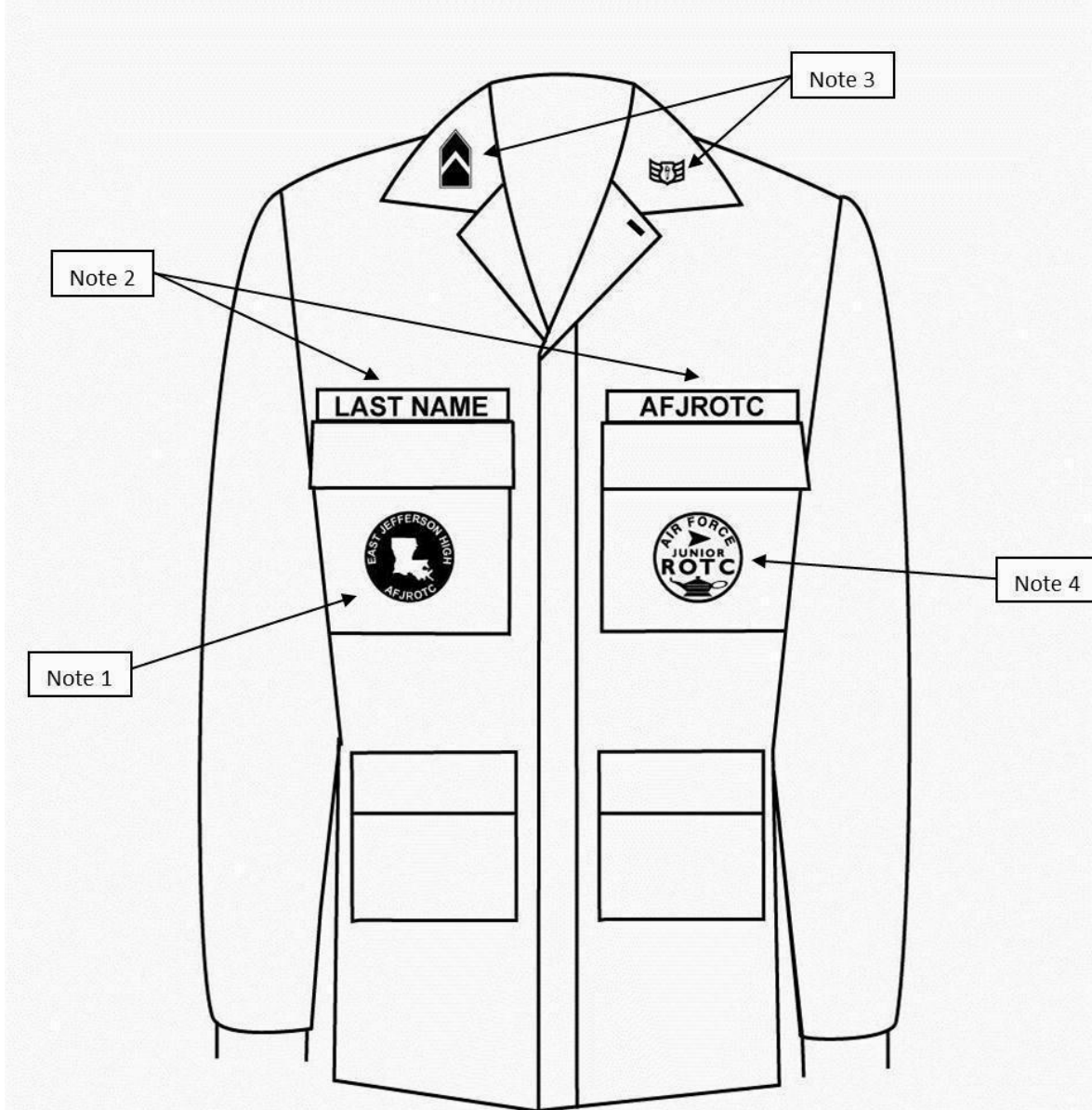
NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket



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 ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground.
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.
5. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam centered.
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.

Figure 3.9.2

CADET UTILITY UNIFORM (ABU/BDU) Male and Female



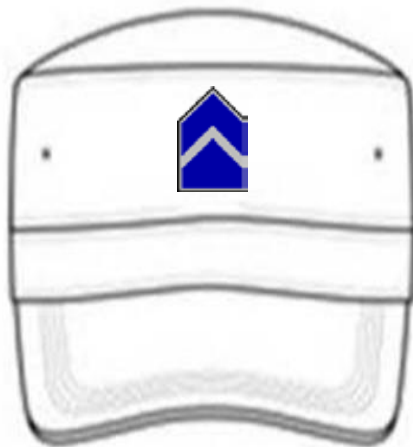
1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered.

Figure 3.9.3

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.

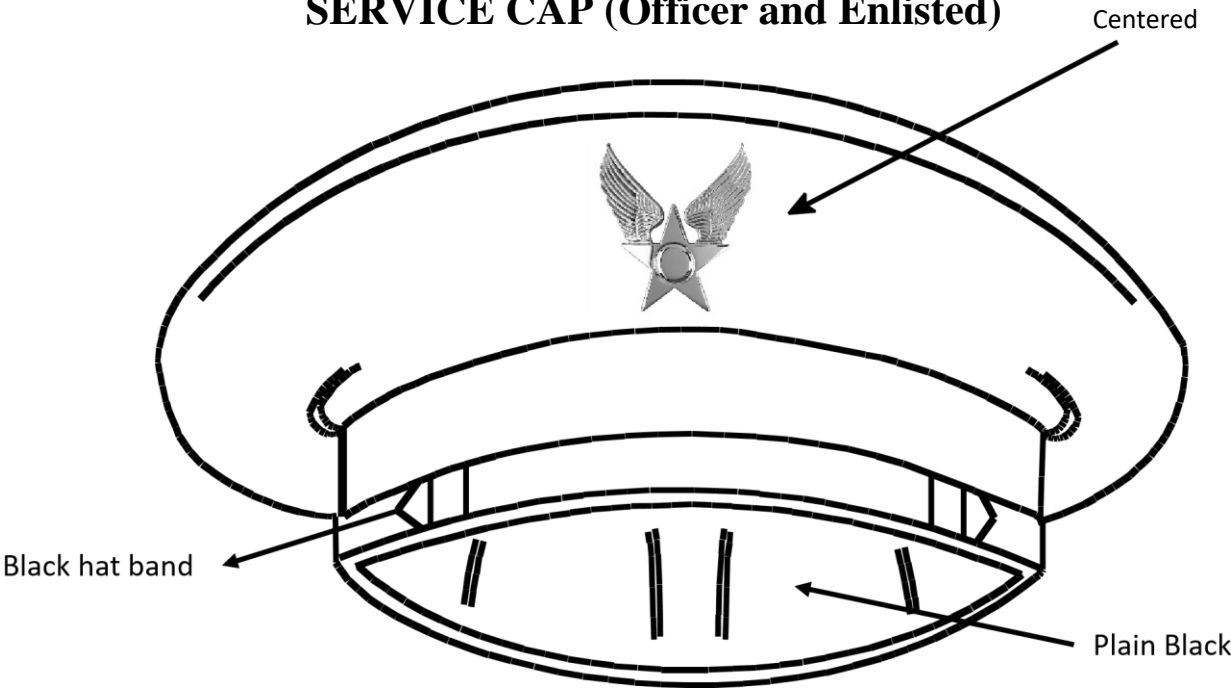


Officers will wear rank insignia on the ABU cap.

Figure 3.9.3a

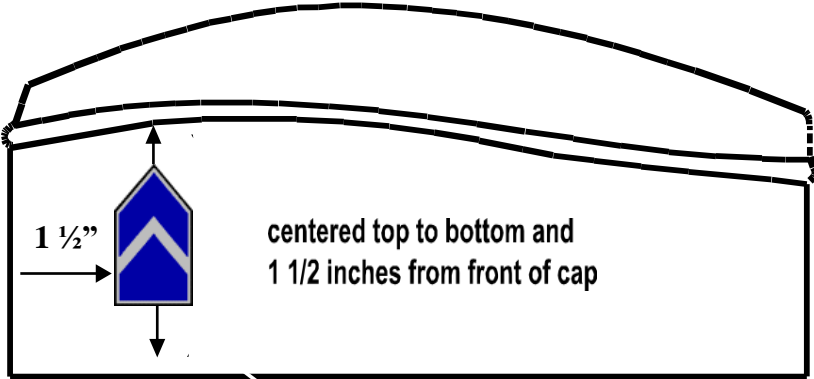
CADET MALE HEADGEAR

SERVICE CAP (Officer and Enlisted)



Officer Service Cap may also be worn with the large officer service cap insignia.

FLIGHT CAP* (Officer and Enlisted)



- 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.

Figure 3.9.4

CADET FEMALE HEADGEAR

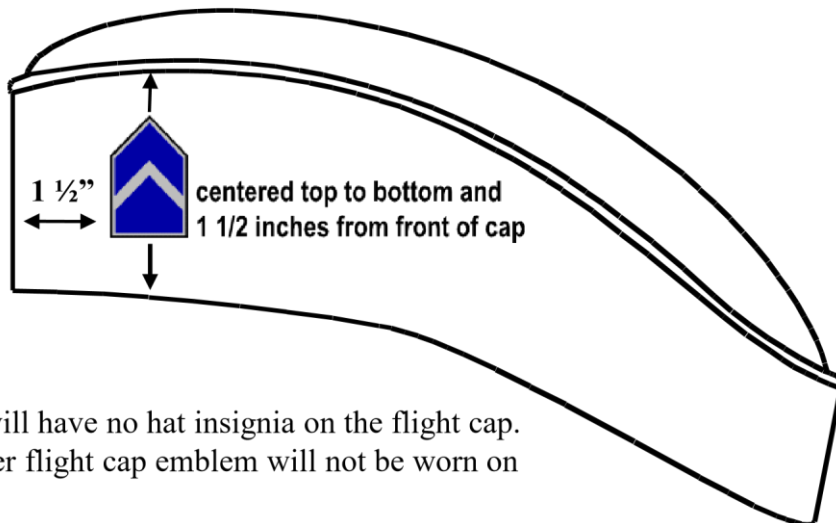
SERVICE CAP (Officer Only)

Solid Blue Color with no embroidery



Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

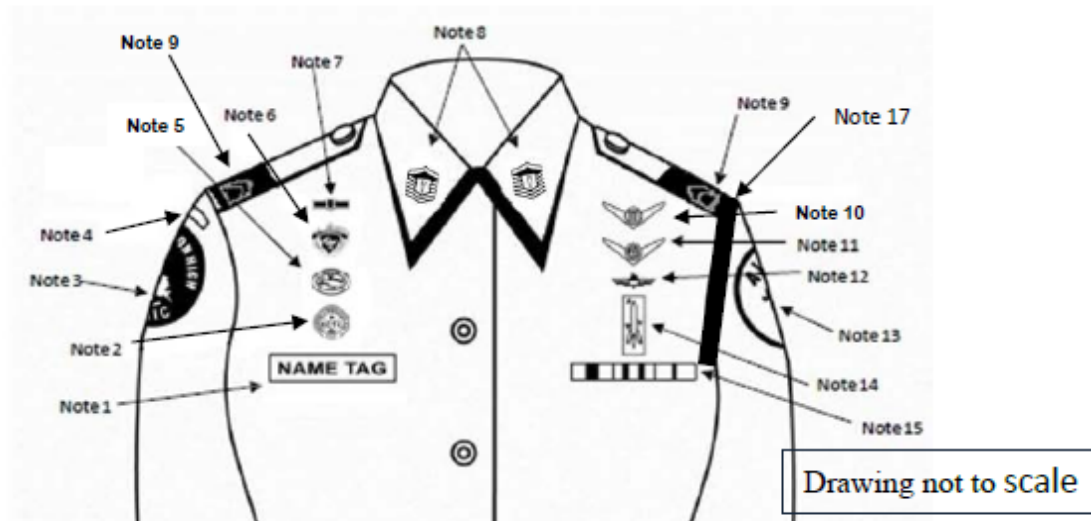
FLIGHT CAP* (Officer and Enlisted)



- 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.

Fig 3.9.5

CADET FEMALE BLUE SHIRT

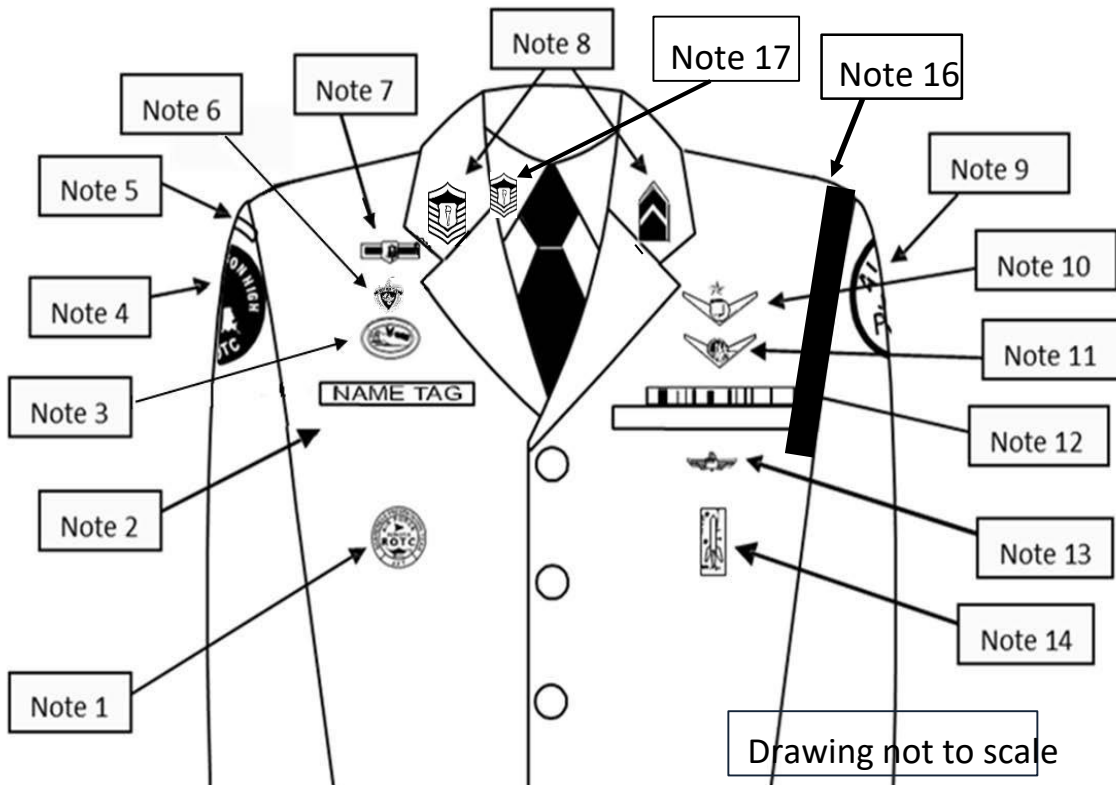


Drawing not to scale

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. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch, mandatory. Center on sleeve ½ to 1 inch below 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. First badge is centered ½ inch above name tag or ribbons (as appropriate).
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

Figure 3.9.6

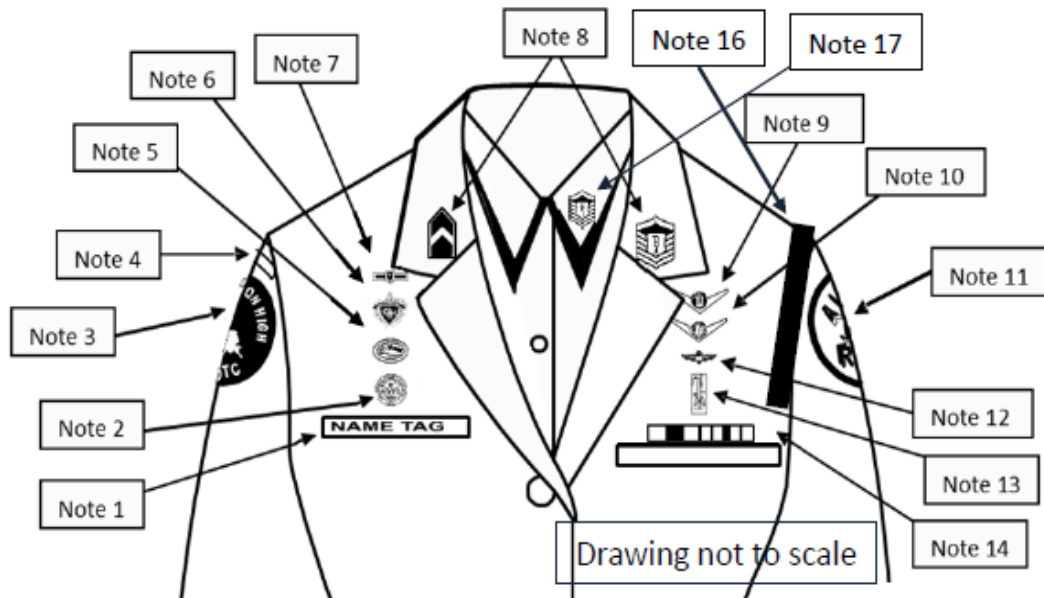
CADET MALE SERVICE DRESS



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. 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: Place $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
10. Flight Solo or Flight Certificate Badge. See Note 15 below.
11. Ground School 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. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
14. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. 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.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.

Figure 3.9.7

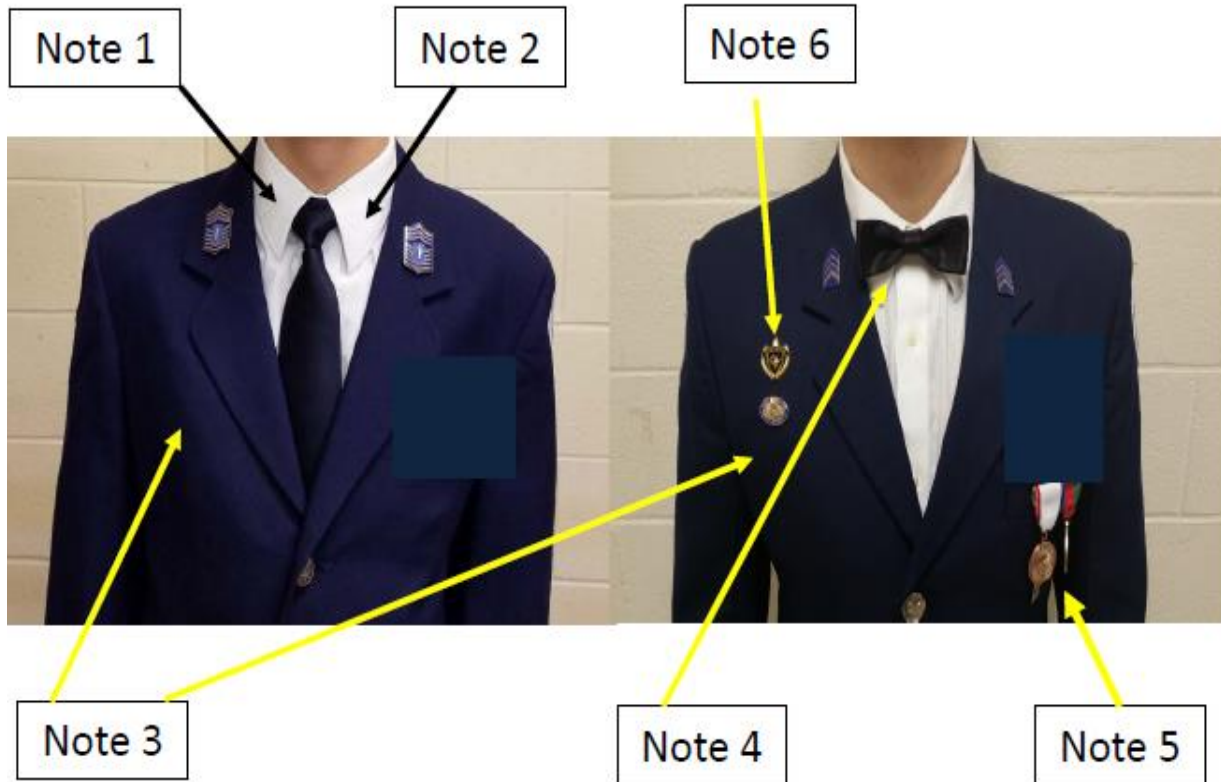
CADET FEMALE SERVICE DRESS



1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ½ inch higher or lower than the first exposed button.
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. Flight Solo or Flight Certificate Badge. See Note 15 below.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch, mandatory. Center ½ to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
13. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
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. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
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.**

Figure 3.9.8

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. Ribbons will not be worn on the semi-formal uniform. Large medals may be worn on the Service Dress coat only, directly under ribbon rack.
6. 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.
7. Headgear is not worn with the semi-formal dress uniform.

Figure 3.9.9

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Chapter 4

COMMAND AND SUPPORT STAFF POSITIONS

4.1. Concept – Command and support staff positions are designed to give cadets practical hands-on experience leading people, managing programs, building cohesive and productive teams

4.1.1. All leadership positions are approved by the SASI on recommendations from the c/ SQCC

4.1.2. Cadets in positions of leadership are required to schedule at least one, twenty-minute period each week with the SASI to discuss their duties and responsibilities

4.1.3. Cadets selected for leadership positions must maintain the highest level of AFJROTC standards, requirements and behaviors

4.1.4. As a leader, you are the mentor trainers and must set a good example for your fellow cadets to follow at all times

4.2. AFJROTC Command Structure - The Air Force JROTC command structure is made up of two separate hierarchies (c/Officer and c/Enlisted). These hierarchies work together to accomplish the AFJROTC mission

4.2.1. Cadet Officers

4.2.1.1. Lead and manage appointed AFJROTC personnel and program(s)

4.2.1.2. Make up 10% of the cadet corps and are referred to as the Cadet Cadre

4.2.1.3. They are the leaders in the cadet corps

4.2.1.4. c/Officer rank insignia looks completely different than active duty officer rank insignia

4.2.1.5. c/Officer rank structure is divided in two parts

4.2.1.5.1. c/Company Grade (c/2nd Lt, c/1st Lt, c/Capt)

4.2.1.5.2. c/Field Grade (c/Maj, c/Lt Col, c/Col)

4.2.1.5.3. c/Colonel is the highest AFJROTC c/officer rank

4.2.2. Cadet Enlisted

4.2.2.1. Follow the direction and guidance of the cadet officers

4.2.2.2. Make up 90% of the cadet corps

4.2.2.3. They are the workers in the cadet corps

4.2.2.4. c/Enlisted rank insignia looks similar to active duty enlisted rank insignia

4.2.2.5. c/Enlisted rank structure is divided in three parts

4.2.2.5.1. c/Airman ranks (c/AB, c/Amn, c/A1C, c/SrA)

4.2.2.5.2. c/Junior Non-Commissioned Officers (c/NCO) (c/SSgt, c/TSgt)

4.2.2.5.3. c/Senior Non-Commissioned Officers (c/MSgt, c/SMSgt, c/CMSgt)

4.2.2.5.4. c/Chief Master Sergeant is the highest AFJROTC c/enlisted rank

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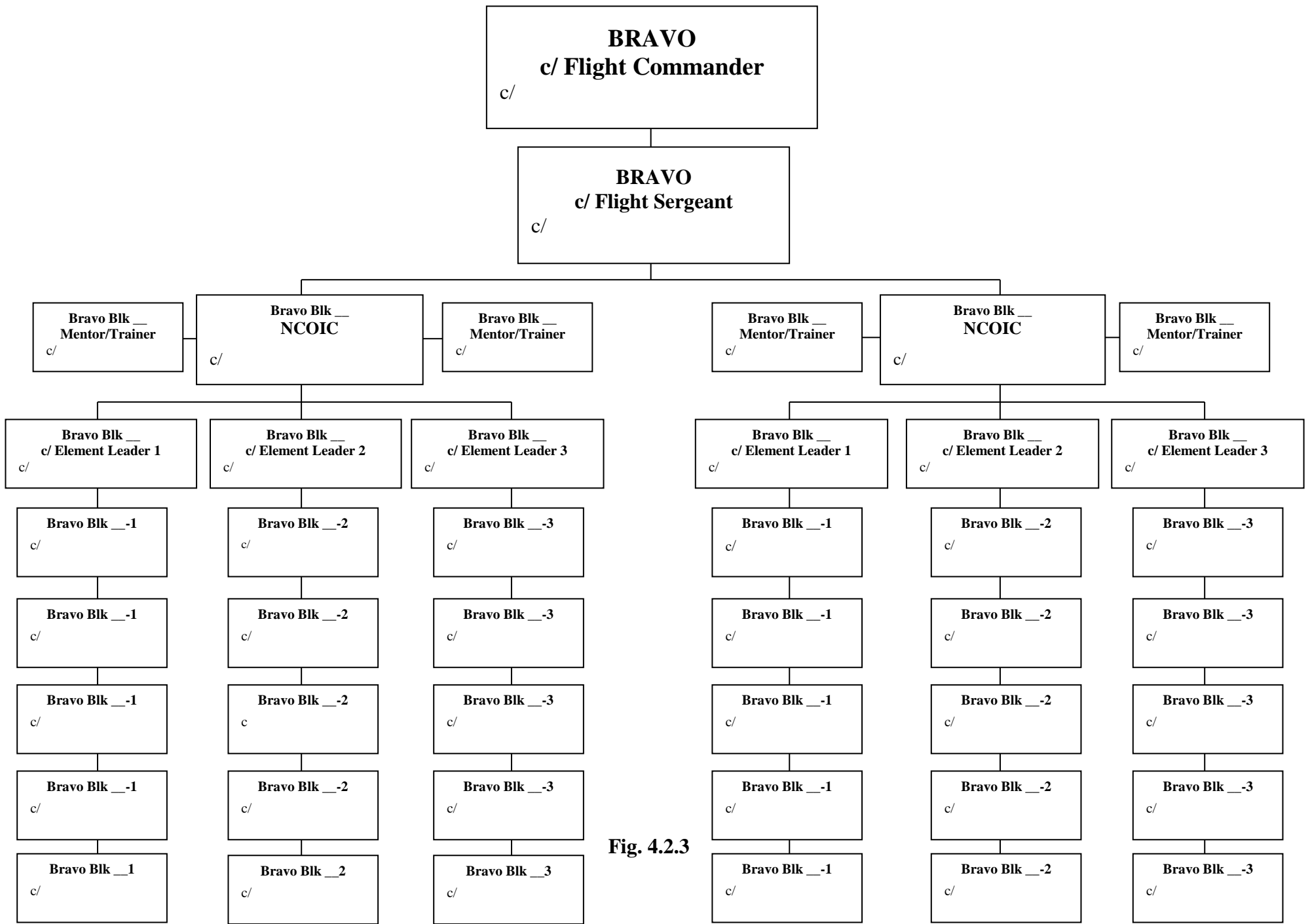


Fig. 4.2.3

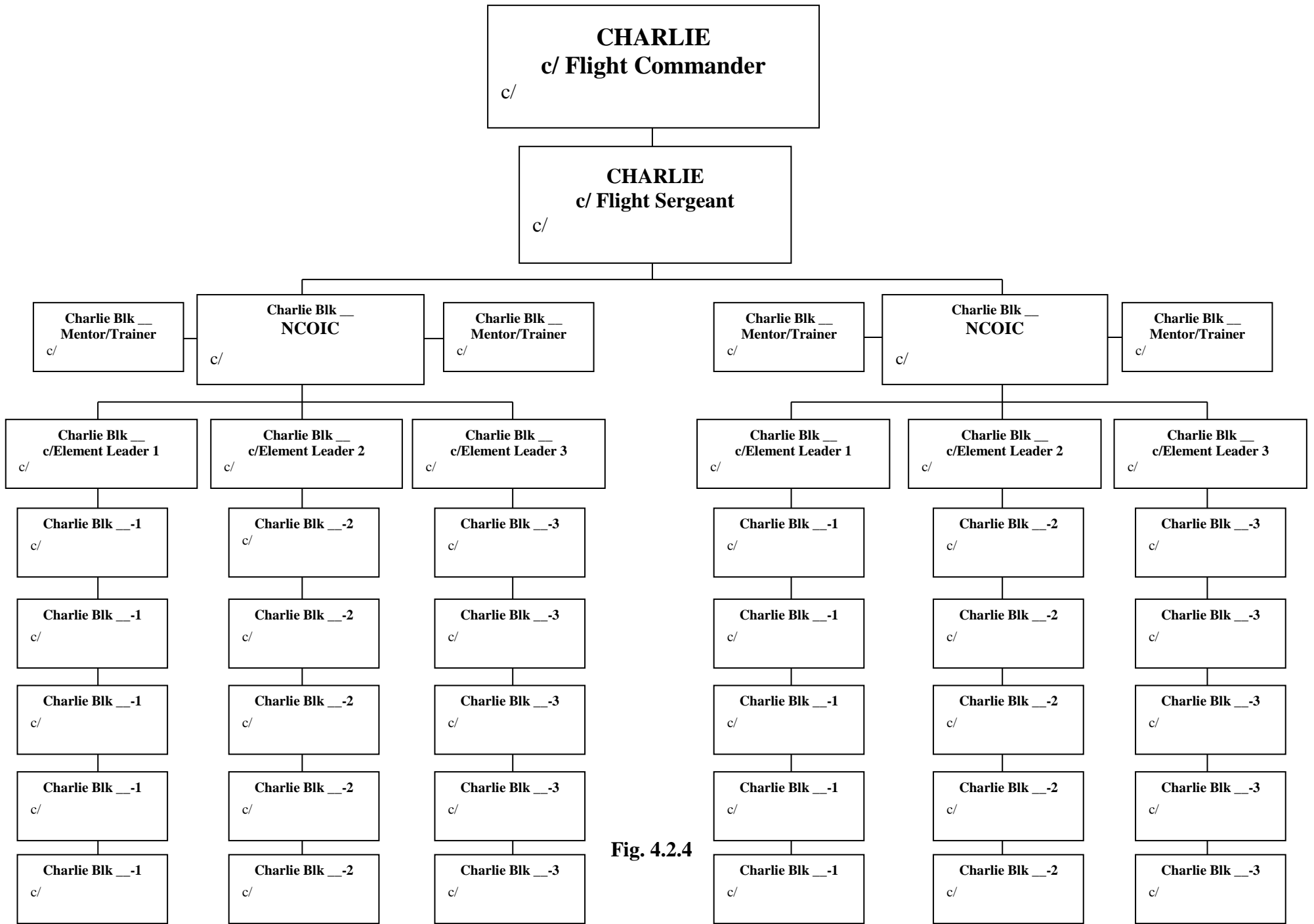


Fig. 4.2.4

4.3. Command and Support Staff Positions

4.3.1. The following two positions are only activated when the unit sustains a cadet corps of 150+

4.3.1.1. c/Group Commander - Manages the entire Cadet Corps

4.3.1.2. c/Deputy Group Commander – Assists c/Group Commander in managing the Cadet Corps

4.3.2. c/Squadron Commander Duties

4.3.2.1. Overall responsibility for the appearance, discipline, training and conduct of all AFJROTC cadets assigned to CO-062

4.3.2.2. Implement, manage and evaluate all HQ/AFJROTC written policies regarding the operation and management of the cadet corps

4.3.2.3. Review current, develop new, implement and evaluate all CO-062 written policies and procedures regarding the operation and management of the cadet corps

4.3.2.4. Develop long and short term Unit goals prior to 15 September of each year

4.3.2.5. Develop objectives and timelines for accomplishing Unit goals

4.3.2.6. Provide long-range and advance plans for Unit activities

4.3.2.7. Ensure Unit goals, objectives, plans and activities are channeled down to all cadets

4.3.2.8. Manage the planning, coordination, implementation, and evaluation of all Unit activities in a timely manner

4.3.2.9. Develop, implement and manage a cadet leadership training program

4.3.2.10. Model the appropriate behavior for an AFJROTC cadet at all times (Set the example)

4.3.2.11. Delegate operational planning, coordination, implementation and evaluation of Unit programs and activities to appropriate cadets in leadership roles

4.3.2.12. Consistently evaluate progress of programs, provide program management guidance, and ensure all time lines for program implementation are met

4.3.2.13. Perform other duties as assigned by the SASI/ASI

4.3.3. c/Senior Advisor

4.3.3.1. Manage and train c/Flight Advisors

4.3.3.2. Manage Military Ball, Field Day, and Awards Banquet

4.3.3.3. Advise c/Squadron Commander on policies and procedures

4.3.3.4. Report directly to the SASI/ASI

4.3.3.5. Complete other tasks assigned by SASI/ASI

4.3.3.6. Act as Mentor Trainers to all other cadets and cadets in leadership positions

4.3.4. c/Flight Advisors

4.3.4.1. Advise c/Flight Commanders on policies and procedures

4.3.4.2. Assist c/Senior Advisor manage Military Ball, Field Day and Awards Banquet

4.3.4.3. Complete other tasks assigned by SASI

4.3.4.4. Act as Mentor Trainers to all other cadets and cadets in leadership positions

4.3.4.5. These positions are normally filled by senior cadets who have rotated from one of the senior leadership positions

4.3.5. **c/Standards and Evaluation Chief - Responsible to the c/Squadron Commander for:**

4.3.5.1. Manage the c/Standards and Evaluations (STAN/EVAL) Program

4.3.5.2. Manage c/Stan/Eval Officers

4.3.5.3. Brief c/Squadron Commander on Unit self-inspection progress

4.3.5.4. Complete other tasks assigned by the c/ Squadron Commander and SASI/ASI

4.3.5.5. Act as Mentor Trainers to all other cadets and cadets in leadership positions

4.3.6. **c/Standards and Evaluation Officers – Responsible to the c/Stan/Eval Chief**

4.3.6.1. Conduct Unit self-inspection

4.3.6.2. Report Unit self-inspection findings to the c/Stan/Eval Chief

4.3.6.3. Advise c/Staff and Flight Operations Officers on how to prepare their areas of authority to pass the Unit self-inspection

4.3.6.4. Complete other tasks assigned by c/Stan/Eval Chief and SASI/ASI

4.3.6.5. Act as Mentor Trainers to all other cadets and cadets in leadership positions

4.3.7. **c/Staff Operations Officer - Responsible to the c/Squadron Commander for:**

4.3.7.1. Manage all AFJROTC Staff Programs

4.3.7.2. Brief the c/Squadron Commander's on all activities of the c/Staff Programs

4.3.7.3. Evaluate c/Staff Program Officers

4.3.7.4. Fill-in at any level of command as directed by the SASI/ASI

4.3.7.5. Perform duties of the c/squadron commander when called upon

4.3.7.6. Perform other duties as assigned by the SASI/ASI

4.3.8. **c/Flight Operations Officer - Responsible to the c/Squadron Commander for:**

4.3.8.1. Manage all AFJROTC Flight activities

4.3.8.2. Brief c/Squadron Commander on all matters concerning the Cadet Flights

4.3.8.3. Manage the activities of all c/Flight Commanders

4.3.8.4. Fill-in at any level of command as directed by the SASI/ASI

4.3.8.5. Perform duties of the c/squadron commander when called upon

4.3.8.6. Perform other duties as assigned by the SASI/ASI

4.3.9. **c/First Sergeant - Works for the c/squadron commander and is responsible for:**

4.3.9.1. Working with the c/Flight Commanders, c/Flight c/Sergeants and c/Flight NCOIC's in matters relating to the morale, appearance, discipline, training and conduct of c/Enlisted personnel

4.3.9.2. Mentor and train c/Flight Commanders, c/Flight Sergeants and c/Flight NCOIC's in drill and ceremony procedures

4.3.9.3. Brief the c/Squadron Commander on status of order and discipline within the flights

4.3.9.4. Record uniform discrepancies during c/squadron inspections

- 4.3.9.5. Manage Excellence Discrepancy Report (341's) program
- 4.3.9.5.1. Brief all c/Flight Commanders, c/Flight Sergeants and c/NCOIC's on program
- 4.3.9.5.2. Collect, organize, and track all 341's
- 4.3.9.5.3. Provide a 341 program status report to c/SQCC at weekly staff meetings
- 4.3.9.6. Manage Flight Competition program and update board weekly
- 4.3.9.7. Assist the c/Squadron Commander or SASI/ASI in additional duties/projects as directed
- 4.3.10. **c/Logistics Officer is responsible for:**
- 4.3.10.1. Working directly with ASI managing all AFJROTC assets
- 4.3.10.2. Managing c/Logistics team
- 4.3.10.3. Input, update and manage Unit inventory in WINGS (User Guide Chapt 24)
- 4.3.10.3.1. AFJROTC uniform items i.e. Blues, ribbons, insignia etc.
- 4.3.10.3.2. AFJROTC curriculum items i.e. Textbooks, videos, workbooks etc.
- 4.3.10.3.3. AFJROTC equipment items i.e. PT equip, computers, cameras etc.
- 4.3.10.4. Assisting with annual and periodic inventories of accountable property
- 4.3.10.5. Maintaining drill and color guard equipment and parade items
- 4.3.10.6. Maintaining the logistics storages
- 4.3.10.7. Performing other duties as assigned by SASI/ASI
- 4.3.10.8. Maintain adequate and professional communication with NCOIC and Assistances
- 4.3.11. **c/Mission Support Officer is responsible for:**
- 4.3.11.1. Maintain all M.S data in WINGS (User Guide Chapt 22)
- 4.3.11.1.1. Input all required cadet data into WINGS
- 4.3.11.1.2. Input all required physical fitness data into WINGS
- 4.3.11.1.3. Input all required data for cadet Awards and Decorations into WINGS
- 4.3.11.1.4. Input all required Event history into WINGS
- 4.3.11.2. Maintain the Squadron organizational/Chain of Command chart
- 4.3.11.3. Assist ASI with development and verification of awards and decorations for the unit
- 4.3.11.4. Maintain the AFJROTC Command display board (coordinate with Public Affairs for photos & biographies of all cadet cadre members)
- 4.3.11.5. Maintain the National chain of command pictures in each AFJROTC classroom (coordinate with Public Affairs for photos as required)
- 4.3.11.6. Maintain adequate and professional communication with NCOIC and Assistances
- 4.3.12. **c/Community Service Officer (CS) is responsible for:**
- 4.3.12.1. Manage CO-062 Community Service program
- 4.3.12.1.1. Plan entire CS agenda each quarter
- 4.3.12.1.2. Coordinate with outside organizations

- 4.3.12.1.3. All CS activities must be approved by SASI, ASI, c/ SQCC and c/Ops Officer
- 4.3.12.1.4. Develop and manage cadet participant rosters for all AFJROTC CS events
- 4.3.12.1.5. Coordinate with the ASI to input all CS data into WINGS
- 4.3.12.1.6. Update WINGS information as required throughout the year
- 4.3.12.1.7. Provide c/PA officer with news regarding all CS events for newsletter
- 4.3.12.1.8. Request c/PA provide video and photography support for all CS events
- 4.3.12.1.9. Maintain adequate and professional communication with c/NCOIC and c/Assistances
- 4.3.13. **c/Public Affairs Officer** is responsible for:
 - 4.3.13.1. Provide data on all public affairs items to c/M.S. officer
 - 4.3.13.1.1. Collect AFJROTC community service, curriculum in action, fund raising, drill/color guard event and all other relevant AFJROTC information
 - 4.3.13.2. Develop and manage cadet participant rosters for all AFJROTC events
 - 4.3.13.3. Manage Westminster AFJROTC website
 - 4.3.13.3.1. Coordinate with the ASI to develop, maintain and update the CO-062 website
 - 4.3.13.3.2. Input new information of dates, events and relevant AFJROTC events through the year
 - 4.3.13.3.3. Publish the CO-62 Night Hawk Newsletter in Westminster AFJROTC local page
 - 4.3.13.4. Submit AFJROTC related news to Westminster's school newspaper, yearbooks, and local newspapers
 - 4.3.13.5. Provide or coordinate video and photography support for all AFJROTC activities
 - 4.3.13.5.1. Review, organize, and properly identify the photos. Save all AFJROTC pictures, videos by event and school year
 - 4.3.13.6. Develop multi-media presentations of all AFJROTC activities and programs upon request (for advertising, and promotion of the AFJROTC program)
 - 4.3.13.7. Collect, organize and publish a unit history (scrap book) encompassing the successes of CO-062 each school year. (Must be completed by 15 May of each school year)
 - 4.3.13.8. Author, edit, publish and distribute the CO-62 cadet newsletter "Night Hawk News" each quarter
 - 4.3.13.9. Provide c/M.S. Officer with photos for the CO-62 AFJROTC chain of command board
 - 4.3.13.10. Maintain adequate and professional communication with NCOIC and Assistances
- 4.3.14. **c/Fund Raising Officer** is responsible for:
 - 4.3.14.1. Manage CO-062 Fund Raising program
 - 4.3.14.1.1. Plan entire FR agenda each quarter
 - 4.3.14.1.2. Coordinate with outside organizations
 - 4.3.14.1.3. All FR activities must be approved by SASI, ASI, c/ SQCC and c/Ops Officer
 - 4.3.14.1.4. Develop and manage cadet participant rosters for all AFJROTC FR events
 - 4.3.14.1.5. Coordinate with the ASI to input all FR data into WINGS

- 4.3.14.1.6. Update WINGS information as required throughout the year
- 4.3.14.1.7. Provide c/PA officer with news regarding all FR events for newsletter
- 4.3.14.1.8. Request c/PA provide video and photography support for all FR events
- 4.3.14.1.9. Maintain adequate and professional communication with c/NCOIC and c/Assistances
- 4.3.15. **c/Health & Wellness Officer** is responsible for:
 - 4.3.15.1. Manage CO-062 Health and Wellness program
 - 4.3.15.1.1. Plan entire HW agenda each quarter
 - 4.3.15.1.2. Track all cadet HW evaluation and weekly scores
 - 4.3.15.1.3. All HW activities must be approved by SASI, ASI, c/ SQCC and c/Ops Officer
 - 4.3.15.1.4. Develop and manage cadet participant rosters for all AFJROTC HW events
 - 4.3.15.1.5. Coordinate with the ASI to input all HW data into WINGS
 - 4.3.15.1.6. Update WINGS information as required throughout the year
 - 4.3.15.1.7. Provide c/PA officer with news regarding all HW activities for newsletter
 - 4.3.15.1.8. Request c/PA provide video and photography support for all HW activities
 - 4.3.15.1.9. Maintain adequate and professional communication with c/NCOIC and c/Assistances
- 4.3.16. **c/Flight Commanders Duties**
 - 4.3.16.1. Maintain order and discipline within their flights
 - 4.3.16.2. Train and mentor c/Flight Sergeant and c/NCOIC's assigned to the Flight
 - 4.3.16.3. Ensure all information is down channeled to c/Flight Sergeant & c/NCOIC and up channeled to c/Operations Officer in an accurate and timely manner
 - 4.3.16.4. Manage and conduct cadet uniform inspections
 - 4.3.16.5. Manage and evaluate drill proficiency of the Flight
 - 4.3.16.6. Lead assigned Flight in drill and ceremony activities
 - 4.3.16.7. Manage and evaluate all cadets for dress and appearance compliance
 - 4.3.16.8. Perform other duties as assigned by SASI/ASI or c/ Ops officer
 - 4.3.16.9. Develop and implement a flight training plan
 - 4.3.16.10. Attend and participate in weekly cadet staff meetings
 - 4.3.16.10.1. Manage cadet staff meeting slides weekly
 - 4.3.16.10.2. Brief status of flight to c/SQCC and c/Ops officer
- 4.3.17. **c/Flight Sergeant Duties**
 - 4.3.17.1. Supervise, train, and evaluate personnel in assigned Flight
 - 4.3.17.2. Carry-out the orders and directions of the c/Flight Commander
 - 4.3.17.3. Lead and instruct Flight personnel in drill and ceremony procedures
 - 4.3.14.7. Assume the duties and responsibilities of c/Flight Commander in their absence
 - 4.3.17.5. Maintain general order and appearance of the classroom

- 4.3.17.6. Record discrepancies during flight uniform inspections (conduct inspection if c/Flight Commander is not assigned to that particular class)
- 4.3.17.7. Conduct c/Element Leader training
- 4.3.17.8. Ensure all information is channeled down to cadets and up to c/Flight Commander in a timely and accurate manner
- 4.3.17.9. Develop, print and distribute cadet 341's
- 4.3.17.10. Perform other duties as assigned by the SASI/ASI
- 4.3.18. **c/Non-Commissioned Officer In Charge (NCOIC) Duties**
- 4.3.18.1. Perform the duties of a c/Flight Sergeant in their absence
- 4.3.18.2. Responsible for the over-all supervision, training, and evaluation of cadets within a class in which no c/Flight Sergeant is assigned
- 4.3.18.3. Lead and instruct cadets in drill and ceremony procedures
- 4.3.18.4. Maintain general order and appearance of the classroom
- 4.3.18.5. Record discrepancies during uniform inspections
- 4.3.18.6. Conduct c/Element Leader training
- 4.3.18.7. Ensure all information is channeled down to cadets and up to Flight Sergeant in a timely and accurate manner
- 4.3.18.8. Perform other duties as assigned by the SASI/ASI
- 4.3.19. **c/Element Leader Duties**
- 4.3.19.1. Assume c/Flight Sergeant duties in his or her absence
- 4.3.19.2. Ensure cadet records are properly transcribed, safeguarded and filed
- 4.3.19.3. Lead cadets assigned to their Element in drill practice and evaluation
- 4.3.19.4. Conduct uniform inspections of cadets in their assigned Element
- 4.3.19.5. Ensure all cadets in their Element are properly briefed on upcoming events and activities especially if they are absent from class
- 4.3.19.6. Ensure all cadets assigned to their Element have up-to-date 341's
- 4.3.19.7. Perform other duties as assigned by the Flight Sergeant or SASI/ASI

4.4. Leadership Development Requirement Teams

- 4.4.1. A cadet appointed to a team leader position works closely with the SASI, ASI and SQ/CC in preparing team members to represent CO-062 in public ceremonies, drill competitions and other events
- 4.4.2. The TL's are appointed by the SASI/ASI and are responsible for leading practices, preparing their team for competitions, and arranging/coordinating performance and competition schedules
- 4.4.3. Each team leader (TL) is responsible for coordinating team activities with the instructor staff and the agency or organization sponsoring or requesting the team
- 4.4.4. See Chapter 13 for Drill, Color Guard, Cyber Patriot, JLAB, and Fitness Team requirements

UNIT MANNING DOCUMENT (UMD)

<u>Function</u>	<u>Position Title</u>	<u>Minimum Auth Grade</u>	<u>Auth</u>
Command (Group)	c/Group Commander	c/Lt Col	1
Support (Group)	c/Deputy Group Commander	c/Maj	1
	c/Senior Advisor	c/Lt Col	1
	c/Advisor	c/Capt	3
Command (Sq)	c/Squadron Commander	c/Maj	1
	c/Stan/Eval Chief	c/Capt	1
	c/Stan/Eval Officer	c/1 st Lt	4
Command (Flt)	c/Flight Commander	c/2 nd Lt	6
Support (Sq)	c/First Sergeant (1 st Shirt)	c/MSgt	1
Support (Flt)	c/Flight Sergeant	c/TSgt	6
	c/Flight NCOIC	c/SSgt	12
	c/Element Leaders	c/SrA	24
Staff Support	c/Staff Operations Officer	c/Capt Lt	1
	c/Flight Operations Officer	c/Capt Lt	1
	c/Logistics Officer	c/1 st Lt	1
	c/Mission Support Officer	c/1 st Lt	1
	c/Health & Wellness Officer	c/1 st Lt	1
	c/Public Affairs Officer	c/1 st Lt	1
	c/Fund Raising Officer	c/1 st Lt	1
	c/Community Service Officer	c/1 st Lt	1
	c/Staff Program NCOIC's	c/SSgt	1
c/Staff Program Assistant's	c/SrA	2	

Fig 4.6

Chapter 5

AWARDS AND DECORATIONS

5.1. Concept

5.1.1 The cadet awards and decorations program is designed to recognize the achievements and contributions of AFJROTC cadets who have met the requirements for the ribbons.

5.1.2 National Organizations, Veteran and civic groups frequently participate. HQ AFJROTC imposes limitations and restrictions on the presentation of awards and decorations in order to maintain their prestige and validity.

5.1.3 Ribbons and medals are not worn at the same time

5.1.4 Medals will not be worn on

5.1.4.1 Regular uniform wear days

5.1.4.2 During any type of competition (Drill, Cyber-Patriot, Academic Bowl, etc.)

5.2. Head Quarter AFJROTC Awards

Award

Gold Valor Award



Silver Valor Award



Cadet Humanitarian Award



Silver Star Community Service
with Excellence Award



Eligibility

Voluntary acts of self-sacrifice and bravery with conspicuous risk-of-life above and beyond the call of duty

Voluntary acts of heroism which do not meet the risk- of-life requirements of the Gold Valor Award

Intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has taken place 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.

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 who have the highest “per cadet average” community service hours.




Community Service with Excellence Award
















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.





5.3. National Organization Awards

- 5.3.1. Awarded to cadets who meet or exceed the individual award criteria
- 5.3.2. Selected by the SASI/ASI based on whole person concept throughout the school year
- 5.3.3. Medals may only be worn during events such as Dining In/Out, Military Ball, Change of Command Ceremony, Awards Ceremony, Picture Day, or other formal events specified by the SASI/ASI and never with ribbons
- 5.3.4. Ribbons for these awards may be worn on the cadet’s ribbon rack and worn on regular uniform wear days






<u>Award</u>	<u>JROTC Level</u>	<u>School Year</u>	<u>Eligibility</u>
Air Force Association (AFA) 	AS-III	N/A	Top 1% of cadets in academics, leadership, and professionalism, positive attitude towards AFJROTC and school, outstanding personal appearance, displays personal attributes, initiative, judgement, self-confidence and a courteous demeanor
Daedalian 	N/A	Junior	Top 20% of their high school class, top 10% of their AFJROTC class, demonstrate an understanding and appreciation patriotism, love of country, and service to the Nation, desire and potential to pursue a military career
Daughters of the American Revolution (DAR) 	AS-III	N/A	Rank in top 25% of AFJROTC class and school, demonstrate qualities of dependability and good character, demonstrates adherence to military discipline, possesses leadership ability and a fundamental and patriotic understanding of the importance of JROTC training

<u>Award</u>	<u>JROTC Level</u>	<u>School Year</u>	<u>Eligibility</u>
American Legion Scholastic Award 	AS-III or IV	N/A	Rank in the top 10% of their high school class and top 25% of their AFJROTC class, demonstrate leadership qualities and actively participate in student activities
American Legion General Military Excellence Award 	AS-III or IV	N/A	Rank in the top 25% of their AFJROTC class demonstrate military leadership qualities, discipline, character and citizenship
Reserve Officers Association (ROA) 	AS-III or IV	N/A	Top 25% in High School class top 10% in their AFJROTC class, recognized for contributing the most to advancing the objectives of AFJROTC, dedication to citizenship, military orientation, self-discipline, and sound work ethic
Military Officers of America Association (MOAA) 	AS-III	Junior	Be a member of the Junior class be in good academic standing, Have high moral character, loyalty to unit, school, and country, show exceptional potential for military leadership
Veterans of Foreign Wars (VFW) 	AS-III or IV	Sophmore/ Junior/ Senior	Demonstrate a positive attitude towards AFJROTC, enrolled as a 10 th –12 th grade student, “B” avg in AFJROTC and “C” avg in all other classes with no failing grades, active in at least 1 extracurricular activity (music, athletics, government, drill, PT Color Guard team, not previously received this award
National Society United States Daughters of 1812 Award 	Any	Any	Academic excellence, leadership, military discipline, dependability, patriotism, and upright character in speech and habits, not previously received this award

<u>Award</u>	<u>JROTC Level</u>	<u>School Year</u>	<u>Eligibility</u>
National Sojourners Award 	AS-II or AS-III	N/A	Top 25% of their AFJROTC class, encourage and demonstrate ideals of Americanism, demonstrate potential for outstanding leadership, not previously received the award
Scottish Rite, Southern Jurisdiction Award (w/Silver Star) 	AS-III	N/A	Contribute the most to encourage Americanism in LDR activities or community service projects, Top 25% of their class, demonstrate qualities of dependability, good character, self-discipline, good citizenship, and patriotism, not previously received the award
Military Order of the Purple Heart (MOPH) 	AS-III or IV	N/A	Have a positive attitude towards AFJROTC, hold an AFJROTC leadership position, active in school and community affairs, obtain a "B" or better in all subjects for previous semester, not previously received the award
Sons of the American Revolution Award (SAR) 	AS-III	N/A	Currently enrolled in the AFJROTC program, top 25% of their High School class, top 10% of their AFJROTC class, not previously received the award
Military Order of World Wars (MOWW) 	Any	N/A	Commitment to returning to AFJROTC the following year, outstanding achievement in AFJROTC, service to AFJROTC, school, community and Nation, not previously received the award
American Veterans Award (AMVETS) 	Any	Any	Demonstrate a positive attitude toward AFJROTC and service in the Air Force, maintain high uniform and personal appearance standards, significant personal qualities and have c/officer potential, maintain "A" in AS class and good scholastic standing in all classes,
Air Force Sergeants Association (AFSA) 	AS-III or IV	N/A	Top 10% of AFJOTC class, demonstrate military leadership, discipline, character, and citizenship, not previously received this award

<u>Award</u>	<u>JROTC Level</u>	<u>School Year</u>	<u>Eligibility</u>
Tuskegee Airman Inc. 	Any	N/A	Obtain a “B” or better in their AFJROTC class, be in good academic standing in their High School class, participate in 50% of all unit service programs, not previously received this award
The Retired Enlisted Association Award 	Any	N/A	Displays exceptional leadership, adherence to military traditions, And dedication to duty. Must hold a cadet enlisted rank in AFJROTC
Celebrate Freedom Award 	AS-II or III	N/A	Displays positive attitude, outstanding personal appearance, initiative, judgment and respect for customs
Air Commando Award 	Any	N/A	Uphold the ideals of the Air Commando, demonstrate tenacious leadership and show a willingness to serve others

5.4. Air Force JROTC Awards

<u>Award</u>	<u>Eligibility</u>
Distinguished Unit Award With Merit 	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 Distinguished Unit Award in the same year.
Distinguished Unit Award 	Awarded to cadets enrolled during the same academic year when a unit is selected by HQ AFJROTC to receive the Distinguished Unit Award.
Outstanding Organization Award 	Awarded to cadets in good standing enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the Outstanding Organization Award.
Outstanding Flight Ribbon 	Awarded each academic term to cadets in good standing that contributed in a positive way to the success of the flight. Flight points are awarded for community service hours, uniform and personal appearance scores, health & wellness scores, 341’s, and at the discretion of the SASI/ASI
Top Performer Award 	The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population. This award is only presented during a formal Staff Assistance Visit or Unit Evaluation conducted by HQ AFJROTC personnel.

Award

Outstanding Cadet Ribbon



Leadership Ribbon



Superior Performance Ribbon



Achievement Ribbon



Academic Ribbon



Cadet Leadership Course Ribbon



Special Team Placement Ribbon



All Service National Competition
(Metal/Ribbon)



Air Force National Competition
(Medal/Ribbon)



Orienteering Ribbon



Eligibility

AS-I, II, III, IV (one cadet per level), must be of high moral character, positive personal qualities, outstanding military potential, attain academic and military excellence, selected at the SASI's discretion.

For outstanding performance in a leadership position as, An AFJROTC cadet. Recognizes cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

Limited to 10 percent or less of the cadet corps, for outstanding achievement or meritorious service specifically on behalf of AFJROTC

Awarded for significant sustained achievement as an AFJROTC cadet as deemed appropriate by the SASI/ASI. This ribbon is limited to 10 percent or less of the cadet corps. My not receive more than once during a 1 year period

Awarded each academic term. Cadets must have an "A or 3.5" or higher in AFJROTC and at least a "B or 3.0" in all other classes for one semester. Must maintain a 3.0 GPA or higher.

Awarded for an approved leadership school of at least 5 days in duration. For each additional CLC completion a bronze star will be awarded. Silver star will be awarded for outstanding performance or leadership ability at a CLC instead of the bronze star for outstanding performance or leadership ability at a Leadership School. The silver star is limited to 10 percent of the CLC class

Awarded to team members for placing 1st, 2nd, or 3rd in an Air Force or Joint Service Competition to include, Color Guard, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, Stellar Explorers, PT competitions, etc.

Awarded to team members who competed at a Joint/All Service National-level competition to include Drill Teams, Color Guards, Academic Bowl Teams, Cyber Patriot, etc.

Awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guards, Academic Bowl Teams, Cyber Patriot, etc.

Awarded to team members for "placing" in an orienteering meet

Award

Leadership Development Requirement
(LDR's) Leadership Ribbon



Drill Team Ribbon



Color Guard Ribbon



Saber Team Ribbon



Marksmanship Team Ribbon



Good Conduct Ribbon



Service Ribbon



Eligibility

Awarded at the SASI's discretion for leadership in AFJROTC LDR activities (such as but not limited too PT team commander, orienteering team commander, drill team commander, color guard team commander, holding a position such as the; Military Ball Chairperson, Community Service Chairperson, etc. Must demonstrate exceptional leadership in coordinating the efforts of others to achieve program objectives. This ribbon may be earned a maximum of four times

Must be a member in good standing on an AFJROTC Drill and must have completed at least three (3) drill performance events, competitions, special school events, community demonstrations (cumulative), must be approved by the Drill Team Commander and SASI.

Awarded for distinguished participation as a member in good standing on an AFJROTC Color Guard Team, must participate in a minimum of five (5) CO-062 Color Guard events (other than competitions), must be approved by the Color Guard Team Commander and SASI.

Awarded for distinguished participation as a member in good standing on an AFJROTC Saber Team, must participate in a minimum of three (3) CO-062 Saber Team events, must be approved by the Saber Team Commander and SASI. (Not currently available at CO-062)

Awarded for distinguished participation as a member in good standing on an AFJROTC marksmanship team, must participate in at least one (1) marksmanship competition event, must be approved by the marksmanship team commander and SASI. (Not currently available at CO-062)

Awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in an academic term, must meet all cadet in good standing requirements. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year

Awarded for distinctive performance in school, community, or AFJROTC service projects. Must have contributed a minimum of 12 hours of community service hours in any one (1) semester.

Award

Health and Wellness Ribbon



Recruiting Ribbon



Activities Ribbon



Attendance Ribbon



Dress and Appearance Ribbon



Longevity Ribbon



Bataan Death March Memorial
Hike Ribbon



Patriotic Flag Ribbon



Eligibility

Awarded yearly for participation in a locally developed physical fitness program. Must obtain a 50% overall average on the unit PFT test. Subsequent yearly award of the ribbon will be denoted by the addition of a bronze oak leaf cluster for each additional award of the ribbon. A bronze star is awarded for scoring in the 75-84 percentiles. A silver star is awarded for scoring in the 85-95 percentiles. A gold star is awarded for scoring in the 96-100 percentiles. These cadets, if already wearing a ribbon with oak leaf clusters will receive and wear an additional Health and Wellness ribbon with the highest level star device affixed. Duplicate awards of the bronze, silver or gold star 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 oak leaf cluster(s) on the same ribbon.

Awarded for participation in a planned AFJROTC recruiting event which results in the recruitment of two (2) new AFJROTC members or directly responsible for recruiting two (2) new AFJROTC members.

Awarded for participation in Leadership Development Requirements (LDR) activities other than those that qualify for Drill team, Color Guard team, and special teams competition ribbons. These include but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, AFJROTC sports competitions, etc.

Awarded annually to cadets with no more than three (3) school absences during an academic term.

Awarded for maintaining a 90% or higher average weekly uniform grade. Must wear the uniform on all designated uniform inspection days and meet or exceed all AFJROTC dress and appearance standards

Awarded annually for successful completion of each AFJROTC school year

Completed a 14 mile run/hike course to honor and remember the sacrifices of the victims of the Bataan Death March

May be awarded for participation in non-color guard events specifically designed to honor our Nation's flag. Ceremonies include flag raising, flag retirement, flag folding and historic flag demonstrations. Cadets must participate in a minimum of five (5) flag events

5.5. AFJROTC Unit CO-062 - Specific Awards

Award

Eligibility

AFJROTC Varsity Letter

Awarded to cadets who complete an application and meet the requirements outlined in the cadet guide (see chapter 9). (Out of District cadets must get approval from their home school regarding award of an AFJROTC letter)

AFJROTC Stole

A Silver Graduation stole worn during the commencement ceremony by AFJROTC cadets. Awarded to cadets in good standing who have completed three (3) or more years of AFJROTC, must be enrolled in JROTC throughout their entire senior year, must display a positive attitude toward the program, maintained an "A"/3.5 GPA each academic year, maintained a "A"/3.75 GPA in AFJROTC, held a key leadership role in AFJROTC, must be awarded the following ribbons; Longevity, Health and Wellness, Attendance, Dress and Appearance, Good Conduct, Activities, Service, Academic, Leadership Development Requirements Leadership, Leadership, any National Award. Must be approved by the SASI.

AFJROTC Graduation Cord

A Blue and Silver cord worn during the commencement ceremony by AFJROTC cadets. Must be a cadet in good standing passing JROTC with a 3.5 or better, must have an overall GPA of 3.0 or better, must have successfully completed two or more years of JROTC, must be enrolled in JROTC throughout their entire senior year, must display a positive attitude toward the program, must be a participant of at least one extra-curricular team, and have attended a leadership school and have one or more national awards. In addition, cadets must have earned each of the following ribbons at least one time: Leadership Development Requirements Leadership, Service, Dress & Appearance, Good Conduct, Academic, and Activities. Must be approved by the SASI.

AFJROTC Medallion

Awarded to Senior AFJROTC cadets in good standing who completed or will complete at least 1 year of AFJROTC.

Physical Education Credit

½ (.5) PE credit is awarded to CO-062 cadets who meet the following criteria: Cadet in good standing, member in good standing of the drill team for the entire school year.



AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

- | | | | | | |
|---|---|---|---|---|--|
| 
1. Air Force JROTC Gold Valor Award | 
2. Air Force JROTC Silver Valor Award | 
3. Cadet Humanitarian Award | 
4. Silver Star Community Service w/Excellence Award | 
5. Community Service with Excellence Award | 
6. Air Force Association Award |
| 
7. Daedalian Award | 
8. Daughters of the American Revolution Award | 
9. American Legion Scholastic Award | 
10. American Legion General Military Excellence Award | 
11. Reserve Officers Association Award | 
12. Military Officers Association Award |
| 
13. Veterans of Foreign Wars (VFW) Award | 
14. National Society United States Daughters of 1812 | 
15. National Sojourners Award | 
16. Scottish Rite, Southern Jurisdiction Award | 
17. Military Order of the Purple Heart | 
18. Sons of the American Revolution Award |
| 
19. Military Order of World Wars Medal | 
20. American Veterans Award | 
21. Air Force Sergeants Association | 
22. Tuskegee Airman Inc. AFJROTC Cadet Award | 
23. The Retired Enlisted Association Award | 
24. Celebrate Freedom Foundation Award |
| 
25. Air Commando Association Award | 
26. Distinguished Unit Award w/Merit | 
27. Distinguished Unit Award | 
28. Outstanding Organization Award | 
29. Outstanding Flight Ribbon | 
30. Top Performer Award |
| 
31. Outstanding Cadet Ribbon | 
32. Leadership Ribbon | 
33. Superior Performance Ribbon | 
34. Achievement Ribbon | 
35. Academic Ribbon | 
36. Cadet Leadership Course Ribbon |
| 
37. Special Teams Placement Ribbon | 
38. All-Service National Competition Ribbon | 
39. Air Force Nationals Competition Ribbon | 
40. Orienteering Ribbon | 
41. Leadership Development Requirement (LDR) Leadership Ribbon | 
42. Drill Team Ribbon |
| 
43. Color Guard Ribbon | 
44. Sabre Team Ribbon | 
45. Marksmanship Ribbon | 
46. Good Conduct Ribbon | 
47. Service Ribbon | 
48. Health and Wellness Ribbon |
| 
49. Recruiting Ribbon | 
50. Activities Ribbon | 
51. Attendance Ribbon | 
52. Dress and Appearance Ribbon | 
53. Longevity Ribbon | 
54. Bataan Death March Memorial Hike Ribbon |
| 
55. Patriotic Flag Ribbon | 
56. Gen Carl A. Spaatz Award (CAP) | 
57. Gen Ira C. Eaker Award (CAP) | 
58. Amelia Earhart Award (CAP) | 
59. Gen Billy Mitchell Award (CAP) | 
60. Gen J. F. Curry Award (CAP) |

Version: 3 August 2019

Fig. 5.4

Chapter 6

INSIGNIA, BADGES, DEVICES AND SPECIAL AWARDS

6.1. Concept

6.1.1 Insignia, badges and devices awarded to cadets for displaying leadership abilities, meeting or exceeding cadet standards, excellence in community service activities, outstanding academic achievement, participation in extracurricular AFJROTC activities and demonstrating the ability to apply the ideals of the AFJROTC program

6.1.1.1. Promotions

6.1.1.2. Individual achievement

6.1.1.3. Participation in organized AFJROTC activities

6.1.1.4. Significant contributions to the highest ideals of Air Force Junior ROTC

6.2. AFJROTC Rank

6.2.1. The Air Force JROTC command structure is made up of two separate hierarchies (c/Officer and c/Enlisted) that work together to accomplish the AFJROTC mission

6.2.2 Cadet Officers

6.2.2.1. Lead and manage all AFJROTC personnel and programs

6.2.2.2. Make up 10% of the cadet corps

6.2.2.3 They are the leaders in the cadet corps

6.2.2.4. c/Officer rank insignia looks completely different than active duty officer insignia

6.2.2.5 c/Officer rank structure is divided in two parts

6.2.2.5.1. c/Company Grade (c/2nd Lt, c/1st Lt, c/Capt)

6.2.2.5.2. c/Field Grade (c/Maj, c/Lt Col, c/Col)

6.2.2.6. c/Colonel is the highest JROTC officer rank

6.2.3. Cadet Enlisted

6.2.3.1. Follow the direction and guidance of the cadet officers (worker bees)

6.2.3.2. Make up 90% of the cadet corps

6.2.3.3. They are the workers in the cadet corps

6.2.3.4. c/Enlisted rank insignia looks similar to active duty rank insignia

6.2.3.5. c/Enlisted rank structure is divided in three parts

6.2.3.5.1. c/Airman ranks (c/AB, c/Amn, c/A1C, c/SrA)

6.2.3.5.2. c/Non-Commissioned Officers (c/NCO) (c/SSgt, c/TSgt)

6.2.3.5.3. c/Senior NCO (c/MSgt, c/SMSGt, c/CMSGt)

6.2.3.6. c/Chief Master Sergeant is the highest JROTC enlisted rank

AFJROTC RANK INSIGNIA















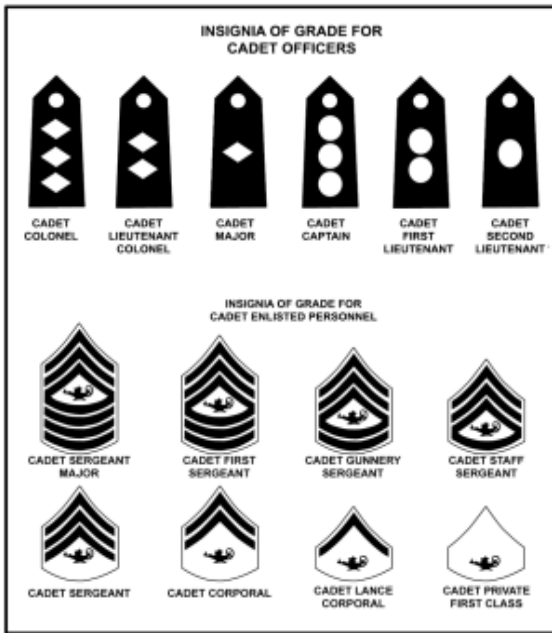
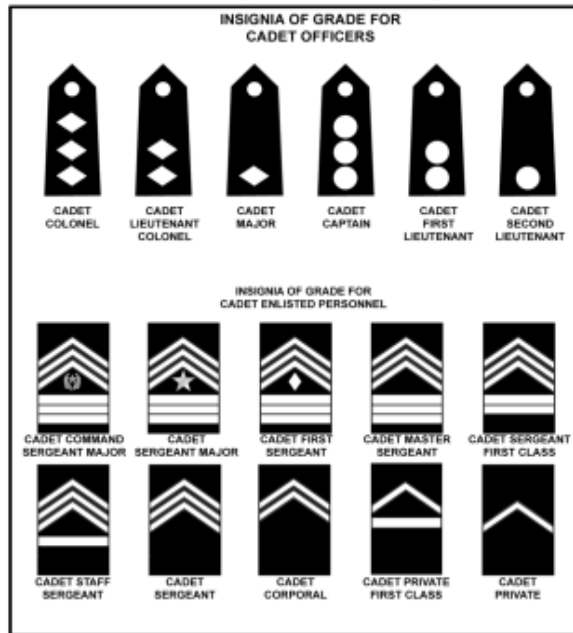
					
Cadet/ 2 nd Lieutenant (c/2Lt)	Cadet/ 1 st Lieutenant (c/1Lt)	Cadet/ Captain (c/Capt)	Cadet/ Major (c/Maj)	Cadet/ Lieutenant Colonel (c/LtCol)	Cadet/ Colonel (c/Col)
No Insignia					
Cadet/ Airman Basic (c/AB)	Cadet/ Airman (c/Amn)	Cadet/ Airman 1 st Class (c/A1C)	Cadet/ Senior Airman (c/SrA)		
					
Cadet/ Staff Sergeant (c/SSgt)	Cadet/ Technical Sergeant (c/TSgt)	Cadet/ Master Sergeant (c/MSgt)	Cadet/ Senior Master Sergeant (c/SMSgt)	Cadet/ Chief Master Sergeant (c/CMSgt)	

Fig. 6.2.1

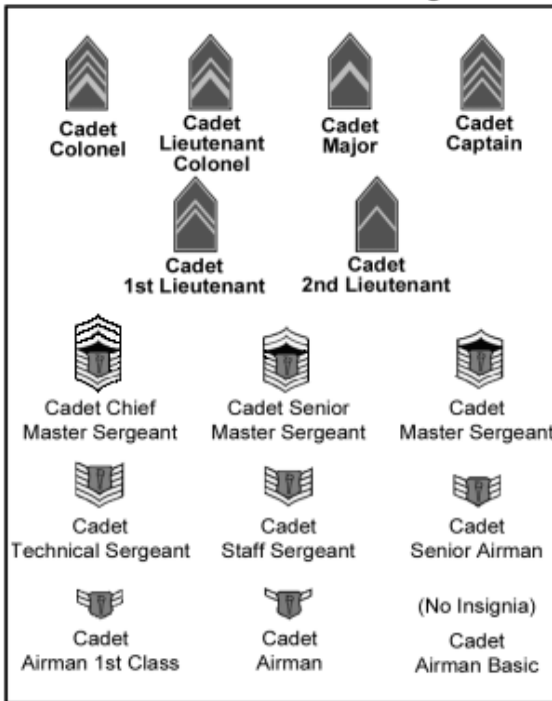
U. S. Marine Corps JROTC Insignia



U. S. Army JROTC Insignia



U. S. Air Force JROTC Insignia



U. S. Navy JROTC Insignia

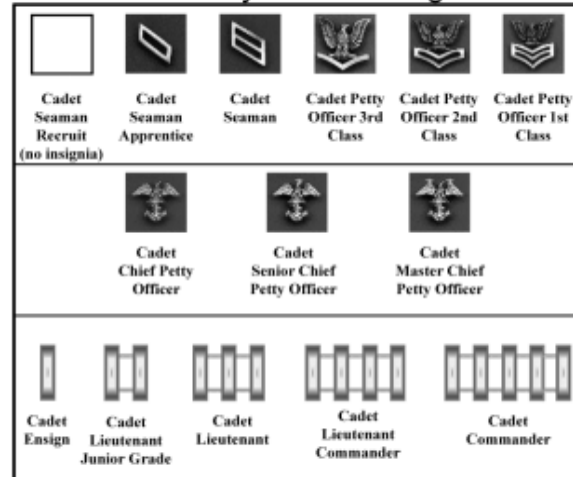


Fig. 6.2.2

6.3. Active Duty Rank Insignia

6.3.1. The Active Duty Air Force command structure is made up of two separate hierarchies (Commissioned Officer and Enlisted) that work together to accomplish the Air Force mission

6.3.2 Commissioned Officers

6.3.2.1. Lead and manage all Air Force personnel and programs

6.3.2.2. Make up 10% of the entire Air Force

6.3.2.3 Commissioned Officers manage programs, develop short and long range plans, implement, manage and enforce all Air Force policies and procedures

6.3.2.4. Commissioned Officer rank insignia looks completely different c/officer insignia

6.3.2.5 Commissioned Officer rank structure is structured in three parts

6.3.2.5.1. Company Grades

6.3.2.5.1.1 Second Lieutenant – 2nd Lt (1 Gold Bar) pay grade O-1

6.3.2.5.1.2. First Lieutenant – 1st Lt (1 Silver Bar) pay grade O-2

6.3.2.5.1.3. Captain – Capt. (two interconnected silver bars) pay grade O-3

6.3.2.5.2. Field Grades

6.3.2.5.2.1. Major – Maj (1 Gold Oak Leaf Cluster) pay grade O-4

6.3.2.5.2.2. Lieutenant Colonel – Lt Col (1 Silver Oak Leaf Cluster) pay grade O-5

6.3.2.5.2.3. Colonel – Col (Eagle with wings spread clutching arrows in its talons) pay grade O-6

6.3.2.5.3. General Officer Grades

6.3.2.5.3.1. Brigadier General (1 silver star) pay grade O-7

6.3.2.5.3.2. Major General (2 silver stars) pay grade O-8

6.3.2.5.3.3. Lieutenant General (3 silver stars) pay grade O-9

6.3.2.5.3.4. General (4 silver stars) pay grade O-10

6.3.3. Enlisted

6.3.3.1. Follow the direction and guidance of the Commissioned Officers

6.3.3.2. Make up 90% of the Air Force

6.3.3.3. They are the workers in the Air Force (worker bees)

6.3.3.4. Active Duty enlisted rank insignia looks similar to c/rank insignia

6.3.3.5. Active Duty enlisted rank structure is structured in three parts

6.3.3.5.1. Airman ranks – (AB, Amn, A1C, SrA)

6.3.3.5.1.1 Airmen Basic – AB – (Has no rank insignia) pay grade E-1

6.3.3.5.1.2. Airmen – Amn – (Star on blue background - 1 stripe) pay grade E-2

6.3.3.5.1.3. Airmen First Class – A1C (Star on blue background - 2 stripes) pay grade E-3

6.3.3.5.1.4. Senior Airmen – SrA – (Star on blue background - 3 stripes) pay grade E-4

- 6.3.3.5.2. Non-Commissioned Officer ranks (NCO) (SSgt, TSgt)
 - 6.3.3.5.2.1. Staff Sergeant – SSgt – (Star on a blue background - 4 stripes) pay grade E-5
 - 6.3.3.5.2.2. Technical Sergeant – TSgt- (Star on blue background - 5 stripes) pay grade E-6
- 6.3.3.5.3. Senior NCO ranks (MSgt, SMSgt, CMSgt)
 - 6.3.3.5.3.1. Master Sergeant – MSgt – (Star on blue background - 6 stripes) pay grade E-7
 - 6.3.3.5.3.2. Senior Master Sergeant – SMSgt – (Star on blue background - 7 stripes) pay grade E-8
 - 6.3.3.5.3.3. Chief Master Sergeant – CMSgt – (Star on blue background - 8 stripes) pay grade E-9
- 6.3.3.5.4. Chief Master Sergeant is the highest JROTC enlisted rank
- 6.3.4 If you are interested in joining the military, you must decide if you want to be Enlisted or Commissioned Officer
 - 6.3.4.1. Recruiters may offer incentives (quicker promotions / increased pay) for persons who have successfully completed 2-4 years of JROTC (if joining via the enlisted route only)
- 6.3.5 If you would like join the military as an enlisted member then you must visit one of your local recruiting stations and speak with an active duty military recruiter
- 6.3.6 If you are interested in being an officer than you must have a four year college degree (See chapter 16, Career Paths for details on Commissioned Officer pathways)

Active Duty Air Force Rank Insignia

GRADE & INSIGNIA



Fig 6.3.1

Active Duty Commissioned Officer Rank Insignia





















































O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL
ARMY										
 Second Lieutenant (2LT)	 First Lieutenant (1LT)	 Captain (CPT)	 Major (MAJ)	 Lieutenant Colonel (LTC)	 Colonel (COL)	 Brigadier General (BG)	 Major General (MG)	 Lieutenant General (LTG)	 General (GEN)	 General of the Army (SA)
MARINES										
 Second Lieutenant (2ndLt)	 First Lieutenant (1stLt)	 Captain (Capt)	 Major (Maj)	 Lieutenant Colonel (LtCol)	 Colonel (Col)	 Brigadier General (BGen)	 Major General (MajGen)	 Lieutenant General (LtGen)	 General (Gen)	
NAVY										
 Ensign (ENS)	 Lieutenant Junior Grade (LTJG)	 Lieutenant (LT)	 Lieutenant Commander (LCDR)	 Commander (CDR)	 Captain (CAPT)	 Rear Admiral Lower Half (RADM)(L)	 Rear Admiral Upper Half (RADM)(U)	 Vice Admiral (VADM)	 Admiral (ADM)	 Fleet Admiral (FADM)
AIR FORCE										
 Second Lieutenant (2d Lt)	 First Lieutenant (1st Lt)	 Captain (Capt)	 Major (Maj)	 Lieutenant Colonel (Lt Col)	 Colonel (Col)	 Brigadier General (Brig Gen)	 Major General (Maj Gen)	 Lieutenant General (Lt Gen)	 General (Gen)	
COAST GUARD										
 Ensign (ENS)	 Lieutenant Junior Grade (LTJG)	 Lieutenant (LT)	 Lieutenant Commander (LCDR)	 Commander (CDR)	 Captain (CAPT)	 Rear Admiral Lower Half (RADM)(L)	 Rear Admiral Upper Half (RADM)(U)	 Vice Admiral (VADM)	 Admiral (ADM)	

Fig. 6.3.2

Active Duty Enlisted Rank Insignia

RANK INSIGNIA OF THE U.S. ARMED FORCES													
ENLISTED													
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SENIOR ENLISTED ADVISORS				
ARMY													
no insignia													
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)		
MARINES													
no insignia													
Private (Pvt)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)		
AIR FORCE													
no insignia													
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Master Sergeant (CCM)	Chief Master Sergeant of the Air Force (CMSAF)
NAVY													
no insignia													
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Force or Fleet Chief Petty Officer (FORMC) (FLTMC)	Command Master Chief Petty Officer (CMC)	Master Chief Petty Officer of the Navy (MCPON)		
COAST GUARD													
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPON-CG)			

Fig. 6.3.3

6.4. Badges

6.4.1. Awareness Presentation Team (APT) Badge

6.4.1.1. Must be a member of the APT for one school year

6.4.1.2. Must develop & present a minimum of three (3) APT presentations at local Middle Schools

6.4.2. Kitty Hawk Air Society Badge

6.4.2.1. Awarded to cadet members of the local chapter of the Kitty Hawk Air Society

6.4.2.2. The CO-062 Chapter is designated Red, White and True Blue

6.4.3. Flight Badges

6.4.3.1. Flight badges may be worn by AFJROTC cadets who have qualified in an approved flight training program

6.4.3.2. Flight badges, once earned, are kept by cadets

6.4.3.3. Flight Solo Badge

6.4.3.3.1. Flight solo badges are awarded to any cadet who has a solo flight endorsement by a certified flight instructor for either powered or un-powered aircraft

6.4.3.4. Flight Certificate Badge

6.4.3.4.1. Flight certificate badges are awarded to any cadet who possesses a private pilot's certificate for either powered or unpowered aircraft

6.4.3.5. Ground School Badge

6.4.3.5.1. Awarded for participation in the honors ground school curriculum option

6.4.4. Aerospace Science Foundation (ASF) Academic Award

6.4.4.1. Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below a "C" on their transcript

6.4.4.2. Must be recommended by the SASI

6.4.5. Model Rocketry Badge

6.4.5.1. This badge is awarded to and may be worn by any cadet who completes the model rocketry program given by either CO-62 or another AFJROTC program

6.4.5.2. This badge, once earned, is kept by cadets

6.4.6. Academy of Model Aeronautics (AMA) Silver Wings

6.4.6.1. Awarded to cadets who are members of the AMA model airplane club

6.5. Insignia, Devices and Patches

6.5.1. Flight Cap Ranks - Required on all cadet officer flight caps. Not worn on c/enlisted flight caps.

6.5.2. First Sergeant Insignia - Worn by the cadet designated as a squadron first sergeant. (Note: A distinctive shoulder cord is worn in place of the first sergeant diamond at CO-062)

6.5.3. AFJROTC Patch - AFJROTC shoulder patch will be worn on the service coat and light blue shirt/blouse

6.5.4. Unit Patch (CO-62 Patch) - The CO-62 unit patch is worn on the light weight jacket and service coat

6.5.5. Civil Air Patrol Patch - This patch may be worn on the right shoulder by cadets dual-enrolled in the CAP and AFJROTC

6.6. Name Tags/Tapes

6.6.1. Blue plastic name tags with white letters are mandatory on the light blue uniform shirt

6.6.2. Silver metal name tags with blue letters are mandatory for the AFJROTC Blue Service coat (exception Armed Drill Team or Color Guard)

6.6.3. ABU name tape and AFJROTC tape are required on the ABU blouse

6.7. Special Awards

6.7.1. Aerospace Education Foundation (AEF) Award. Video contest award. (See AFROTCI 36-2010 for awarding criteria.) (On hold until further notice)

6.7.2. Freedoms Foundation Valley Forge Patriots Award

6.7.2.1. Essay contest award (See AFROTCI 36-2010 for awarding criteria)

6.7.3. Distinguished AFJROTC Cadet Award

6.7.3.1. Consists of a certificate and the Distinguished AFJROTC Cadet badge

6.7.3.2. Recognizes one AS-III cadet annually at the end of the school year

6.7.3.3. Cadet must have maintained consistent academic and military excellence

6.7.3.4. Must hold the following ribbons to be eligible

6.7.3.4.1. Achievement Ribbon

6.7.3.4.2. Leadership Ribbon

6.7.3.4.3. Superior Performance Ribbon

6.7.3.4.4. Academic Ribbon

6.7.3.4.5. Activities Ribbon

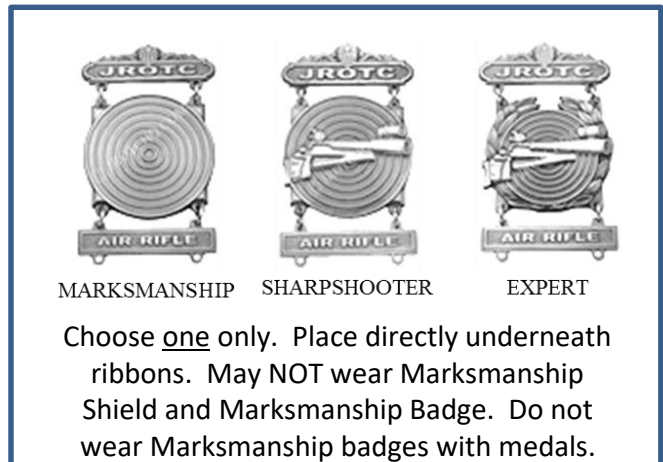
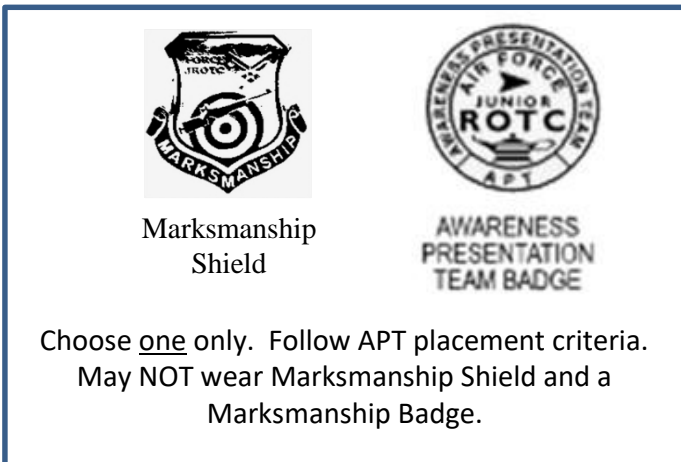
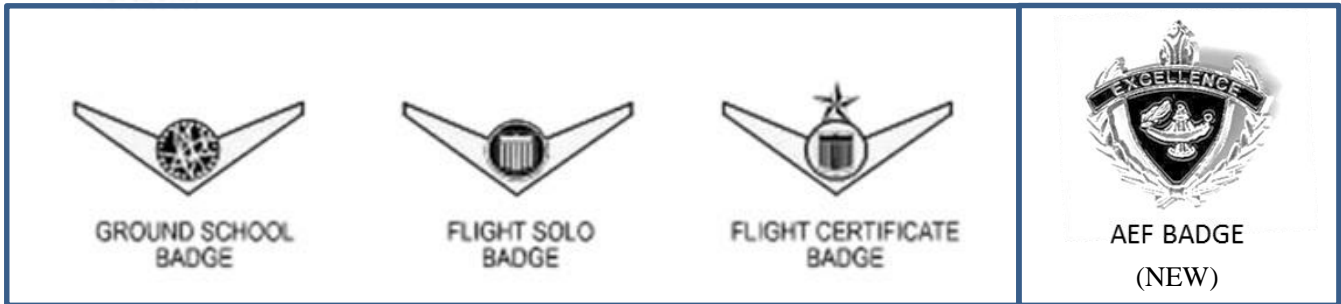
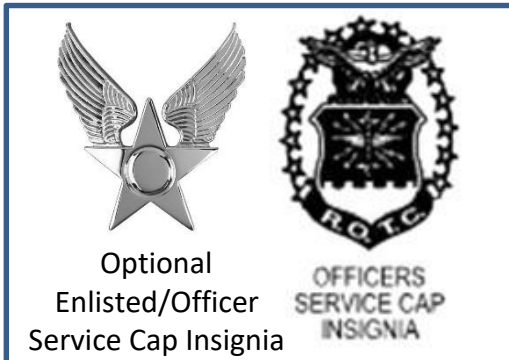
6.7.3.4.6. Leadership Development Requirements Leadership Ribbon

6.7.3.4.7. Service Ribbon

6.8. Wear of Other than AFJROTC Sanctioned Awards

6.8.1. Awards, insignia, badges and devices unless specifically mentioned in AFROTCI 36-2010 and this cadet guide are not authorized for wear with the AFJROTC uniform

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



Badges/Insignia not listed here are unauthorized.

Fig. 6.4

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Chapter 7

PROMOTIONS AND TESTING

7.1. Types of AFJROTC Cadet Rank

7.1.1. Basic Rank - Minimum rank awarded to cadets starting the AFJROTC program based on their school year (awarded after meeting c/Amn promotion criteria, see 7.7.)

7.1.1.1. AS-I (Freshman) - Cadet Airman (c/AMN)

7.1.1.2. AS-II (Sophomore) - Cadet Airman First Class (c/A1C)

7.1.1.3. AS-III (Junior) - Cadet Senior Airman (c/SRA)

7.1.1.4. AS-IV (Senior) - Cadet Staff Sergeant (c/SSgt)

7.1.2. Permanent Rank – Incremental c/rank earned based on performance, meeting cadet in good standing requirements, professionalism, attitude, time in AFJROTC and promotion test results

7.1.3. Temporary Rank - Awarded by SASI to fill a vacancy within the cadet organization that cannot be filled by a cadet of sufficient rank

7.1.3.1. When no longer serving in a position requiring a temporary rank, the cadet will revert back to their highest permanent rank

7.1.3.2. Senior exception regarding reversion of temporary rank

7.1.3.2.1. Must have held the temporary cadet officer rank for one complete semester

7.1.3.2.2. Must have completed an AF or Joint service leadership school

7.1.3.2.3. Must pass the promotion test for the temporary rank held

7.1.3.2.4. Must be recommended for permanent rank by the SASI

7.1.4. Stripes for Exceptional Performance Program (STEP)

7.1.4.1. Given at the discretion of the SASI based on sustained exemplary performance by a Cadet

7.1.4.2. On the spot promotion to the c/ranks of c/A1C through c/TSgt only

7.1.4.3. Does not require cadet to take a promotion test for that c/rank

7.1.4.4. STEP promotions are classified as “Permanent c/rank”

7.2. Minimum c/Rank associated with c/Positions in CO-062

7.2.1. The minimum/maximum cadet rank authorized for any Cadet command/support positions is determined by the SASI/ASI

7.2.2. Current c/positions & associated c/ranks are found in the Unit Manning Document (Fig 4.6.)

7.3. c/Rank for Transfer cadets

7.3.1. Cadets transferring in from other junior ROTC units must provide the SASI/ASI all records from previous JROTC Unit for review

7.3.2. SASI/ASI assigns temporary rank based on records review, time in JROTC and SY of cadet

7.3.3. Transfer cadet must complete an initial 30 day performance evaluation by SASI/ASI

7.3.4. SASI/ASI will determine permanent c/rank and position after initial evaluation is complete

7.4. c/Promotion Eligibility Criteria - General

- 7.4.1. Must be a cadet in good standing in the AFJROTC class (see paragraph 7.6.3.)
- 7.4.2. Must display a positive attitude towards the school and AFJROTC
- 7.4.3. Passing all CORE subjects in school
- 7.4.4. Meet school eligibility requirements (not on ineligible list)
- 7.4.5. Cadet folder complete, accurate and verified by Element Leader and Flt Sgt (Prior To Test)

7.5. c/Promotion Testing Requirements - General

- 7.5.1. Promotion to permanent rank is done through performance and written testing
 - 7.5.1.1. Use the following references to prepare for promotion written testing:
 - 7.5.1.1.1. Cadet Guide
 - 7.5.1.1.2. LE-I, II, III, IV text books
 - 7.5.1.1.3. AFMAN 36-2203, Drill and Ceremonies text book (V-2627)
 - 7.5.1.1.4. Learn to Lead Cadet Drill Guide
 - 7.5.1.1.5. National Chain of Command as posted on AFJROTC HQ website
 - 7.5.2. Promotion testing cycles
 - 7.5.2.1. Testing window is last two weeks of each school quarter
 - 7.5.2.2. You must be present on the designated promotion test date during the testing weeks or make arrangements with the ASI for an alternative test date **before** the test weeks begin
 - 7.5.2.3. There are no make-up test dates, if you miss a testing window without making alternative arrangements prior to the test weeks you must wait until the next quarter to test
 - 7.5.2.4. Minimum Test Score (MTS) required for promotion:
 - 7.5.2.4.1. Airmen ranks E-2, E-3, & E-4 = 70% or higher
 - 7.5.2.4.2. NCO ranks E5 & E-6 = 75% or higher
 - 7.5.2.4.3. SNCO ranks E-7, E-8, & E-9 = 80% or higher
 - 7.5.2.4.4. All cadet officer ranks = 85% or higher
 - 7.5.2.5. Passing an officer promotion test does not authorize a cadet to wear officer rank
 - 7.5.2.6. Cadets must demonstrate the traits of a cadet officer in their actions and words, a c/officer position as identified on the UMD must be vacant and the SASI must approve the rank and position
 - 7.5.2.7. It will also require a c/officer candidate to attend and successfully complete an AF or Joint service leadership school (SASI has authority to waive this requirement based on needs of the unit)
 - 7.5.2.8. Additional promotion test cycles may be scheduled to help make up for shortfalls in c/non-commissioned officer and c/officer ranks

7.6. c/Performance Expectations - General

- 7.6.1. To successfully complete the AFJROTC program, cadets must meet the following requirements: AS & LE Academics, Wellness, Dress and Appearance, Uniform wear, Drill, demonstrate

positive character traits, Community and school involvement and good decision making in all aspects of their life

7.6.2. Cadets who are failing other school subjects will be carefully evaluated before consideration for promotion is given

7.6.3. Cadet In-Good-Standing Requirements

7.6.3.1. Demonstrate a positive attitude towards AFJROTC

7.6.3.2. Must meet uniform and personal appearance standards

7.6.3.2.1. Average uniform total 70% or greater

7.6.3.2.2. No unexcused uniform inspections (quarterly)

7.6.3.2.3. No more than 3 missed uniform wears per semester

7.6.3.3. Actively participate in all AFJROTC course requirements

7.6.3.4. No more than three (3) absences in a quarter or 5 per semester (excused or unexcused)

7.6.3.5. No more than four (4) tardies in a quarter or 8 per semester (3 tardies = 1 absence)

7.6.3.6. No school or AFJROTC disciplinary actions (SASI reviews all disciplinary actions)

7.6.3.7. Refer to 11.9 for Demerit Consequences of 341's

7.7. **c/Promotion Criteria – c/Amn**

7.7.1. Be a cadet in good standing in the AFJROTC class (see paragraph 7.6.3.)

7.7.2. Turn-in completed and signed AFJROTC program forms packet

7.7.2.1. Must have all paper work properly filed in cadet folder

7.7.3. Paid the AFJROTC program fee

7.7.4. Memorize and recite the following statements:

7.7.4.1. Phonetic alphabet in 18 seconds or less

7.7.4.2. AFJROTC Mission Statement accurately

7.7.4.3. AFJROTC Cadet Honor Code accurately

7.7.4.4. AFJROTC Core Values accurately

7.7.4.5. The National Chain of Command (Paper Test)

7.7.4.6. The Local Chain of Command (Paper Test)

7.7.5. Must complete the initial Health and Wellness PT Test

7.7.5.1. 1 Mile run

7.7.5.2. Push-ups

7.7.5.3. Sit-ups

7.7.6. Must demonstrate the ability to execute the following drill maneuvers:

7.7.6.1. Fall, In

7.7.6.2. Attention

7.7.6.3. Parade, Rest

- 7.7.6.4. At, Ease
- 7.7.6.5. Right, Face
- 7.7.6.6. Left, Face
- 7.7.6.7. About, Face
- 7.7.6.8. Present, Arms
- 7.7.6.9. Order, Arms
- 7.7.6.10. Fall, Out
- 7.7.7. Must pass the Military time test – cadets must demonstrate the ability to tell time using the 24 hr clock as well as converting 24 hr time to 12 hr time and vice versa
- 7.7.8. Must pass the AFJROTC Cadet rank insignia test – cadets must demonstrate the ability to identify and name the nine (9) cadet enlisted rank insignias as well as the six (6) cadet officer rank insignias
- 7.7.9. Must be fitted for the AFJROTC uniform
- 7.7.10. Must complete all 1st Year promotion requirements within the first quarter of the school year
- 7.7.11. c/Flight Sergeant/c/NCOIC must complete 1st year promotion eligibility check list
- 7.7.12. 1st year promotion eligibility check list must be certified by c/Flight Commander
- 7.7.13. Must be approved by SASI

7.8. c/Promotion Criteria – c/Enlisted ranks (c/A1C – c/CMSgt)

- 7.8.1. Must be a cadet in good standing (see 7.7.3)
- 7.8.2. Must pass the promotion test for the specific c/rank
- 7.8.3. Must be approved by SASI/ASI

7.9. c/Officer Candidacy and Promotions (see Chapter 8)

- 7.9.1. Officer promotion is not automatic after passing a cadet officer promotion test
- 7.9.2. There must be an officer need within the organizational structure
- 7.9.3. Individual must have shown the ability to be an officer through demonstrated performance, character, and willingness to work for the betterment of the unit and by placing the good of the unit above self
- 7.9.4. The candidate must also be recommended by the SASI and ASI. See Chapter 8 for additional cadet officer requirements.

PROMOTION TESTING CYCLES AND PROMOTION POSSIBILITIES

(All ranks mentioned below and in this guide are cadet ranks only)

CADET YEAR	1ST QTR	2ND QTR	3RD QTR	4TH QTR
1 st	c/Amn	c/A1C	c/SrA	c/SSgt
2 nd	c/TSgt	c/MSgt	c/SMSgt	c/CMSgt
3 rd	c/2 nd Lt	c/1 st Lt	c/Capt	c/Major
4 th	c/Lt Col	c/Col		

Figure 7.1

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Chapter 8

CADET CORPS OFFICERSHIP

8.1. Concept

- 8.1.1. Being a Cadet Officer entails much more than passing a promotion test and wearing the rank. A cadet must demonstrate the ability to follow as well as lead within the cadet corps
- 8.1.2. Cadet Officer candidates must have participated in and successfully completed AFJROTC academics, drill, and the extra-curricular activities offered
- 8.1.3. Cadet Officers must possess the knowledge necessary to train and mentor new cadets, they must be the 'expert' on all things AFJROTC
- 8.1.4. You are at the point where you are refining and honing your leadership skills. Now the human aspect of your leadership experience will become more prevalent and extremely important

8.2. Expectations of a Cadet Officer

- 8.2.1. As a cadet officer, you will be placed into a position of authority over others and have a responsibility for specific areas within CO-062. It becomes your program and you will be relied upon to help administer it
- 8.2.2. You will share in the success (or lack of success) achieved by the Cadet Corps. The SASI and the ASI do not run the Cadet Corps; they monitor the manner in which the cadet officers handle the tasks. The running of the Cadet Corps is the total responsibility of the Cadet Corps Commander and his or her staff. As a cadet officer, it will be your staff, whether or not you are the Cadet Corps Commander

8.3. Officership

- 8.3.1. The word 'officership' is a compound of two words, 'officer,' meaning one who holds a position of authority, (usually a responsible position in public service) and 'ship,' meaning a condition, character, or skills. Embedded within this definition are the concepts of knowledge, integrity, professionalism, and character
- 8.3.2. Knowledge - The cadet officer is required to gain a great deal of knowledge and experience regarding the role of a leader. **The cadet officer must know the CO-062 Cadet Guide** cover to cover in order to effectively practice it and teach it to younger cadets. He or she must know how to teach and lead drill to have any credibility with the cadets
- 8.3.3. Skills - The cadet officer must have developed a knack for dealing with all kinds of cadets from various backgrounds and for solving problems

8.4. Appointment as a Cadet Officer

- 8.4.1. Being appointed a cadet officer brings with it a special trust and obligation
- 8.4.2. Absolute Integrity is essential to the success of the officer
- 8.4.3. Cadet officer candidates must have attended and passed all phases of Officer Training School (OTS). Cadet leaders will make all reasonable efforts to accommodate out-of-district cadet officer candidates in achieving OTS crucial since many of the cadets cannot attend regular early morning OTS classes. **** Cadet Leadership Course (CLC) equates to OTS ****
- 8.4.4. Cadet Officer candidates must have passed the second lieutenant promotion examination

8.4.5. Cadet Officer candidates must have demonstrated the qualities of a leader as defined in this chapter

8.4.6. Cadet Officer candidates must receive the recommendation of the SASI before finally being promoted to the rank of cadet second lieutenant

8.5. Qualities and Responsibilities Demanded of Cadet Officers

8.5.1. Cadet Officers must be very loyal to AFJROTC and its mission

8.5.2. Cadet Officers must be representatives of AFJROTC, the cadet organization and all cadets

8.5.3. Cadet Officers must be supportive of all fellow cadets, the organization, and the instructor staff (SASI/ASI)

8.5.4. The cadet Officer must never allow personal feelings to interfere with their effectiveness as a cadet officer. Therefore, all cadet officers must always keep the best interests of the cadet corps in mind whenever making decisions affecting the unit

8.5.5. Cadet Officers must be counted upon to do their part at all times. Their word being “their bond”. Getting the job done (accomplishing the mission as we say in the Air Force) is the charge of each cadet officer

8.5.6. Cadet Officers must set the example for those whom he or she is in charge. The cadet officer does not have the luxury of letting down his or her hair (so-to-speak). Their conduct out of uniform reflects upon the respect they receive in uniform

8.5.7. Being a Cadet Officer, even in AFJROTC, becomes a 24/7 (24 hours a day/ 7 days a week) obligation. They are the first on the job and the last to leave. Cadet Officers must be loyal and sensitive to the mission and the subordinates upon whom they depend to do the AFJROTC mission

8.5.8. Cadet Officers must believe in what he or she is doing

8.5.9. Cadet Officers must carry themselves in a manner that reflects dignity, confidence, and pride

8.5.10. The way a cadet officer wears the Air Force uniform demonstrates self-confidence, self-esteem, and professionalism

8.5.11. Cadet Officers will refrain from developing or displaying an “elitist” attitude

8.6. Officer Situations

8.6.1. The officer will be placed in situations where subordinates will ask for advice and direction not only in AFJROTC related areas but in general life areas as well

8.6.2. It is during these times that an officer’s character shows through, good or bad it will show

8.6.2. A cadet officer must also be willing to do whatever a subordinate is asked to do, such as drill, physical exercise, and participation in AFJROTC activities & community service events

8.6.3. The officer may not always perform the task but the subordinates must understand the officer would if necessary

8.6.4. The officer must not reflect a “**Do as I say, not as I do**” example to subordinates

8.7. Cadet Officer Professionalism

8.7.1. The word professionalism sums up what is expected of cadet officers

8.7.2. The expectations of professionalism include but are not limited to the following; duty, bearing, initiative, integrity, loyalty, development, and judgment.

8.7.3. Cadet Officers and cadet officer candidates must strive for excellence in these areas; it must be second nature to them as cadet officers

8.7.4. Cadet Officers are under the scrutiny of their peers and subordinates and therefore must project professionalism in speech and actions at ALL times (model the correct behavior for those around them)

8.8. Failure to Meet Cadet Officer Standards - Failure as a cadet officer through attitude, performance, judgment or otherwise as described in this chapter, regardless of cadet officer rank, most probably will result in removal from a cadet officer position as well as cadet officer rank. To reacquire cadet officer rank, the steps in paragraph 8.4 must be repeated.

8.9. Conclusion - “It will take work, time, and a lot of just plain living for you to grasp all that officership means. But I promise you that when you do you’ll be rewarded with a sense of self-fulfillment such as you never experienced before”—General Bennie L. Davis

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Chapter 9

AFJROTC VARSITY LETTER

9.1. Criteria for Award - The varsity letter (or gold bar for consecutive awards) is earned by cadets who meet the following qualification criteria:

- 9.1.1. Must have successfully completed or nearing successful completion of four (4) semesters of the CO-062 AFJROTC program(Awarded at the start of 3rd year)
- 9.1.2. Must have a grade point average (GPA) of 2.75 or higher
- 9.1.3. Must have an average of eighty percent (80%) or higher for uniform inspections
- 9.1.4. A cadet must have earned and been awarded the following decorations:
 - 9.1.4.1. Academic Ribbon
 - 9.1.4.2. Dress and Appearance Ribbon
 - 9.1.4.3. Health and Wellness Ribbon
 - 9.1.4.4. Good Conduct Ribbon
- 9.1.5. The cadet also must have earned a ribbon in five(5) areas
 - 9.1.5.1. Service Ribbon
 - 9.1.5.2. Recruiting Ribbon
 - 9.1.5.3. Co-Curricular Activities Ribbon
 - 9.1.5.4. Activities Ribbon
 - 9.1.5.5. Any National Award
- 9.1.6. A cadet must be in good standing (see 7.6.3.) at WHS and/or their home school
- 9.1.7. Cadet must be a member in good standing of one(1) or more LDR team for two years
 - 9.1.7.1. Must Participate on an LDR Team for 2 years or more
 - 9.1.7.2. Must compete in two(2) or more LDR team competitions each year
- 9.1.8. Must participate in twelve(12) or more hours of community service per school year

9.2. Additional Requirements

- 9.2.1. Cadets qualify yearly starting at the end of their second full year in AFJROTC at CO-062
- 9.2.2. Cadets receive an AFJROTC school letter upon completion of all requirements and approval by the SASIASI
- 9.2.3. Cadets who are cadets in good standing on an LDR team for a third or fourth year will receive a Gold Bar for each additional year

9.3. Award Approval

- 9.3.1. Cadets must complete the varsity letter verification form (see fig. 9.1) and turn into SASI/ASI two weeks prior to the awards banquet
- 9.3.2. The SASI and ASI must approve the varsity letter award and/or the gold bar

AFJROTC Varsity Letter Verification Form

c/Rank _____ Name _____
(Must be c/TSgT or higher)

Number of Semesters in AFJROTC _____ Grade Point Average _____

AFJROTC Uniform Average Score Year 1 _____ Year 2 _____

Identify ribbon order and date for ribbons earned below (must have 4 mandatory & 3 optional)

<u>Academic</u>	_____	(Mandatory)
<u>Dress & Appearance</u>	_____	(Mandatory)
<u>Health and Wellness</u>	_____	(Mandatory)
<u>Good Conduct</u>	_____	(Mandatory)
Service	_____	(Optional)
Recruiting	_____	(Optional)
Co-Curricular Activities	_____	(Optional)
Activities	_____	(Optional)
National Award	_____	(Optional)

Number of days Absent Year 1 _____ Year 2 _____

Number of days Tardy Year 1 _____ Year 2 _____

LDR Competitions (Need two per school year)

Competition Date

Drill competition Date

Competition location

Drill competition location

Community Service Hours (if no competitions were held in a school year, must have 3 per school year)

1st year hours

2nd year hours

VERIFIED/APPROVED

Senior Aerospace Science Instructor (SASI)

Aerospace Science Instructor (ASI)

FIG. 9-1

CHAPTER 10

AFJROTC LEADERSHIP DEVELOPMENT REQUIREMENTS ACTIVITIES

10.1. LDR - General

- 10.1.1. As a cadet in the AFJROTC Program you are required to be well-rounded and LDR's are designed to help you learn how to accomplish that
- 10.1.2. The following activities teach you leadership styles, team building techniques, communication skills, social etiquette, and many other attributes which help to develop your leadership abilities
- 10.1.3. Although there are many rewards associated with JROTC you will not receive many of them if your focus is on the awards themselves
- 10.1.4. Learning how to become a true leader, good communicator, effective manager, and team player is the key to success. The awards will find you if your focus is on becoming a well-rounded leader.

10.2. c/Community Service

- 10.2.1. The Community Service Officer will provide opportunities for cadets to be involved with various community service organizations in the spirit of helping others (Service before Self)
- 10.2.2. Community service activities take place during school, after school, and on weekends
 - 10.2.2.1. If the community service event takes place during school, you will need to get an excusal form signed by your parents and the teachers of the classes you will miss. It is important that you maintain a passing grade to be eligible to participate in many JROTC activities
- 10.2.3. These events teach cadets how their efforts can make a difference within their community
- 10.2.4. Cadets who complete 12 hours of community service will earn the service ribbon to wear on their JROTC uniform.

10.3. c/Flight Competition

- 10.3.1. This program is managed by the c/First Sergeant and is designed to encourage cadets to do their best in many areas to help the team meet and exceed mission requirements
- 10.3.2. Cadets earn points for their Flight in the following areas
 - 10.3.2.1. Uniform and Personal Appearance
 - 10.3.2.2. Health and Wellness
 - 10.3.2.3. Merit-Demerit's (341's)
 - 10.3.2.4. Community Service hours
 - 10.3.2.5. Academic grades
- 10.3.3. Each semester the Flight with the highest score is awarded the Outstanding Flight ribbon
- 10.3.4. All cadets in good standing that contributed to the success of the Flight receive the ribbon

10.4. c/Fundraising

- 10.4.1. The c/Fund Raising Officer must develop a budget for the operation of the entire Cadet Corps
- 10.4.2. HQ AFJROTC provides 100% of the money necessary to operate the curriculum

- 10.4.3. All other money necessary to fund cadet activities comes from Cadet fund raising efforts
- 10.4.4. There are several fundraising programs in place for cadets to engage in
 - 10.4.4.1. Colorado State Football games (on hold until further notice)
 - 10.4.4.1.1 Cadets 16 years old or older can travel to Fort Collins and work for Landmark Event Management as ticket takers, customer service representatives, and crowd control for each of the six (6) CSU football home games
 - 10.4.4.1.2. Parent/Guardians are encouraged to support this fund raising activity by helping transport cadets as well as working the event
 - 10.4.4.1.3. The CO-062 cadets receive a check from Landmark based on the number of cadets and hours worked for each game
 - 10.4.4.1.4. If 20 or more participants work each CSU game the Unit earn \$6000+ for the season
 - 10.4.4.1.5. 100% of the money is used to operate the AFJROTC program activities
 - 10.4.4.2. School concessions stands
 - 10.4.4.2.1 All cadets are eligible to work the concession stand during various school events throughout the year
 - 10.4.4.2.2. Parent/Guardians are encouraged to support this fund raising as well
 - 10.4.4.2.3. The CO-062 cadets receive a percentage of the sales during each event worked
 - 10.4.4.2.4. The Unit can expect to earn as much as \$1500 if we work 3+ events
 - 10.4.4.2.5. 100% of the money is used to operate the AFJROTC program activities
- 10.4.6. Other fund raising events can be utilized with approval of the SASI and WHS Administrators

10.5. Field Day

- 10.5.1. This is a cadet run program. Between the c/Senior Advisors they planned an entire day of team building activities, include the Marine PTF challenge, Humvee push and have a food booth set up for cadets
- 10.5.2. We have a set number of recruiters to come help out and make sure the teams are switching and doing the games by the rules. We always welcome Air Force, Army, Marines, and Navy to help us add to the fun
- 10.5.3. This day is held on a specific Saturday during the spring time. We invite 8th graders from the fellow middle schools around to join us so they can see our fun field day. We have them sign permission slips and a wellness sheet so we know their health issues. We also invite the Out of District from middle school and high school to join us on this fun day. They get mix matched with different flights to make it all equal
- 10.5.4. Cadets are required to wear Air Force JROTC Shirt/Sweater, Sweatpants/Shorts for this activity. Females must have hair in a bun and males must be in uniform standard hair regulations

10.6. Ropes Course

- 10.6.1. This is a Curricular in Action (CIA) field trip held at the Air Force Academy Low and High ropes team building/confidence course
- 10.6.2. This is an opportunity for cadets to practice communication, critical thinking, and leadership

10.6.3. Cadets use critical thinking, communication, and teamwork to overcome several different challenges all while balancing on cables suspended 1 to 3 feet off the ground

10.6.4. All activities are run by highly trained, active duty military training instructors to ensure the safety of all participants while maximizing training efficiency

10.7. Military Ball

10.7.1. This as a very popular formal social event designed to train cadets and their guests on proper social and dining etiquette

10.7.2. The Military Ball is divided into two parts, a formal catered dinner followed by a dance

10.7.3. Cadets get to experience military protocol and the formalities associated with a traditional military function

10.7.4. Typically includes:

10.7.4.1. Presentation of colors, POW/MIA ceremony, toasts to each military branch, and the invocation

10.7.4.2. Announcement of royalty, dancing, and pictures

10.7.4.3. Catered meal (Cost of ticket determined by amount of fundraising)

10.7.5. Uniform dress and appearance standard for the ball

10.7.5.1. Male cadets will wear the semi-formal uniform combination (see para 3.2.4.1.)

10.7.5.2. Male guest (non JROTC cadets) must wear a suit and tie or a tuxedo

10.7.5.3. Females (cadet or guest) are encouraged to wear a civilian ball gown (semi-formal uniform optional for female JROTC cadets)

10.7.5.3.1. Dress must be knee length or longer

10.7.5.3.2. Strapless or spaghetti straps must have a cover (shaw)

10.7.5.4. Proper social and dinning etiquette must be adhered to

10.8. Awards Banquet

10.8.1. An annual catered event held at the end of the school year to recognize and honor cadets who excelled in or made significant contributions to AFJROTC, their school, and the community

10.8.2. Parents/guardians are encouraged to attend this event

10.8.3. Representatives from various National/local patriotic organizations present cadets with medals/ribbons and other awards in recognition of their distinguished service

10.8.4. Normally held on the first Thursday in May (location to be determined)

10.9. Parades

10.9.1. At the beginning of each school year, cadets participate in the annual Veteran's Day parades (this is a mandatory curriculum in action event for all JROTC cadets)

10.9.2. Cadets may have the opportunity to march in other formal school or community events

10.9.3. This is an excellent opportunity to showcase the CO-062 AFJROTC program in the local community

10.10. Recruiting

10.10.1. Each school year, select members of the cadet staff accompany the aerospace science instructors to speak to middle school students and to inform them of the many benefits of joining AFJROTC at Westminster High School

10.10.2. Some cadets may return to their former middle school to speak to the students whom they've known from previous years

10.10.3. Non high school students have the opportunity to participate in the CO-062 Field Day

10.10.4. Cadets participating in recruiting events are eligible to earn the recruiting ribbon award (see chapter 5.4)

10.11. Curriculum in Action (CIA) Field Trips

10.11.1. Throughout the school year, AFJROTC takes bus trips to various aviation, historical and other curriculum-related locations

10.11.2. Cadets get at least one opportunity to fly, visit the Air Force Academy, tour a military installation or visit a civilian airport to observe first-hand air operations

10.11.3. Cadets must be in good standing in AFJROTC and at their home school to participate in field trips (see para 7.7.3)

10.11.4. The SASI/ASI will establish eligibility and prioritize cadets desiring to participate in field trips

10.11.5. **AFJROTC field trips are never mandatory but are highly encouraged**

10.12. Cyber Patriot Team

10.12.1. Cyber Patriot is a National Youth Cyber Education Program

10.12.2. Cadets with an aptitude towards managing computer networks and the desire to learn how to identify cyber security vulnerabilities may join the WHS Cyber Patriot Team

10.12.3. The team competes against teams from other high schools and JROTC units world-wide.

10.12.4. Regional winners earn an all-expense paid trip to Washington DC for the National Competition

10.13. JLAB Team

10.13.1 JLAB is the JROTC Leadership Academic Bowl

10.13.2 Cadets compete in teams of six, 4 primary and two alternates

10.13.3. JLAB is like other knowledge bowls with 3 competition rounds that test cadets in specific subjects

10.13.3.1 Math, Reading and Writing, Science, History, current events, and JROTC general knowledge

10.14. Drill Team

10.14.1. All cadets are eligible to participate on the competitive drill team

10.14.2. The teams begin practicing toward the middle of the first semester and begin competitions in January

10.14.3. Drill team members are expected to participate in selected civic and school parades, pep rallies, and other public drill exhibitions

10.14.4. Distinctive uniform items are worn by drill team members (see para 3.3.5)

10.15. Color Guard Team

10.15.1. The color guard is a specially trained team of cadets who present the colors of the United States at various civic and school events

10.15.2. Being a member of the AFJROTC color guard is a significant honor and requires extreme dedication to the team and to team practices

10.15.3. Once a cadet earns a spot on a color guard team and becomes fully qualified; they are eligible to represent CO-062 at public Color Guard events

10.16. Physical Fitness Team

10.16.1. All cadets are eligible to participate on the competitive physical fitness team

10.16.2. Team practices begin when school starts and competitions are Sept – Oct & Mar - May

10.16.3. Physical fitness team members are expected to participate in selected civic, school, pep rallies, and other public Fitness competitions

10.16.4. Once a cadet earns a spot on a physical fitness team and becomes fully qualified; they are eligible to represent CO-062 at public physical fitness events

10.17. Change of Command – Pass in Review

10.17.1. This event is performed annually

10.17.2. The reigns of command are passed to the new cadet commander giving the outgoing commander and seniors the opportunity to review all of the troops one last time

10.17.3. This is a ceremonial farewell event and marks the end of Junior ROTC for senior cadets

10.17.4. Family and friends are invited to attend this ceremonial activity. **(To Be Determined Annually by SASI & ASI)**

10.18. Cadet Leadership Course (CLC) and Junior Cadet Leadership Camp (JCLC)

10.18.1. Both camps are held in the first and/or second week of June

10.18.2. Cadets are selected to attend based on overall performance in AFJROTC, attendance, uniform wear, health & wellness scores, school eligibility status, GPA, leadership potential, and must be nominated by the ASI and approved by the SASI

10.18.3. Cadets selected for a Summer Camp must commit to returning to the AFJROTC program and accept an increased leadership role within the cadet corps

10.18.4. Air Force Cadet Leadership Camp (CLC)

10.18.4.1. Sponsored by HQ AFJROTC and held at the Air Force Academy Preparatory School

10.18.4.2. Cadets will learn team building skills, drill & ceremonies, orienteering, and participate in athletic competitions as well as completing the Air Force Academy low ropes/confidence course

10.18.4.3. This co-ed school runs for five days and is opened to all 1st, 2nd & 3rd year cadets

10.18.4.4. Participation is limited to 10 cadets who exhibit the desire to hold a leadership position within the cadet corps and are in the top 10% of their AFJROTC class

10.18.5. Army Summer Camp (JCLC)

10.18.5.1. The Denver Army JROTC Brigade sponsors this physically challenging leadership camp which is held at Peaceful Valley Boy Scout Ranch in Kiowa Colorado

10.18.5.2. The summer camp introduces cadets to specially supervised outdoor activities which include, rappelling, canoeing, obstacle course, first aid, survival training, land navigation, leadership reaction activities and much more

10.18.5.3. This co-ed camp runs for five days and is opened to all 1st, 2nd & 3rd year cadets

10.18.5.4 Participation is limited to ten cadets who exhibit the potential for increased responsibility

10.18.5.5. Cadets who complete the summer camp earn three special Army JROTC ribbons

10.19. Model Rocketry

10.19.1. Another very popular cadet program designed to teach the concepts of rocket flight

10.19.2. Cadets are taught rocketry theory, model rocket safety, and rocket construction and launch protocol

10.19.3. First-year cadets are given model rockets to construct and launch

10.19.4. Special badges are awarded to cadets who complete the model rocketry badge requirements

10.20. Model Air Craft

10.20.1. An annual competition held within the corps of cadets

10.20.2. Cadets compete in building of a model aircraft, research its specifications and history, and develop a presentation for their selected aircraft to be given to the model aircraft evaluation board

10.20.3. Any military or civilian scale model aircraft may be entered

10.20.4. Recognition takes place at the Awards Banquet

10.21. Remote Controlled Aircraft

10.21.1. Provide an introduction for cadets to participate in the design and basic concepts of flight

10.21.2. Motivate cadets to attain a greater knowledge of aerospace studies and arouse interest in aerospace careers

10.21.3. Sponsored by the Academy of Model Aeronautics

10.21.4. Six (6) week course where Cadets learn how to safely fly an RC aircraft

10.22. National Youth Leadership

10.22.1. There are three opportunities for cadets to attend youth leadership forums

10.22.2. In February, the National Youth Leadership Forum is held in Washington DC

10.22.3. The forum runs approximately one week and introduces the participants to the workings of the federal government and the operations within the defense department and defense industry

10.22.4. The National Sojourners sponsors cadets from across the nation to spend two days in the Washington DC area learning about their nation's history

10.22.5. This program is at no cost to the cadet

10.22.6. Additionally, the Military Order of World Wars sponsors a summer youth forum held in the Colorado Springs area

10.22.7. Several cadets may attend at one time

10.22.8. This program is often provided at no cost to participants. **(Awaiting Sponsor)**

10.23. AEF Video Contest

10.23.1. Annually, the Air Force Association Aerospace Education Foundation sponsors a video contest

10.23.2. Cadets video tape their activities and put together a short video using Westminster Public Schools video laboratory resources

10.23.3. The overall winning unit may send two cadets, the SASI and the school principal to the Air Force Association's 3-day convention

10.23.4. The winning unit receives a certificate of merit plus a \$1,000 prize (**TBD**)

10.24. Essay Contest (Valley Forge Freedoms Foundation Patriots Award)

10.24.1. Each year cadets are encouraged to prepare a short (500 words or less) essay on a specific topic for entry in a national contest

10.24.2. The overall winner receives a \$100 U.S. Savings bond and an encased George Washington Honor Medal

10.24.3. Runners-up receive the medal and a \$50 bond

10.25 Flag Retirement Ceremony

10.25.1. Cadets plan and coordinate a flag retirement ceremony to respectfully retire any American flag that is no longer serviceable

10.25.2. Program managers must coordinate with school admin, local fire dept, and local veterans organizations

10.25.3. Public Affairs Officer must coordinate with local political figures and media to publicize the event

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Chapter 11

MERIT/DEMERIT PROGRAM (341's)

11.1. Purpose

- 11.1.1. A program used to motivate and train cadets by recognizing their positive achievements (excellence) and/or to identifying areas in need of improvement (discrepancy) thus enhancing self-discipline, Espirit de Corps, and the overall image of the cadet and CO-062
- 11.1.2. Assist in identifying compliance trends in behavior, policy, and procedures
- 11.1.3. Administer appropriate corrective actions on-the-spot for infractions of school or unit rules or policies
- 11.1.4. Assist the SASI/ASI in determining promotions, awards, positions of responsibility and decorations

11.2. Merit/Demerit System Policies and Procedures

- 11.2.1. Provide recognition to cadets based on military appearance, conduct, acceptance of responsibility, and overall performance in other than pure academic areas
- 11.2.2. Applied in all AFJROTC activities and throughout the full school day
- 11.2.3. Merits and demerits are not to replace verbal corrections or praise
- 11.2.4. Utilizes a modified AETC Form 341 to record all acts of Excellence or Discrepancy
- 11.2.5. Depending on the severity of the discrepancy or excellence, various disciplinary actions or accommodations will be given

11.3. Implementation

- 11.3.1. The Cadet Squadron Commander/ Group Commander with the concurrence of the SASI, implements the merit/demerit system and has oversight and corrective action responsibilities
- 11.3.2. The c/First Sergeant is responsible for managing the Merit/Demerit system, tracking 341's, updating flight competition points as they apply to 341's and briefing the Commander on positive or negative trends during staff meetings or upon request

11.4. 341 Lines of Authority (Who can pull a 341?)

- 11.4.1. SASI/ASI
- 11.4.2. Any school administrator, faculty, or staff member of any High School the cadet attends
- 11.4.3. Cadet Officer or NCO (must have equal or higher rank of cadet in question)
- 11.4.4. Cadets placed in a temporary leadership role regardless of rank
- 11.4.5. Any cadet is authorized to pull a 341 by or at the direction of the SASI/ASI
- 11.4.6. Any cadet can recommend a 341 be issued (for excellence or discrepancy)
 - 11.4.6.1. Sound reason or evidence including witnesses (if necessary) should be presented to any person identified as having authority to pull a 341
- 11.4.7. If you pull a 341 you must tell the cadet the reason and assist in correcting the issue whenever possible

11.4.8. Place completed 341's (all information must be filled out on form) in the 341 collection box located in the ASI's room

11.4.9. c/1st Sergeant, c/Sq CC, c/Operations Officer, SASI and ASI are the only personnel authorized to remove 341's from the collection box

11.5. 341 Management

11.5.1. The c/First Sergeant collects and reviews all 341's for completeness, accuracy and repetitiveness then develops a monthly 341 report detailing who received a 341 and why

11.5.2. Report is due to the Sq/CC on the 1st staff meeting of each month

11.5.3. The 341 report is discussed at staff meeting, each 341 is verified or disallowed by concurrence of SASI, ASI, and cadre (exclude any cadre whose name is on one of the 341's)

11.5.4. The c/First Sergeant keeps a record of all merits/demerit point values and updates the Flight Competition board 341 column NLT 2 days after the staff meeting they were reviewed at

11.6. Merit/Demerit General Information

11.6.1. If a cadet receives over 15 demerits during any one quarter within the academic year, the cadet will be issued a warning by the Cadet Commander. If the cadet then receives an additional 10, making his/her total 25 or more, the cadet will be referred to the SASI/ASI for disciplinary action

11.6.2. A second demerit normally is not issued for the same offense on the same day unless there is sufficient reason or cause. Example: Not wearing the flight cap outdoors constitutes one demerit slip. Likewise, if a cadet continues to not wear his or her cap after being presented a merit/demerit slip, cadet must be referred to SASI/ASI for disciplinary action

11.6.3. Merits/demerits may be used by the SASI/ASI as a promotion/demotion or promotion withholding tool

11.6.4. Cadets with more demerits than merits within a quarter are ineligible for promotion testing or field trips at the discretion of the SASI/ASI

11.6.5. When a negative 341 is pulled the violation must be corrected on the spot. Failure to take corrective action will result in disciplinary action by the SASI/ASI

11.6.6. Cadets must carry (3) three up-to-date 341's on their person at all times

11.6.7. When a cadet is asked to give a 341 they should do so without question or hesitation

11.6.8. Failure to voluntarily handover a valid 341 will result in disciplinary action by the SASI/ASI

11.6.9. If a cadet fails to surrender a 341, disrespects the requestor's authority, or attempts to escalate the situation, the requester will walk away and immediately notify the SASI/ASI of the situation

11.6.10. If the situation is safety related the requesting cadet will request assistance from the nearest staff member, administrator or other adult in authority

11.7. Merits (these examples of actions resulting in merits are not all inclusive)

11.7.1. 96th Percentile or higher on PT Test _____ 10

11.7.2. 86th Percentile or higher on PT Test _____ 7

11.7.3. 75th percentile or higher on PT Test _____ 3

11.7.4. Perfect JROTC class attendance for an entire quarter _____ 10

11.7.5. Perfect JROTC class attendance for 15 consecutive class days _____ 5

11.7.6.	Perfect (Score of 100) on uniform inspection_____	5
11.7.7.	IDR Drill Down Winner (conducted at SASI/ASI discretion) _____	5
11.7.8.	Participating in a JROTC Community Service event _____	5
11.7.9.	Participating in a JROTC Extra-curricular activity _____	5
11.7.10.	Participating in a JROTC Fundraising event _____	5
11.7.11.	Participating in activities that enhance CO-062 _____	5
11.7.12.	An A / 3.5+ (90% or >) Grade in AFJROTC for One Semester_____	5
11.7.13.	Scoring over 90 percent on an AFJROTC Promotion Test. _____	2
11.7.14.	Recite one of the following statements in front of class: (one time award)	
11.7.14.1.	The Cadet Honor Code _____	2
11.7.14.2.	The AFJROTC Mission Statement _____	2
11.7.14.3.	AFJROTC Core Values _____	2
11.7.14.4.	National Chain of Command _____	5
11.7.14.5.	Cadet Chain of Command _____	5
11.7.14.6.	Cadet Creed _____	10
11.7.14.7.	Cadet Enlisted ranks from lowest to highest _____	2
11.7.14.8.	Cadet Officer ranks from lowest to highest _____	2
11.7.15.	Demonstrating service to the school or community _____	5
11.7.16.	SASI/ASI discretionary merit _____	1-5

Any action which bring credit upon yourself or CO-062

11.8. Demerits (these examples of actions resulting in demerits are not all inclusive)

11.8.1.	Fighting in uniform or in a JROTC Class (Suspension)_____	20
11.8.2.	Smoking in uniform (Suspension)_____	20
11.8.3.	Disrespect toward the SASI/ASI, a teacher or staff member _____	15
11.8.4.	Unexcused missed uniform wear day _____	5
11.8.5.	Incorrect use of Authority _____	5
11.8.6.	Inappropriate use of language _____	3
11.8.7.	UNEXCUSED Tardy _____	3
11.8.8.	UNEXCUSED Absence _____	3
11.8.9.	Conduct which brings discredit to you or the AFJROTC _____	20
11.8.10.	Insubordination (talking back, being disrespectful,..., ect) _____	20
11.8.11.	Improper wear of uniform _____	5
11.8.12.	Improper hairstyle (hair down, color,...,etc) _____	5
11.8.13.	Test or Quiz below 70% _____	2
11.8.14.	PDA in uniform or during an AFJROTC event _____	5
11.6.15.	Failing to bring Cadet Guide to class _____	1
11.8.16.	SASI/ASI discretionary demerit _____	1-5

Any action which brings discredit upon yourself, your school or to CO-062

11.9. Demerit Consequences

11.9.1 **Multiple** uniform or disciplinary infractions (3 or more per semester) can result in loss of c/rank and position (SASI/ASI Discretion)

11.9.2. Demerit values are doubled for cadet cadre members (Sq CC, Op Off, 1st Sgt, Command Staff, Flt CC's, Flt Sgts, Flt NCOIC's)

11.9.3. After an accumulation of **5** Demerits in a single quarter (regardless of point values) - the cadet will be issued a warning from the Sq CC and/or the 1st Sgt

11.9.4. After an accumulation of **8** Demerits in a single quarter (regardless of point values) will result in a letter of counseling being sent home to parents/guardians

11.9.4.1. If multiple demerits are related to the uniform wear and the SASI/ASI will consider removing the cadet from JROTC for the failure to meet standards

11.9.4.2. Cadet can lose Eligibility for AFJROTC LDR's, Field Trips and Field Day

11.9.5. An Accumulation of 20 Demerits (regardless of point values) will result in a letter of reprimand being sent home to parents/guardians

11.9.5.1. Demotion in cadet rank and loss of leadership role if applicable (reinstatement of rank at SASI's discretion)

11.9.5.2. Potential disenrollment from the AFJROTC Program determined by SASI

EXCELLENCE / DISCREPANCY REPORT		
LAST NAME-FIRST NAME-MI		GRADE C/
ORGANIZATION CO-062	CLASS/FLIGHT	
EXCELLENCE EXHIBITED or DISCREPANCY (Be specific)		
TIME	DATE	PLACE
PRINTED NAME OF REPORTING OFFICIAL		SIGNATURE OF THE REPORTING OFFICIAL

Example of modified AETC Form 341

Fig 11.1

Chapter 12

INDIVIDUAL AND BASIC FLIGHT DRILL

12.1. Air Force JROTC Drill and Ceremonies References

- 12.1.1. AFMAN 36-2203 – Personnel Drill and Ceremonies (V-2627)
- 12.1.2. US Army Training Circular 3-21.5 Drill and Ceremonies (V2629)
- 12.1.3. AFJROTC Inter-service Cross-Index Drill Manual (V-2628)
- 12.1.4. Optional references: SECNAV 5060.22, or USAF Academy Cadet Wing Manual 50-5
- 12.1.5. Cadets must learn and execute all drill requirements associated with their year in AFJROTC. Participation in Drill is mandatory and a learning crucial. Failure to participate in drill may lead to dismissal from the AFJROTC program (SASI's discretion)

12.2. Drill and Ceremony Symbols

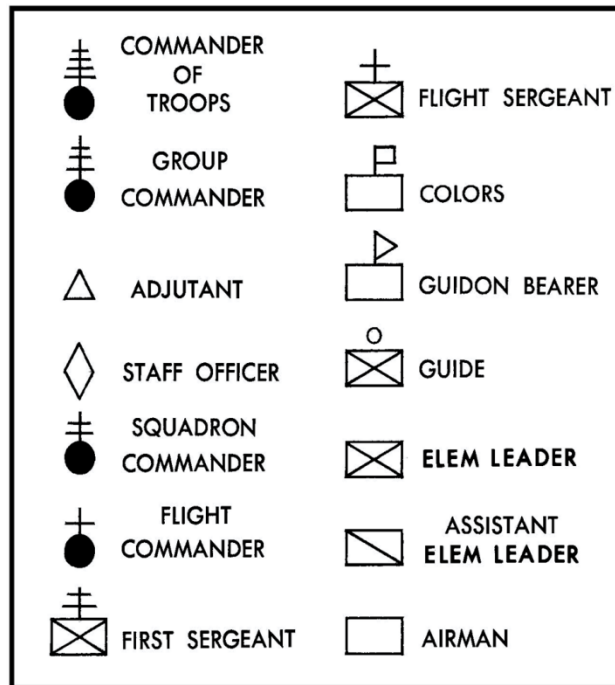


Fig. 12.2.

12.3. Basic Drill Terms

- 12.3.1. **Adjutant** - Ceremonial position held by a junior (officer) of the command staff in reviews and parades
- 12.3.2. **Alignment** - Dress and cover
- 12.3.3. **Base** - The element on which a movement is planned, regulated, or aligned
- 12.3.4. **Cadence** - The uniform step & rhythm in marching (number of steps marched per min)
- 12.3.5. **Cover** - Cadets aligning themselves directly behind the cadet to their immediate front

- 12.3.6. **Depth** - The depth of an individual is considered to be 12 inches. Also, the total space front to rear of any formation
- 12.3.7. **Distance** - The space between cadets, front to rear. The distance is 40 inches measured from your chest to the back of the person in front of you (typically your arm length + 6")
- 12.3.8. **Double Time** - Rate of marching 180 steps (30 inch steps) per minute
- 12.3.9. **Dress** – Cadets aligning themselves with the person on their immediate right
- 12.3.10. **Element** - The basic drill formation; the smallest drill unit, comprised of at least 3, but usually 8 to 12 cadets
- 12.3.11. **File** - a single column of persons placed one behind the other
- 12.3.12. **Flank** - The extreme right or left side of a formation in line or in column
- 12.3.13. **Flight** – A minimum of 2 and a maximum of 4 elements
- 12.3.14. **Front** - The front of a cadet is considered to be 22 inches. Also, the space occupied by a unit measured from flank to flank
- 12.3.15. **Half Step** - Twelve-inch steps measured heel to heel
- 12.3.16. **Interval** - The space between cadets placed side by side. A normal interval is an arm's length. Close interval is 4 inches
- 12.3.17. **Line of March** - A line followed by cadets as they pass in review
- 12.3.18. **Mark Time** - Marching in place at a rate of 100 - 120 steps per minute
- 12.3.19. **Pace** - A step of 24 inches. A full step in quick time
- 12.3.20. **Quick Time** - The marching rate of 100 - 120 steps per min (12 or 24 inches in length)
- 12.3.21. **Rank** - A single line of cadets placed side by side

12.4. Types of Commands

- 12.4.1. **Preparatory Command** – The first part of a command and explains what the movement will be (Personnel do not move during the preparatory command)
- 12.4.1.1. Example: **Forward, MARCH, "Forward"** is the preparatory command
- 12.4.2. **Command of Execution** - Follows the preparatory command and indicates **when** the movement is carried out
- 12.4.2.1. Example: **Right FACE**, the command of execution is "**FACE**"
- 12.4.3. **Combined Commands** – When the preparatory command and the command of execution are combined together
- 12.4.3.1. Examples: **FALL IN, AT EASE, FALL OUT, DISMISSED** and **REST**
- 12.4.4. **Supplementary Commands** - are given when one unit of a formation must execute a movement different from the other units or must execute the same movement at a different time
- 12.4.4.1. Example: **CONTINUE THE MARCH** and **STAND FAST**
- 12.4.5. **Informational Commands** have no preparatory command or command of execution, and they are not supplementary
- 12.4.5.1. Example: **PREPARE FOR INSPECTION** and **DISMISS THE SQUADRON**

12.5. Rules for Commands

- 12.5.1. The leader must always be at the position of attention whenever giving commands
- 12.5.2. The leader must be in step with the formation at all times
- 12.5.3. Use the command “**AS YOU WERE**” to revoke a preparatory command. **Note:** You cannot revoke a command of execution
- 12.5.4. Do not shout the commands; Project your voice using your diaphragm

12.6. Voice Characteristics - A command must be heard and understood by every member of the formation. For best results, Commands must have the following qualities:

- 12.6.1. **Loudness** is the ability to allow everyone to hear without strain to the vocal cords
- 12.6.2. **Projection** is the ability of your voice to reach whatever distance is desired without undue strain
- 12.6.3. **Distinctness** allows everyone in formation to clearly understand voice commands
- 12.6.4. **Inflection** is the ability to change the pitch of the voice
- 12.6.5. **Snap** is that extra quality in a command that demands immediate response

12.7. Cadence is the uniform step and rhythm in marching

- 12.7.1. Flight Commanders / Sergeants call Cadence in sets of two as in 12.7.1.1.
- 12.7.1.1. **HUT, TOOP, THREEP, FOURP; HUT, TOOP, THREEP, FOURP** (wait 8 steps to call again)
- 12.7.2. A Jodie is used to help cadets to stay in step = Count Cadence, COUNT
- 12.7.2.1. Give this command, “Count Cadence, COUNT”, as the left heel strikes the ground
- 12.7.2.2. The next time the left foot strikes the ground, the entire formation counts cadence for eight steps as follows:
- 12.7.2.3. **ONE, TWO, THREE, FOUR; ONE, TWO, THREE, FOUR.**
- 12.7.2.4. Cadets actually say the words as written in 12.7.2.3. rather than using the Command cadence of “Hut Toop Threep Fourp”

12.8. Common Drill Command Components

12.8.1. The following diagram shows preparatory commands and commands of execution for the most common drill maneuvers

<u>MOVEMENT</u>	<u>Preparatory Command</u>	<u>Command of Execution</u>
Attention	Element/Flight/Squadron	Tench-Hut
At Ease	Element/Flight/Squadron	At Ease
Parade Rest	Parade	Hest
Saluting	Present	Harms
Finish Salute	Order	Harms
Align Flight	Dress Right	Dress
Finish Align Flight	Red-Up	Front
Expand Spacing	Open Ranks	Harch
Finish Expand Spacing	Red-Up	Front
Reduce Spacing	Close Ranks	Harch

FACING MOVEMENTS

90° Right turn	Right	Hace
90° Left turn	Left	Hace
180° Turn	About	Hace

COLUMN MOVEMENTS (all cadets follow their element leader through 90° turn)

To the Right 90°	Column Right	Harch
To the Left 90°	Column Left	Harch

FLANKING MOVEMENTS (all cadets make an immediate 90° turn simultaneously)

To the Right 90°	Right Flank	Harch
To the Left 90°	Left Flank	Harch
Reverse Direction	To The Rear	Harch
Move Forward	Forward	Harch
Stop	Element/Flight/Squadron	Halt
March in Place	Mark Time	Harch
Adjust Step	Change Step	Harch

Chapter 13

LEADERSHIP DEVELOPMENT REQUIREMENT TEAMS

13.1. General team requirements

13.1.1. The competitive drill, color guard, cyber patriot, academic bowl and fitness teams are a free, year-long, optional, extracurricular activities for cadets in good standing enrolled in the AFJROTC program

13.1.2. Competitive Team members in good standing compete at competitions throughout the state of CO and surrounding states

13.1.3. Becoming a member of one or more teams requires **commitment**, an ability to learn/perform advanced Military Drill, Color Guard, Cyber Patriot, and physical fitness skill sets

13.1.4. **Being a member of an AFJROTC extra-curricular team is not a right, it is a privilege!**

13.1.5. Team positions are awarded based on; commitment to the team, individual performance and the ability to perform within a team

13.1.6. A very high standard of dress, appearance and conduct must be met and displayed at all times to maintain a position on the teams

13.1.7. Cadets on the drill team who complete the season in good standing are eligible to receive .5 PE credit (see chapter 5.5.)

13.2. LDR Team eligibility criteria

13.2.1. Maintain a “C”/2.5 or higher in **all** classes

13.2.2. 80% or higher overall AFJROTC uniform evaluation score

13.2.3. Attend and participate with a positive attitude in all scheduled practices

13.2.4. No more than (3) three **excused** absences from practice per quarter

13.2.5. No more than (1) one unexcused absence from practice per quarter

13.2.6. No more than (3) three unexcused tardies to practice per quarter

13.2.6.1. Absences from practice must be coordinated with the Team Commander (TC) and or the SASI/ASI **prior** to the scheduled practice

13.2.6.2. Any absence not excused **prior** to practice will be considered a missed practice

13.2.7. Be a cadet in good standing (see 7.6.3.)

13.2.8. No disciplinary actions

13.2.8.1. Letters of counseling/reprimand

13.2.8.2. In/Out of school suspension

13.2.8.3. No more than 3 negative 341’s per quarter

13.2.9. The SASI/ASI is final approval authority for team participation

13.3. Team Composition

13.3.1. Competitive Drill Team – Advanced drill training, team building and competitions throughout Colorado and surrounding states. Season starts in Sept and ends in April. Comprised of the following:

- 13.3.1.1. Unarmed Regulation Drill - generally has (9) nine – (12) twelve team members plus (1) one Commander
 - 13.3.1.1.1. A pre-determined unarmed drill sequence developed by the drill competition host
 - 13.3.1.1.2. Members and TL's display no weapons during this 3-5 minute performance
 - 13.3.1.1.3. Regulation uniforms (Class "A")
 - 13.3.1.1.4. The TL may have a slightly different uniform style to distinguish them from the team
- 13.3.1.2. Armed Regulation Drill - generally has (9) nine – (12) twelve team members plus (1) one Commander
 - 13.3.1.2.1. A pre-determined armed drill sequence developed by the drill competition host
 - 13.3.1.2.2. Members and TL's use 8 lb. drill rifles during this 3-5 minute performance
 - 13.3.1.2.3. Regulation uniforms (Class "A")
 - 13.3.1.2.4. The TL may carry a saber and have a slightly different uniform style to distinguish them from the team
- 13.3.1.3. Unarmed Exhibition Drill - generally has (12) twelve or more team members plus (1) one Commander
 - 13.3.1.3.1. Members and TL's develop their own unarmed sequence
 - 13.3.1.3.2. This is a special category requiring a longer more complicated routine with special emphasis on precision, teamwork, originality, showmanship and complexity (higher risk)
 - 13.3.1.3.3. All movements must be military in nature and professional
 - 13.3.1.3.4. Uniforms must be alike for all team members but may be personalized for your unit
 - 13.3.1.3.5. The TL may carry a saber and have a slightly different uniform style to distinguish them from the team
- 13.3.1.4. Armed Exhibition Drill - generally has (12) twelve or more team members plus (1) one Commander
 - 13.3.1.4.1. Members and TL's develop their own armed drill sequence using the 8 lb. drill rifle
 - 13.3.1.4.2. This is a special category requiring a longer more complicated routine with special emphasis on precision, teamwork, originality, showmanship and complexity (higher risk)
 - 13.3.1.4.3. All movements must be military in nature and professional
 - 13.3.1.4.4. Uniforms must be alike for all team members but may be personalized for your unit
 - 13.3.1.4.5. The TL may carry a saber and have a slightly different uniform style to distinguish them from the team
- 13.3.1.5. Competitive Color Guard Team- typically has (4) four members including the Commander
 - 13.3.1.5.1. A pre-determined Color Guard sequence developed by the drill competition host
 - 13.3.1.5.2. There may be more than one color guard team
 - 13.3.1.5.3. Each team consists of two flag guards and two flag bearers
 - 13.3.1.5.4. Color Guard team commander calls all commands and carries the US flag

- 13.3.1.5.5. Color guard members may wear special uniforms with SASI/ASI approval
- 13.3.1.6. Inspection Team – generally have (9) nine – (12) twelve team members plus (1) one Commander
 - 13.3.1.6.1. This drill discipline requires impeccable dress and appearance, close quarter drill maneuvers, in depth military knowledge and excellent communication skills
 - 13.3.1.6.2. Members must study and memorize key military information, phonetic alphabet, National Chain of Command, knowledge of their home state, cadet/Air Force ranks, and current events
 - 13.3.1.6.3. Regulation uniforms (Class “A”)
 - 13.3.1.6.4. All members will undergo an intense uniform/personal appearance inspection while having their military bearing and communication skills tested by members of the Inspection Team
- 13.3.1.7. Individual and dual armed drill events
 - 13.3.1.7.1. Some drill competitions offer individual and two person armed exhibition drill disciplines
 - 13.3.1.7.2. These events require extreme dedication to develop and perfect outside of the standard drill team practices
- 13.3.1.8. All drill meets offer a “drill down” at the end of the competition to select the top individual driller from all cadets participating
 - 13.3.1.8.1. All cadets form up as one large group in the gymnasium
 - 13.3.1.8.2. A single evaluator will call drill commands and all cadets execute them precisely
 - 13.3.1.8.3. Multiple evaluators will identify any incorrect movements and tap the cadet on the shoulder “Knocking them out” of the competition
 - 13.3.1.8.4. The final person remaining is declared the winner
- 13.3.2. Ceremonial Color Guard Team typically has (4) four – (6) six members including the Commander
 - 13.3.2.1. There will be several ceremonial color guard teams
 - 13.3.2.2. All team members must learn both flag guard and flag bearer skills
 - 13.3.2.3. Teams are scheduled to present the Nations Colors at various events such as:
 - 13.3.2.3.1. Colorado Rockies baseball games
 - 13.3.2.3.2. Denver Veterans Day Parade
 - 13.3.2.3.3. Home football games
 - 13.3.2.3.4. Local Veterans organizations request a presentation of the Colors at many events
 - 13.3.2.3.5. School Board meetings and other school events
 - 13.3.2.3.6. Pep Rallies
 - 13.3.2.4. Cadet’s earn community service points for all Ceremonial Color Guard events
- 13.3.3. Cyber Patriot Team – consists of four (4) to six (6) team members
 - 13.3.3.1. Cadets put their training in securing systems and eliminate malware during the 6 hour competition day
 - 13.3.3.1.1 Vulnerabilities in a system may include malware, unauthorized users, unauthorized applications, etc.

- 13.3.3.2 There will be 2-3 computers running either Windows or Linux
- 13.3.3.2.1 Maximum score for each “Image” or operating system iss 100
- 13.3.3.2.2 Each vulnerability fixed gives a varied amount of points
- 13.3.3.3. Team compete against other JROTC and civilian cyber patriot teams securing their networks and attempting to overcome network security protocols of their opponents (hacking)
- 13.3.3.4. Local winners go on to the regional competition and regional winners compete at the Nationals event in Washington DC (all expenses paid)
- 13.3.4. Fitness Team – Consists of six (6) to eight (8) cadets
- 13.3.4.1. Cadets must meet minimum physical fitness requirements
- 13.3.4.1.1. 30 push-ups in one (1) minute
- 13.3.4.1.2. 40 sit-ups in one (1) minute
- 13.3.4.1.3. Mile run time under seven (7) minutes
- 13.3.4.1.4. 10 pull-ups without stopping
- 13.3.4.1.5. Shuttle run time under 10.5 seconds
- 13.3.4.1.6. V-Sit reach of 6 cm or more
- 13.3.4.2. Members will support the school football team by doing 1 push-up for every point scored at the home football games
- 13.3.5. JROTC Leadership Academic Bowl (JLAB) – Consists of four (4) to six (6) cadets
- 13.3.5.1 Cadets compete in an hour competition on general core subjects such as math, history, reading and writing, current events, and general JROTC knowledge
- 13.3.5.2 Teams will take the pre-test to qualify for the team
- 13.3.5.3 Nationals are held in Washington DC and is only for teams that make it past the first two levels

13.4. Team Commander (TC) responsibilities

- 13.4.1. Develop team rosters
- 13.4.2. Generate, implement, and monitor drill team attendance report
- 13.4.3. Evaluate cadets skill sets in all drill disciplines
- 13.4.4. Schedule of events during competitions routines, behavior, uniforms, uniform accessories, weapons, and other materials. Any disputes or other immediate concerns of any team or team member will initially be addressed to the TC. During practice or competition, any verbal or written orders by the TC are final. Only a clear violation (not perceived violation) will be elevated to the SASI/ASI. Only the SASI/ASI have authority to remove a member from a position of authority or remove a member from a drill team or color guard
- 13.4.5 The TC will always keep the “best interests” of the entire team in mind whenever issuing orders or making recommendations to add or remove a team member
- 13.4.6. The TC will ensure a qualified team member is placed in charge in his or her absence
- 13.4.7. Situations beyond the authority or scope of the TC will be brought to the SASI or ASI

13.5. Team Leaders (TL) - Each competitive team, will have a team leader (TL) appointed by the SASI/ASI. TL's work with the TC on matters and areas as described in paragraph 12.3. All TL's have equal authority

You MUST BE SERIOUS ABOUT AND DEDICATED TO DRILL, It's Your Sport!

13.6. Team Rules and Team Assignment:

13.6.1. All team members are subject to all rules and requirements concerning the team.

13.6.2. Position on a team. Positions on all teams must be earned. No one is automatically placed on any team simply because they have indicated a desire to be on a certain team or were previously assigned to a team. Once a team is formed, all members will remain with that team until the DTC recommends a change or until a member drops or fails to meet standards. The SASI/ASI retains the authority to assign, reassign, and remove team members.

13.6.3. Practices. All team members must regard all practices as mandatory. Failure to attend practice likely will result in the member being dropped from their competitive team.

13.6.4. Attitudes: Practices are no place for attitudes and attitudes will not be permitted to interfere with practice sessions. **Members who cannot check their attitudes at the door will be dropped from the team. A good attitude is essential**

13.7. Standards

13.7.1. Dress and Appearance. Uniforms require special attention. **Never will a team member wear a dirty, wrinkled uniform.** A special emphasis on appearance is required to be a member of the team. Variances from dress standards are inconsistent with team membership and are grounds for removal. Many special and expensive uniform items may be provided to team members; therefore, great care must be taken with the entire uniform. Cleaning costs beyond the means of any team member should be brought to the SASI or ASI. This should never be a reason for a team member not to conform to standards. Failure to comply with uniform standards is grounds for probation and/or removal from competitive drill team. **Image is critical.**

13.7.2. Grooming. Team members set the example for all other cadets. Never will a team member be "out of reg" in regards to grooming and appearance. The preferred men's hairstyle should reflect that of the Air Force Honor Guard or Air Force Academy Color Guard, i.e., super sharp. If the cost of maintaining an acceptable groomed appearance becomes a problem with any member, see the SASI or ASI for assistance. Cost should never be a reason for a team member to not conform to standards. Failure to comply with this standard will be addressed by the DTC and is grounds for probation and/or removal from the competitive drill team. Team members are "on call" for short notice, special occasions and need to be "parade and inspection ready" at all times. **Image is critical.**

13.7.3. Conduct. The utmost in personal behavior and appearance is demanded of team members both in and out of uniform. **Image is critical.**

13.7.4. Grades: All class grades must be "C" / 2.5 or better to participate!

13.8. Practices - Practice makes perfect. Perfection, some say, is an impossible standard. Without practice, achieving a high score will not happen. Therefore, to be a member of the drill team or color guard, **practice is an essential ingredient. Drill shoes are required at practice!**

13.8.1. Work. Come prepared to work at all practice sessions. IT WILL PAY OFF! CO-62 is a very small JROTC unit, perhaps the smallest of all competing units. Historically, CO-62 has held its own against much larger units. Two factors make this so. **First, practice** (rehearsal), and **second, more practice**. Skipping or “blowing off” practice can remove a cadet from competitive drill and color guard teams. This disrupts the entire team and causes unnecessary delays in perfecting a routine

13.8.2. Bad attitudes have no place at practice, in competition or, in AFJROTC. Negative attitudes remove a cadet from competitive drill or color guard teams. Not allowing minor setbacks, criticism or personal feelings or relations to affect team performance is essential. Leave the attitude at home or leave the team! Cadets who disrupt practices are subject to probation or dismissal. **A good attitude is essential**

13.8.3. Participation. If you have what it takes to be part of a competitive drill team, then you have reached a maturity level beyond your peers. Competency will follow any cadet who genuinely strives to be a team member

13.8.4. Qualities of a competitive team member. These are uncompromising qualities no team member is above. These qualities cannot be taught, they must be developed within each cadet

13.8.4.1. Desire - To want to be the best you can---to be a winner. Without desire, good things will not happen

13.8.4.2. Dedication - Means being at all practices and working hard for a common goal---to be a winner

13.8.4.3. Discipline - Not taking constructive criticism personally, rather working harder to improve your individual skills. Working hard for the benefit of all other team members and meeting all team and AFJROTC obligations. Carrying oneself as a member of the team means setting the standard.

13.8.4.4. Concentration - A sometimes difficult but always an achievable element for those willing to try. Being at practice, remaining on task, not being distracted, not horsing around

13.9. Rewards - The payoff for membership on drill or color guard teams is sometimes tangible and sometimes intangible. Talk with members of the drill and color guard teams.

13.11.1. A team member acquires far better self-discipline, followership and leadership qualities. Hence, these are the cadets usually (not always) selected as cadet leaders.

13.11.2. A team member is given the newest and latest uniforms. The image of team members remain a very high priority of CO-62. Special uniform items such as high shine shoes, ceremonial hats and belts, jackets and other items are either issued, subsidized or purchased for team cadets.

13.11.3. Team membership also qualifies a cadet for national and other awards, whereas, a non-member cadet may not meet established decoration criteria.

13.11.4. Camaraderie - Nothing bonds people together greater than a common cause. Drill and color guard teams bring CO-062 cadets together from over six high schools to compete against 10 to 40 other units on the state and regional level. Lasting friendships are often forged among team members. Special activities are planned strictly for team members to further boost team camaraderie and *esprit de corps*.

13.10. Conclusion - The drill team is just that, a TEAM. There is no “I” in TEAM. There is room only for those highly motivated cadets willing to put the needs of the team above self and personal ambition. Cadets not pleased with their assignment to a team or who develop an attitude inconsistent with the good of the team, forfeit their position on the team

Chapter 14

FLAG HONORS AND MILITARY CEREMONIES

14.1. US Flag General Information

- 14.1.1. Public Law 94-344, known as the Federal Flag Code, contains rules for handling and displaying the US Flag
- 14.1.2. The language of the Federal Flag Code makes it clear that the US flag is a living symbol
- 14.1.3. Traditional guidelines call for displaying the flag in public only from sunrise to sunset
- 14.1.4. The flag may be displayed at all times if illuminated during times of darkness
- 14.1.5. The flag should not be subjected to weather damage, so it should not be displayed during rain, snow and wind storms unless it is an all-weather flag
- 14.1.6. The flag should be displayed on or near the main building of public institutions, schools during school days and polling places on election days
- 14.1.7. The flag should be hoisted briskly and lowered ceremoniously
- 14.1.8. The US Flag should be displayed at half-staff on Memorial Day until noon, then raised to full-staff for the remainder of the day
- 14.1.9. The blue portion of the flag is called the Union
- 14.1.10. There are 13 thirteen alternating red and white strips (starts with red on top and finishes with red on bottom) representing the 13 original colonies
- 14.1.11. There are 50 fifty five point stars representing the 50 states

14.2. Flag Etiquette

- 14.2.1. The U. S. flag is never dipped to any person or thing. Only dip the state, organizational or Air Force flag as a gesture of honor
- 14.2.2. Do not permit the flag to touch anything beneath it such as the ground, floor, water, or merchandise, etc
- 14.2.3. Never use as a drapery of any sort
- 14.2.4. Never use as a covering for a ceiling
- 14.2.5. Never use to cover a statue or monument for unveiling
- 14.2.6. Never use as furniture or bed covering
- 14.2.7. Never worn or used as an article of clothing
 - 14.2.7.1. A symbolic representation of the U.S. flag on t-shirts, sweat shirts or neckties, if the symbolic representation does not discredit or dishonor the flag is acceptable
 - 14.2.7.2. A flag patch may be attached to the uniform of patriotic organizations, military personnel, police officers and firefighters
 - 14.2.7.3. May not be used as a costume or athletic uniform
- 14.2.8. Never display the flag with the Union down except as a signal of distress
- 14.2.9. Do not fasten or display it in a way that will allow it to be damaged or soiled

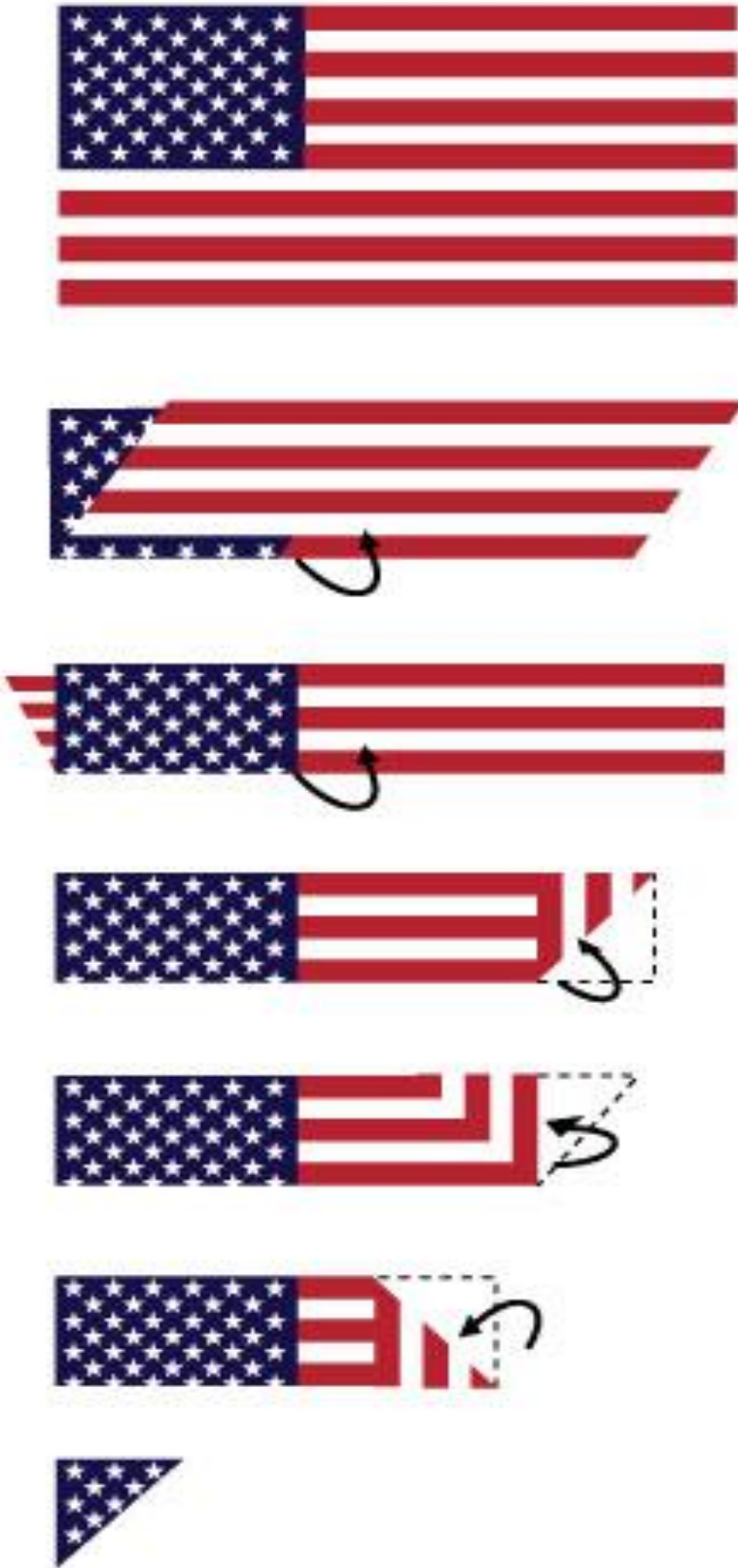
- 14.2.10. Never use it for holding something
- 14.2.11. Never place anything on the flag including letters, insignia, or designs of any kind
- 14.2.12. Do not use the flag for advertising or promotional purposes or print it on napkins, boxes or anything else intended for temporary use and discard

14.3. Showing Respect for the Flag

- 14.3.1. All persons, **when outdoors**, in military uniform must face the flag and salute during the raising and lowering of the flag. (Those in close proximity to the flag or within hearing distance of the national anthem)
- 14.3.2. Upon the first note of the national anthem, **all cadets in uniform** (and not in formation) should stand, face the flag (or the sound of the music if the flag is not visible) and salute. (Only when outdoors)
- 14.3.3. **When not in uniform**, the right hand will be placed across the heart during the playing of the national anthem. If wearing a cap, it will be removed and placed near the left shoulder to allow the right hand to fall across the heart
- 14.3.4. When outdoors and not in uniform, come to attention, do not salute during the playing of the national anthem
- 14.3.5. Flags mounted on stationary flag staffs will not be saluted unless the flag is being raised or lowered and the cadet is in uniform
- 14.3.6. Half-Staff
 - 14.3.6.1. A flag display used when someone of National importance passes away
 - 14.3.6.2. The flag is first raised to the top of the staff then lowered to half-staff position
 - 14.3.6.3. To lower the flag, first raise it to the top of the flag staff then lower as usual
 - 14.3.6.4. The flag at half-staff is only flown from stationary flag staffs

14.4. Care and Disposition of US Flags

- 14.4.1. A torn flag should be professionally mended
- 14.4.2. A badly torn or tattered flag should be retired with dignity, preferable by ceremonious burning
- 14.4.3. The Westminster Elks Lodge have agreed to handle AFJROTC flag disposal



1. Hold the flag at waist level being careful to not let it touch the ground
2. Fold the lower striped section of the flag over the blue field
3. Repeat Fold in half lengthwise again, being careful that the blue field is on the outside
4. As one person holds the flag by the blue field, while another makes a triangle fold starting at the striped end.
5. Continue to make tight triangular folds until the entire Flag is in a triangle
6. Tuck the loose edge of the Flag into the pocket formed by the folds so that only the blue field and white stars are visible
7. When the Flag is completely folded only the blue field should be visible

Fig 14.4.1



When carried in procession with other flags, the U.S. flag should be either on the marching right (the flag's own right) or to the front and center of the flag line. When displayed on a float in a parade, the flag should be hung from a staff or suspended so it falls freely. It should not be draped over a vehicle

Fig 14.4.2



When displayed with another flag against a wall from crossed staffs the U.S. flag should be on its own right (left to a person facing the wall) and its staff should be in the front of the other flags staff

Fig. 14.4.3



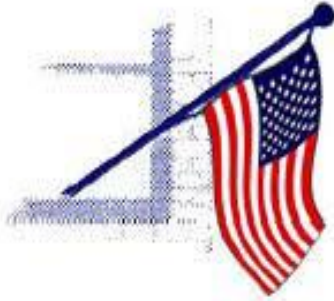
In a group of flags displayed from staffs, the U.S. flag should be at the center and the highest point.

Fig. 14.4.4



When the U.S. flag is displayed other than from a staff, it should be displayed flat, or suspended so that its folds fall free. When displayed over a street, place the Union so it faces North or East, depending on the direction of the street.

Fig. 14.4.5



When the U.S. flag is displayed from a staff projected from a building, the Union of the flag should be placed at the peak of the staff unless the flag is at half staff. When suspended from a rope extending from the building on a pole, the flag should be hoisted out, Union first from the building

Fig. 14.4.6



When the flags of states, cities or organizations are flown on the same staff, the U.S. flag must be at the top (except during church services conducted at sea by Navy chaplains)

Fig. 14.4.7



When other flags are flown from adjacent staffs, the U.S. flag should be hoisted first and lowered last. It must be on the right of other flags and no other flag should stand higher than it. Flags of other nations should be flown from separate staff. International custom dictates the flags of different nations be displayed at the same height in peacetime and be approximately the same size.

Fig. 14.4.8



When displayed flat against the wall on a speaker's platform, the flag should be above and behind the speaker with the Union on the left side as the audience looks at it (again, the flags right)

Fig. 14.4.9



When the flag hangs from a staff in a church or public place, it should appear to the audience on the left, the speaker's right. Any other flags displayed should be placed on the opposite side of the speaker.

Fig. 14.4.10



Whenever the flag is displayed at half-staff, it should be first raised to the top then lowered to half staff. When lowering, first raise the flag to top of the flag staff then lower it completely.

The flag may cover a casket with the Union at the deceased person's head and heart, over the left shoulder. The flag should be removed before the casket is lowered into the grave and should never touch the ground.

Fig. 14.4.11

Chapter 15

GENERAL MILITARY INFORMATION

15.1. Chain of Command ** Memorize prior to 1st quarter promotion test

- | | | |
|----------|---|--------------------|
| 15.1.1. | Commander in Chief | President _____ |
| 15.1.2. | *Vice President | Honorable _____ |
| 15.1.3. | Secretary of Defense | Honorable _____ |
| 15.1.4. | Secretary of the Air Force | Honorable _____ |
| 15.1.5. | *Chairman, Joint Chiefs of Staff | General _____ |
| 15.1.6. | Air Force Chief of Staff | General _____ |
| 15.1.7. | *Chief Master Sergeant of the Air Force | CMSgt _____ |
| 15.1.8. | Commander, Air Education & Training Command | Lt General _____ |
| 15.1.9. | Commander, Air University | Lt General _____ |
| 15.1.10. | Commander, HOLM Center | Brig General _____ |
| 15.1.11. | Director AFJROTC | Colonel _____ |
| 15.1.12. | Senior Aerospace Science Instructor (SASI) | Lt. Colonel _____ |
| 15.1.13. | Aerospace Science Instructor (ASI) | MSgt _____ |
| 15.1.14. | CO-062 c/Squadron Commander | Cadet Major _____ |

*** = Not in direct chain of command**

15.2. Phonetic Alphabet: Used in aviation

15.2.1. Cadets must be able to recite from memory the entire phonetic alphabet while being timed (20 Seconds or Less = Passing Grade)

15.2.2. Phonetic alphabet grading scale in seconds

15.2.2.1. 18 ↓ = 70% 16 ↓ = 80% 14 ↓ = 90% 12 ↓ = 100%

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

Fig. 15.2

15.3. Military or International Time - Using a 24-hour clock is a common practice in many foreign countries, in the world's military services and for international timetables and schedules

MILITARY TIME CONVERSION TABLE

0100 Hours = 1 a.m.	1300 Hours = 1 p.m.
0200 Hours = 2 a.m.	1400 Hours = 2 p.m.
0300 Hours = 3 a.m.	1500 Hours = 3 p.m.
0400 Hours = 4 a.m.	1600 Hours = 4 p.m.
0500 Hours = 5 a.m.	1700 Hours = 5 p.m.
0600 Hours = 6 a.m.	1800 Hours = 6 p.m.
0700 Hours = 7a.m.	1900 Hours = 7 p.m.
0800 Hours = 8 a.m.	2000 Hours = 8 p.m.
0900 Hours = 9 a.m.	2100 Hours = 9 p.m.
1000 Hours = 10 a.m.	2200 Hours = 10 p.m.
1100 Hours = 11 a.m.	2300 Hours = 11 p.m.
1200 Hours = 12 Noon	2400 Hours = 12 Midnight

Fig. 15.3

Chapter 16

CAREER PLANNING

16.1. Concept - High school is the time to begin planning and preparing for lifetime vocations. Start planning “**now**” to better your chances of achieving your life's goals. The following information is provided to assist cadets who may be considering military service as a possible career choice

16.2. Service Academy Appointments

16.2.1. A cadet interested in a service academy appointment must begin preparing as a high school freshman

16.2.2. The SASI will provide information and assistance when requested

16.2.3. Service Academy Preparation

16.2.3.1. Choose the right courses (See your counselor)

16.2.3.2. Get involved in several student and extracurricular activities

16.2.3.3. Gain leadership experience

16.2.3.4. SAT/ACT scores, plus other factors are absolutely essential to be competitive for Service Academy consideration. (Start in the spring of your Sophomore Year)

16.2.2. Service Academy Applications

16.2.2.1. Applications for competitive Congressional or other types of service academy appointments must begin during the junior year

16.2.2.2. Academy appointment information is available through the high school counseling office and the AFJROTC office

16.2.2.3. Service academy liaison officers are available to assist candidates

16.3. ROTC Scholarships

16.3.1. Applications must be completed early in the first semester of the senior year.

16.3.2. It is advisable to submit the application before July 1st, prior to the senior year.

16.3.3. Cadets with high ACT/SAT scores are screened by November 1st for advanced scholarship consideration.

16.3.4. Application forms and information are available in the AFJROTC office

16.4. Joining the Military (Enlisted)

16.4.1. Cadets considering entering military service have many advantages based upon their AFJROTC background

16.4.2. Additional benefits are gained from completing two/three years of AFJROTC.

16.4.2.1 Accelerated promotions

16.4.2.2. Substantial increase in pay

16.4.3. Local recruiters are available to answer your questions

16.5. Armed Services Vocational Aptitude Battery Testing (ASVAB)

16.5.1. The ASVAB test is used for career placement should an individual desire to enter military service.

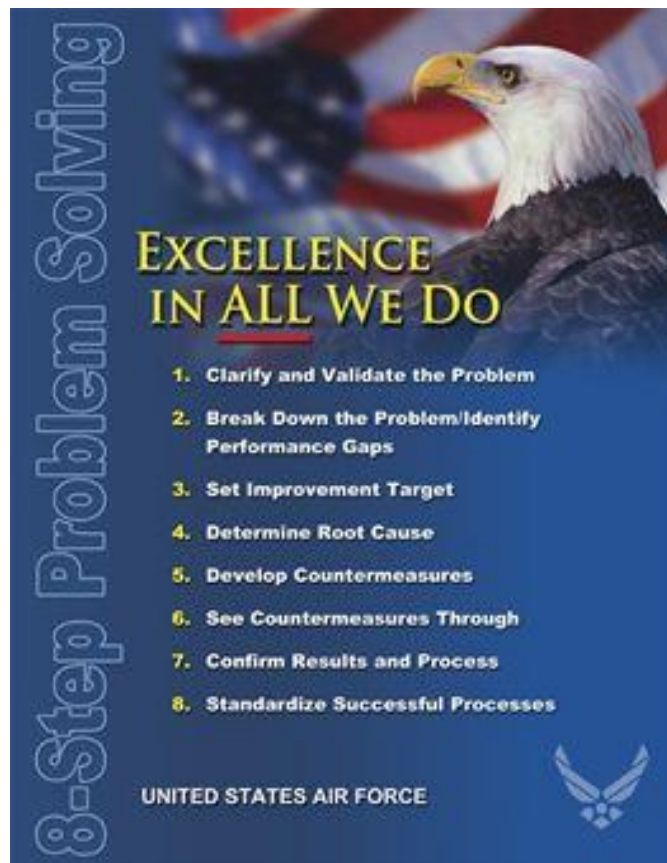
16.5.2. A good measure for helping chose civilian career paths or college majors

16.5.3. It predicts basic aptitudes, skills, abilities and probable success factors in mechanical, electrical, health, administration, and technical and academic areas.

16.5.4. This test is free and attaches no obligation of any kind. **It is usually given once at Westminster HS sometime during the school year!**

16.6. Counselors and Advisors - Your school counselor is always a valuable source of information and guidance in helping you make decisions about your future. Also, the SASI/ASI have years of active military experience to draw upon. Do not hesitate to ask for their advice

**START PLANNING NOW!
IMPLEMENT YOUR PLAN IMMEDIATELY!
YOU CAN DO IT!**



CHAPTER 17

AFJROTC AND CO-062 HISTORY

17.1. AFJROTC History

- 17.1.1. In 1911 U.S Army Lieutenant Edgar R. Steevers founded the first Junior ROTC program in Cheyenne, Wyoming
- 17.1.1.1. Lt Steevers envisioned a non-compulsory cadet corps comprised of high school students
- 17.1.1.2. He also believed that military training could help create better citizens
- 17.1.1.3. His lessons emphasized the advantages of having a strong body, clean mind, the values of self-control, and the importance of community service
- 17.1.2. The National Defense Act of 1916 authorized the U.S Army to formally adopt the JROTC program
- 17.1.2.1. In 1964, the ROTC Vitalization Act directed each military service to establish and maintain Junior ROTC (JROTC) units in secondary schools (High Schools)
- 17.1.2.2. Because of the Vitalization Act of 1964, AFJROTC was born
- 17.1.3. When the Vitalization Act of 1964 was passed there were only 20 Air Force JROTC units. The program has now grown to 899 units worldwide
- 17.1.4. In 1972, admission regulations changed allowing women to join
- 17.1.4.1. Since then, the number of females enrolled in AFJROTC has increased from 9% to over 40% of the cadet corps

17.2. CO-062 Unit History

- 17.2.1. Colorado 62nd Air Force Junior ROTC (CO-062) began in 1971 at the old Westminster High School (now HLHS).
- 17.2.2. Ranum High School also had an active unit which was designated CO-061.
- 17.2.3. The two units combined in 1977 and were designated CO-062 at Westminster HS
- 17.2.4. In the late 70's and early 80's the number of AFJROTC units in Colorado went from 6 down to 2, Hinkley High School in Aurora and our Unit at WHS CO-062
- 17.2.5. Hinkley's AFJROTC eventually expanded to become two units, both of which are still active. These units are Gateway High School (CO-861) and Aurora Central High School (CO-021), both of which are in Aurora.
- 17.2.6. There are now nine (9) AF JROTC programs in Colorado. The newest AFJROTC unit in Colorado is located in Grand Junction
- 17.2.7. Our unit, CO-062, therefore, is the oldest continuing AFJROTC unit in Colorado
- 17.2.8. CO-062 draws students from several high schools in the area including Northglenn, Thornton, Horizon, Legacy, Mountain Range, Arvada, Pomona and Faith Christian.
- 17.2.9. Annual freshmen enrollment averages seventy student cadets with an average total cadet corps enrollment of 150 cadets since October 2010

17.2.10. Since 2001, 6 CO-062 graduates have received an ROTC scholarship or an appointment to the USAF Academy:

- 17.2.10.1. Christopher Strong (2006, AF ROTC – CU Boulder)
- 17.2.10.2. David Gray (2007, USAF Academy)
- 17.2.10.3. Alexander Congram (2009, USAF Academy)
- 17.2.10.4. Victoria Smith (2014, AF ROTC CU Boulder)
- 17.2.10.5. Olivia Gonzales (2015, Navy/Marine ROTC CU Boulder)
- 17.2.10.6. Haley Gonzalez (2017, AF ROTC CSU Fort Collins)
- 17.2.10.7. Conner Gagne (2019, USMA WestPoint New York)
- 17.2.10.8. Ye Cheng Zhou (2019, AF ROTC CU Boulder/Colorado School of Mines)

17.3. Unit Patch - Our current patch was designed in 2003 and revised in 2019 by cadets in the unit. You will note the mountains and blue skies denoting Colorado, Westminster Public Schools District, our Unit number CO-062 and the “Nighthawk” referring to our unit Drill Team and Nickname

17.4. Phone Numbers. SASI/ASI: 303-487-2450



CO-062 UNIT PATCH
Fig 17.3

AIR FORCE SONG

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

"Minds of men fashioned a crate of thunder,
Sent it high into the blue;
Hands of men blasted the world asunder;
How they lived God only knew! (God only knew then!)
Souls of men dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before And bombers galore. Hey!
Nothing'll stop the U.S. Air Force!"

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

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

Fig. 18.1



Fig. 19.1

100m 528ft