

Cadet Group Operations

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

~~This guide establishes FL-954 Air Force Junior Reserve Officer Training Corps (AFJROTC) at Lake Brantley High School (Seminole County Public Schools), 991 Sand Lake Road Altamonte Springs, FL. It provides for leadership education/aerospace science course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, conduct, uniform, personal appearance standards, and the Cadet Corps organization, operation, and extracurricular activities. This guidebook is a supplement to Air Force and HQ AFJROTC directives. This guide presents policies, instructions, and vital information to enable cadets to meet the basic leadership requirements of the AFJROTC program. It should, therefore, be regarded as directive, instructive, and informational in nature.~~

Each new cadet and Cadet Group Staff member should constantly review the Cadet Guide. It will be loaded on-line for all to see. Three hard copies will be maintained at the unit; the staff room, the SASIs office and the ASI(s) office. All students enrolled in Air Force Junior Reserve Officer Training Corps (AFJROTC) and throughout this guide will be referred to as "cadets". Cadets must become knowledgeable of this guide to be successful in AFJROTC. All cadets will read this guidebook, know its location for immediate review and reference, know its contents, and comply with its standards to satisfactorily meet AFJROTC course objectives. The cadet Group Commander will review this handbook at least annually and recommend changes to the SASI/ASI(s). Any approved change must be conveyed to the cadet corps and is the responsibility of each cadet to notate the change or changes.

Local changes in operating policies are subject to change throughout the school year. Items directed from higher authority cannot be revised at this level. The Senior Aerospace Science Instructor (SASI), with the recommendation by the Aerospace Science Instructors (ASIs), retains the right to review, revise, and/or waive policy within his/her responsibility and/or authority.

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DISTRIBUTION:

AFJROTC Instructors
AFJROTC New Cadets (on-line; includes all AS-100s)
AFJROTC Cadet Group Staff
Classroom Sets

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Legal & Regulatory Basis:

Public Law 88-647, Chapter 101. *The Reserve Officer Training Corps Vitalization Act of October 13, 1964* is the authority to operate Air Force JROTC programs in high schools throughout the world.

United States Code (U.S.C.), Title 10, Sections 2031-2033, *Junior RESERVE Officers’ Training*.

Department of Defense Instruction (DoDI) 1205.13, *Junior Reserve Officers’ Training Corp (JROTC) Program*.

Air Force Instruction (AFI) 36-2010, *Junior Reserve Officer's Training Corps (JROTC) Program*, outlines the responsibilities of personnel active in the Air Force Junior Reserve Officer Training Corps.

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and the AFJROTC Cadet Guide prescribe guidance on wear of the uniform.

Army Field Manual 22-5, *Drill and Ceremonies* and Air Force Manual 36-2203, *Drill and Ceremonies*.

AFJROTC Instruction (AFJROTCI) 36-2001, *Air Force Junior Reserve Officer Training Corps*, sets policies and assigns responsibilities for planning and executing the Air Force Junior Reserve Officer Training Corps.

AFJROTCI 36-2002, *Air Force Junior ROTC Instructor Management*, provides guidance for management of the Air Force Junior Reserve Officer Training Corps (AFJROTC) instructor corps. It regulates the operation, administration, and effectiveness of the program and unit for contractual compliance, cost, and performance.

Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center) publications.

The Air Force Junior ROTC Operational Supplement is designed to provide a guide for AFJROTC operations. It provides an overview of AFJROTC programs and extracurricular activities.

Chapter 1

AIR FORCE JUNIOR ROTC

SECTION A – CONCEPTS

- 1.1. Mission.** "Develop citizens of character dedicated to serving their nation and community."
- 1.2. Goals.** "To instill in students in United States secondary educational institutions the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment."
- 1.3. Objectives.** "To educate and train high school cadets in citizenship; promote community service; instill responsibility, character, self-discipline; and provide instruction in fundamentals of air and space science."
- 1.4. Group Goals.** HQ AFJROTC requires a minimum of six organizational goals that support the mission.
- 1.4.1. They are divided into three broad categories: two goals are related to the cadet corps itself, two related to the school, and two related to the local community. One of the cadet goals will be related to the quest for academic excellence within the cadet corps itself. One of the school goals will address recruiting and retention of cadets in the unit. One of the community goals will be oriented to providing service and getting cadets involved in service related programs.
- 1.4.2. Unit goals will be cadet-inspired, not instructor-directed.

SECTION B – CORE VALUES

- 1.5. Core Values.** AFJROTC is a citizenship program designed to prepare students for life's challenges through concentration on three Core Values. These core values are the basis for self-discipline that will allow us to achieve our mission and goals.
- 1.5.1. Integrity First. Integrity is the willingness to do what is right, even when no one is looking. It is the "moral compass" - our inner voice, the voice of self-control and the basis for trust.
- 1.5.2. Service Before Self. "Service" refers to our duties, and "before self" tells us that professional duties take precedence over personal desires.
- 1.5.3. Excellence In All We Do. Excellence doesn't mean just good enough. It means doing your best.

SECTION C – HONOR CODE AND CODE OF CONDUCT

- 1.6. Cadet Honor Code.** *"I will not lie, cheat, or steal, nor tolerate among us anyone who does."*
- 1.7. Code of Conduct.** Cadets will:
- 1.7.1. Respect their parents, school officials and staff, teachers, and community leaders.
- 1.7.2. Refrain from any act or derogatory word(s) or acts which would discredit their family, school, corps, or themselves. Vulgar conduct and language is not socially acceptable, hinders communication, and discredits the speaker. This conduct is not permitted while wearing the uniform of the US Air Force.
- 1.7.3. Dedicate themselves to succeed in academics, athletics, extracurricular activities, and work.
- 1.7.4. Perform all assigned duties and meet all obligations in a timely manner.
- 1.7.5. Maintain self-respect, self-control, and good behavior.
- 1.7.6. Be honest and understand that honorable failure is better than success through unfair means.
- 1.7.7. Be proud of their uniform and the commitment to AFJROTC that sets them apart from others.
- 1.7.8. Be an exemplary role model with high standards of conduct.
- 1.7.9. Respect other cadets and follow the directions of senior cadet officers.
- 1.7.10. Place the good of the corps ahead of personal gain.
- 1.7.11. Report violation of rules and policies adverse to AFJROTC Honor Code and Code of Conduct.

Chapter 2

ENROLLMENT, CURRICULUM, AND CADET CORPS

SECTION A – ENROLLMENT

2.1. Enrollment. Membership in AFJROTC is a privilege. To continue, cadets must attend and actively succeed in a course of Aerospace Science and be physically able to participate. AFJROTC is a citizenship program, not a recruiting program. AFJROTC cadets are, however, set apart to a higher calling; a standard of excellence, integrity, and honor. All activities and actions must bring credit and honor to the parties above, which our unit represents. This includes wearing the uniform properly, showing respect for authority, cooperating in a spirit of service, and any number of other similar activities and events. If in the course of AFJROTC activities, a question arises as to whether or not an action or activity will bring discredit, dishonor, or disfavor to the parties mentioned above, consult your AFJROTC Instructor. This may include the proper course of action to take, discipline matters, and protocol or procedures.

2.2. Disenrollment. Students may be disenrolled for the following: Inaptitude or indifference to training, disciplinary reasons, disrespect to the United States of America or the American flag, fighting, dishonesty, failure to maintain acceptable standards including behavior in AFJROTC or other LBHS classes, failure to maintain personal appearance and uniform standards, failure to comply with classroom rules and procedures, or to maintain self-control, trend of receiving a "D" or lower in AFJROTC or multiple failures in other LBHS classes, and/or request by SCPS, LBHS Administration and/or Guidance, parent, or cadet.

SECTION B – CURRICULUM

2.3. Instructor Staff.

2.3.1. The Senior Aerospace Science Instructor (SASI) has overall responsibility for the program. This includes enrollment, curriculum, and cadet corps. The SASI is a retired officer of the US Air Force.

2.3.2. The Aerospace Science Instructors (ASIs) assist the SASI in managing and administering the program. The ASIs are retired senior non-commissioned officers (SNCOs) of the US Air Force.

2.4. AFJROTC Curriculum:

2.4.1. AFJROTC is a 3- or 4-year Aerospace Science (AS) program offered to high school students in grades 9-12. The curriculum must contain a contact time blend of 40% Aerospace Science (AS) material, 40% Leadership Education (LE) material, and 20% Wellness (or Physical Training - PT) components. A syllabus is prepared and provided to each cadet for each AS level course.

2.4.2. Our curriculum is designed for each Aerospace Science level. AS-100 will be taken by all first year cadets. Our curriculum then rotates to ensure maximum participation for all cadets. The current schedule for 2nd, 3rd and 4th year cadets is AS-300 (SY2016), AS-200 (SY2017), AS-400 (SY2018).

2.4.3. Guest speakers include College admissions or education specialists, subject matter experts, and military recruiters. No incentives are awarded to a cadet for choosing to enlist, except those benefits provided by the respective service. Instructors are not compensated for cadets who enlist.

2.4.4. Field trips are scheduled to enhance cadets' knowledge of aviation and to promote service to others. We visit local military bases, air museums, and simulators, in addition to participate in competitions.

2.4.5. Classes are structured around responsibility, mutual respect, integrity, and self-discipline. In addition to learning about civilian and military aviation, AFJROTC teaches students about core values, citizenship, and civic responsibility. The major benefits from successful completion of our program are 3- and 4-year AFROTC college scholarships, qualifying to enlist in any military service at a higher rank, and every student displaying leadership and positive behavior above their contemporaries.

2.4.6. Cadets receive one credit for one full year in an AFJROTC Course. You should not receive a ½ credit in AFJROTC. You must complete both semesters successfully to receive the one full credit. AFJROTC courses can fulfill other requirements. Cadets can waive/substitute a course requirement for graduation as follows:

2.4.6.1 **JROTC/Performing Fine Arts/Physical Education:** Completion of two years in a ROTC class, a significant component of which is drills, shall satisfy the one credit requirement in physical education (not Personal Fitness) **and** the one credit requirement in performing arts. This waiver/substitution applies to the Physical Education graduation requirement (not Personal Fitness) and Performing Fine Arts.

2.4.6.2 **JROTC/Physical Education:** A grade of “C” or better in a ROTC class, a significant component of which is drills, shall satisfy the ½ credit requirement in physical education. This may not be used to satisfy the Personal Fitness requirement or the requirement for adapted physical education under an IEP or 504 Plan. This waiver/substitution applies to the Physical Education graduation requirement but not Personal Fitness.

2.4.6.3 **JROTC/Physical Science:** Upon completion of the JROTC Naval Science program, including Naval Science I, II, and III, or the JROTC Aerospace Science program including Aerospace Science I, II, and III, students may substitute on a curriculum equivalency basis, one JROTC credit for Physical Science to satisfy one of the three science requirements needed for graduation. This waiver/substitution applies to the Science graduation requirement.

2.4.6.4 **JROTC/Marine Science:** Upon completion of the JROTC Maritime Science program (Air Force, Coast Guard, or Navy), including Maritime Science I, II, III, and IV, students may substitute on a curriculum equivalency basis, one JROTC credit for Maritime Science I to satisfy one of the three science requirements needed for graduation. This waiver/substitution applies to the Science graduation requirement.

2.4.7. **College Credit.** There are college credits available for leadership and history courses completed by high school students enrolled in the JROTC Leadership programs. This program allows students to achieve a head start on their college credits, and validates our belief that JROTC is a "world-class" academic leadership program worthy of higher education accreditation. RTG & Associates, Inc. facilitates this process with Adams State University, Colorado. All the credits are transferrable from Adams State University to Seminole State College.

2.4.7.1 Administrative information is located at:

<http://www.leadershipcredit.info/docBase/Cadet%20Bulletin%20Boards.pptx>.

For course info see this link: <http://www.leadershipcredit.info/jrotc-leadership-credits/>.

Review course info on the left side of the page or on the Adams State University website:

http://www.adams.edu/extended_studies/undergrad/rtg.php.

JROTC Cadets must individually register on-line at:

<https://www.leadershipcredit.info/enroll/start.php?plD=19>.

2.4.7.2 Registration takes less than eight minutes and is completed the same day for all students who pay ASU with a credit or debit card. Standard tuition rate is \$60 per credit.

2.4.7.3 A cadet can earn 20 - 23 credit hours in the four years of AFJROTC.

FRESHMAN YEAR: LEAD 130 Health, Wellness, and PT	- 2 Credit Hours
FRESHMAN YEAR: LEAD 124 Character Education	- 2 Credit Hours
SOPHOMORE YEAR: LEAD 138 Community Service-Learning	- 2 Credit Hours
SOPHOMORE YEAR: LEAD 122 Personal Financial Management	- 2 Credit Hours
JUNIOR YEAR: LEAD 136 Basic Leadership Experience	- 3 Credit Hours
JUNIOR YEAR: LEAD 132 Cultural and Global Studies	- 3 Credit Hours
SENIOR YEAR: LEAD 128 American Defense Policies	- 3 Credit Hours
SENIOR YEAR: HGP 179 Citizenship	- 3 Credit Hours
HS History Dept. American History & its Veterans, 1890 - Today	- 3 Credit Hours

2.4.8. Community Service. While serving the school, community, and each other in AFJROTC, cadets will find it easy to get all the service credits required for Bright Futures and other scholarships, employment applications, resumes, military academies, scouting, youth leadership groups, etc.

2.4.9. Drill and Ceremonies is offered as a part of the Leadership Education phase of a given course. If a cadet participates in Drill Team activities after school, they must also be enrolled in an AS/LE course to be counted as part of the unit’s AFJROTC enrollment. The Drill and Ceremonies course may also be taught as a stand-alone course and must not detract from the overall AFJROTC program.

2.4.10. Cadet Health and Wellness (Physical Training) Program. This curriculum is administered to all classes of all AS levels. It involves physical and academic training to inspire cadets to lead active lifestyles and set healthy eating habits. More information can be found in 2.6.4. and Chapter 3.

2.5. Assessments.

2.5.1. Assessments. Cadets may be assessed in a variety of ways. Standard written assessments are one example. Practical demonstrations and/or performance of learned skills, oral (verbal) assessments, and project management are other examples of how assessments may be applied to measure achievement.

2.5.2. Grade Expectations. A cadet receives the grade they earn. The interest, dedication, and work a cadet puts forth almost always results in a commensurate grade. Instructors are here to help.

2.6. Grading Criteria. Aerospace Science Instructors use a weighted grading system and assign a letter grade using the school’s grading scale:

90 – 100 = A	80 – 89 = B	70 – 79 = C	60 – 69 = D	0 – 59 = F
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2.6.1. **Academics – 20%.** Academic grades are determined by academic discussions, quizzes/tests, homework assignments, oral/written assignments, class participation, behavior, attitude, and attendance.

2.6.1.1. When absent, cadets must make up assignments within **2** school days of their return.

2.6.1.2. The instructors will not remind you. Ensure you ask your class leaders or members about work missed. **If you are absent on an academic day, YOU PROBABLY HAVE HOMEWORK!!!**

2.6.2. **Leadership Training – 20%.** These grades are determined by application of leadership information given in class, in assigned duties, team sports, teambuilding activities, and overall participation in the AFJROTC program. Most opportunities are performed as a class, flight, or squadron; therefore, it may not be possible to make up the opportunity lost due to being absent. In addition, performance in corps duties, class, special projects and assignments, attendance, practicing the values and standards taught; as well as, attitudes and behaviors displayed are also factored into this grade.

2.6.2.1. Drill and Ceremonies. Drill and Ceremony grades are determined by continued improvement during weekly drill practice and evaluations. All new cadets regardless of the AS level are expected to practice at home to hone their individual drill skills. More information can be found in Chapter 8.

2.6.2.2. Cadets are evaluated on drill knowledge and proficiency. Cadets will participate in drill activities unless there is a valid (temporary) medical excuse. It is the cadet's responsibility to notify the SASI/ASI of their limitations with participation in drill. A note from a parent or guardian is also acceptable.

2.6.3. **Uniform Wear – 40%**. Determined by weekly uniform inspections and bearing (See Chapter 7).

2.6.4. **Cadet Health and Wellness Program (CH&WP) and Physical Training (PT) – 20%**. This program is designed to teach healthy eating and exercise habits, practice them, and inspire the cadets to establish this routine in their daily lives. Cadets are graded on their participation, attitude towards physical fitness, and their steady progress in achieving the standards set for this program. In addition, their attitude, behavior, and teambuilding spirit in team sports and physical activities makes up a part of this grade. More information can be found in Chapter 3.

2.6.5. Parents/guardians may be notified by phone, e-mail, or letter of any grade or behavior concerns.

2.7. Discipline System. A discipline system is executed by the cadet staff with oversight by instructors. Letters of counseling (LOC), letters of admonition (LOA), and letters of reprimand (LOR) may be awarded for or against the individual cadet. Individual LOCs, LOAs, or LORs affect his/her grade in AFJROTC. LOCs, LOAs, and LORs may be issued by the SASI, ASI, or the cadet senior staff. LOCs, LOAs, or LORs received by cadets may impact their standings for positions, rank, ribbons, awards and decorations, course participation and leadership assessments, or advancement or disenrollment from AFJROTC.

2.8. Curriculum-in-Action (CIA) Policy. CIA trips are an educational extension of the classroom.

2.8.1. Only cadets in **good standing** will be given the opportunity to participate in CIA field trips.

2.8.2. Unless otherwise instructed, cadets wear the AFJROTC uniform (correctly) or do not participate.

2.8.3. Cadet officers and senior NCOs take charge of other cadets and will help oversee cadet behavior.

2.8.4. Each cadet must have a completed permission slip signed by all teachers and parent/guardian.

2.8.5. Attendance on AFJROTC CIA trips is **not** mandatory for every cadet.

2.9. Certificates of Completion and Training. Cadets must successfully pass the class and be actively involved in the full AFJROTC program. The SASI certifies to the armed services that the cadet has earned and deserves training credit. A cadet must possess this certificate when enrolling in college ROTC or when enlisting in the armed services to receive appropriate training credit.

2.9.1. Certificate of Completion (AFJROTC Form 310). Presented to a cadet (as needed) in good standing who has successfully completed at least three years of AFJROTC.

2.9.2. Certificate of Training (AF Form 1256). Presented to a cadet (as needed) in good standing who successfully completes two years of AFJROTC.

2.10. Career Concepts. The following information is provided to assist the cadet in evaluating his/her aptitudes, interests, and personal career motivations.

2.10.1. Service Academy Appointments. Undergraduate training of officers for the US Armed Forces.

2.10.2. AFJROTC (AFROTC) Scholarships. Program has two different types and durations. Cadets can receive a 3- or 4- year college scholarship. They include full or partial tuition, fees, textbook allowance, and a monthly tax-free allowance during the academic year. Successful completion of college degree requirements and the college ROTC program warrants an active duty commission in the United States Air Force as a second lieutenant. In addition to strong academics, students must demonstrate excellent leadership ability, be active in community service, and be physically fit.

2.10.3. Service Enlistments. Cadets considering entering military service have many of the credentials based upon their AFJROTC experiences. Additional benefits are gained from at least two years of AFJROTC, such as advancement to a higher rank (more pay) and better chances for being chosen for leadership positions. Local recruiting offices of the Services will be pleased to answer cadet questions.

2.10.4. Armed Services Vocational Aptitude Battery Testing. This test predicts basic aptitudes, skills, abilities and probable success factors in mechanical, electrical, administrative, and technical specialty areas. The service is free and has no obligation of any sort. The test is used for military qualification and career field placement. It is customary that all Juniors in AFJROTC are administered the ASVAB.

SECTION C – CADET CORPS

2.11. Cadet Organization. This unit has been designated an Air Force JROTC Group. It was the fourth (4) AFJROTC unit established in Florida (FL) in 1995. Our shortened unit designation is **FL-954**.

2.12. Cadet Organizational Chart. The group staff organizational chart shows the line of cadet authority. The SASI may elect at any time to vary from the cadet organizational chart, as needed. (See Figure 2.1.).

2.13. Chain of Command. Defines lines of authority and communication. Each cadet will know their chain of command and the names of the people assigned to the positions contained on their Chain of Command handout. Cadets should use the chain for business concerning uniform wear, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and rules and procedures.

2.14. Cadet Command and Support Responsibilities. Responsibilities and duties increase with rank. Cadets are selected for positions of authority based on their potential and/or demonstrated performance. Instructors select the cadet corps commander. Subordinate commanders and key staff members required by the organizational structure of the unit may be recommended by the corps commander. Each cadet is expected to be capable of assuming the responsibilities and duties of the positions to which promoted or appointed.

2.15. Cadet Command and Support Positions.

2.15.1. Cadets are appointed by the SASI/ASIs based on the "whole-person" concept, with recommendation from the corps commander. Factors include those that demonstrate a potential to serve in higher rank and position—participation, leadership, maturity, attitude, drill, grades, and dedication.

2.15.2. Assignment to a leadership position does not automatically include granting a higher rank.

2.15.3. Suspension or removal from a position of authority will be known/authorized by the SASI only.

2.15.4. Cadets are expected to be capable of assuming the duties and responsibilities of the positions to which appointed or promoted. They are not limited to those listed in this guide.

2.16. General Job Descriptions. All staff performs “other duties assigned” by commanders and SASI/ASIs.

2.16.1. Inspector General (GP/IG). The Inspector General is supervised by the SASI/ASIs. He/She is not in the cadet corps chain of command and assists the SASI/ASIs concerning unit inspections, instruction guidance, cadet actions, and personnel matters. The duties of the Inspector General will consist of aiding in the resolution of cadet matters relative to Cadet Corps activities, regulation compliance, and matters of dispute within the Cadet Corps that cannot be resolved within the Chain of Command. He/She serves as the primary officer for standardization, quality control, HQs and self-assessments, and this cadet guide. The IG spot checks compliance with all regulations, established procedures, and policies and submits discrepancy reports on unfavorable trends/recommendations.

2.16.2. Group Commander (GP/CC). The Cadet Group Commander is supervised by the SASI/ASIs. He/She exercises command and control of the entire cadet group utilizing his/her staff officers and subordinate commanders. The Group Commander is responsible for the grooming and appearance, discipline, efficiency, training, esprit de corps, and conduct of the Group; and supervises all the activities of his/her staff. This authority may be delegated to the Deputy Group Commander, however, **RESPONSIBILITY CANNOT BE DELEGATED.** The Group Commander establishes committees by assigning cadets, outlining duties, establishing target dates, and monitoring progress at regular intervals. He/She submits recommendations for promotions and leadership position changes to the SASI/ASIs. The SASI is the final authority for actions. **NO PROMOTIONS, DEMOTIONS, OR LEADERSHIP POSITION CHANGES WILL BE ACCOMPLISHED WITHOUT SASI APPROVAL.** Additionally, the Group Commander coordinates all Group activities with the SASI/ASIs, and keeps them apprised of **ALL** activities within or having an effect on the Group (school and non-school related activities). The Group Commander conducts Staff Meeting to ensure the Group is fully informed of all issues, activities, and upcoming events. He/She also establishes and reports Group goals and their impact to HQs via WINGS.

2.16.3. Deputy Group Commander (GP/CD). The Deputy Group Commander is supervised by the Group Commander. He/She assumes command in the absence of the Group Commander; assists the Group Commander as directed and keeps him/her informed of all activities; presides over Cadet Review Boards as required; prepares an agenda for periodic staff meetings, ensures that each level of command is complying with AFJROTC and Group policies and procedures; supervises staff and support functions to ensure coordination of all plans, policies, and procedures, including this guide; informs commander of all Group activities; primary liaison and spokesperson for publications/media activities.

2.16.3.1. Executive Officer (GP/CXO). Supervised by the Deputy Group Commander. Acts as liaison between the Cadet Corps and Group staff. Conducts periodic executive officer meetings for inputs to commanders. Ensures flight and squadron first sergeants carry out assigned duties and responsibilities. Monitors cadet progress toward achieving goals. Coordinates activities related to participation in local, state, and national contests on AFJROTC related subjects. Coordinates activities related to participation in military parades and ceremonies. Obtains, greets, and shows appreciation for guest speakers, VIPs, and dignitaries. Organizes, generates agendas, and conducts organizational staff meetings, as directed. Informs Group commander, Public Affairs officer, Group staff, and SASI/ASIs on protocol activities.

2.16.3.2. Chaplain (GP/CCH). Supervised by the Deputy Group Commander. Maintains guide of religious information and provides spiritual guidance to cadets, if requested. Updates staff on spiritual issue(s) that impact the corps, school, or local community. Prepares non-denominational prayers for all major group, school, or community activities and events. Prepares daily devotional and inspirational thoughts and/or verses. Coordinates and ensures cards are sent to cadets and faculty impacted by positive/negative events.

2.16.3.3. **Command Chief Master Sergeant (GP/CMS).** Supervised by the Deputy Group Commander. Advises commander concerning enlisted cadets' morale, welfare, discipline, and training. Coordinates with executive officers and speaks to unit on enlisted concerns. Provides recommendations to the Group/Deputy Group Commander based on inputs from enlisted cadets and acts as liaison between the Corps and the Group Staff. Advises the Commander on all enlisted personnel/behavior problems within the Corps and suggests possible solutions. Enforces the proper wear of the uniform by all cadets. Ensures that enlisted cadets have the opportunity to develop leadership skills according to their individual abilities. Prepares the drill area for all drill practices, drill meets, parades, and other ceremonies. Forms all parades and other activities related to drill and ceremonies. Supervises cadets on campus before school begins, during breaks, lunch, and after school to ensure cadets are abiding by the professional standards of conduct expected of Air Force members.

2.16.3.4. **Operations Squadron Commander (OP/CC).** Supervised by the Deputy Group Commander. The Operations Squadron Commander commands and controls their assigned squadron, using staff, and subordinate commanders. Establishes and enforces appearance, discipline, training, and conduct standards. Keeps Deputy Group Commander informed of squadron activities and event participation, as required. Responsible for ensuring the corps is an active, operational organization in school and in the community. Assists instructors in organizing field trips, staff visits, and other cadet events and activities.

2.16.3.4.1. **Flight Commander (OP/CF).** Supervised by the Operations Squadron Commander. Enforces flight discipline, dress and appearance, training, instruction, and teamwork. Instructs the flight, inspects cadet uniforms, judges competitive activities, and recommends promotions/demotions when requested by the SASI/ASIs. Takes attendance, prepares the flight for instruction, and reports in for the flight. Leads the flight in all formations. Maintains good order and discipline within the flight at all times. Trains the Flight Sergeant and Element Leaders to take over as Flight Commander in his/her absence. Submits recommendations for promotions and leadership position changes for all cadets assigned to his/her flight. Advises squadron commander of flight concerns. Ensures flight members are involved in community service and extra-curricular activities. Reviews flight binder and announcements and represents the flight at all staff meetings. This responsibility cannot be delegated without prior approval of the SASI/ASIs.

2.16.3.4.2. **Flight Sergeant (OP/SF).** Supervised by the Flight Commander and Operations Squadron Commander. Takes control of the class in the absence of the Flight Commander and SASI/ASIs. Prepares the flight for inspection. Aids inspection of cadet uniforms, judges competitive activities, and recommends promotion/demotion when requested by the SASI/ASIs. Assists the Flight Commander in training cadets to properly execute all drill movements in accordance with AF Manual 36-2203, *Drill and Ceremonies*. Trains the Element Leaders to assume the duties of Flight Sergeant in his/her absence.

2.16.3.5. **Logistics Squadron Commander (LG/CC).** Supervised by the Deputy Group Commander. The Logistics Squadron Commander commands and controls their assigned squadron, using staff, and subordinate commanders. Assists Unit Logistics ASI in accountability of uniform items, supplies, and equipment. Organizes and supervises the maintenance, repair, and cleaning of facilities and equipment. Manages activity of logistics team and provides guidance to the cadet staff on resources discipline. On an ongoing and daily basis, assists the Logistics ASI in accomplishing the inventory, issue, receipt, cleaning, ordering, and turn-in of uniforms. Assists the Logistics ASI in maintaining supply and logistical records. Provides guidance to the group on supply procedures. Ensures cleanliness and orderliness of the logistics room and ensures that only authorized cadets have access to the logistics/supply room or any supply item. Ensures that an adequate supply of all expendable uniform items are readily available for issue to cadets.

2.16.3.5.1. **Deputy Logistics Commander (LG/CD)**. Supervised by the Logistics Squadron Commander. Assists the Logistics Squadron Commander and forwards supply requirements to commanders to support corps operations. Accomplishes uniform and accountable equipment actions. Maintains a neat and efficient cadet supply area and ensures cleanliness of logistics area. Ensures proper maintenance of administration and personnel files relative to uniform issue/turn-in. Assists Logistics ASI in obtaining costs and sources to meet supply requirements and prioritize purchases and obligations.

2.16.3.6. **Support Squadron Commander (SP/CC)**. Supervised by the Deputy Group Commander. The Support Squadron Commander commands and controls their assigned squadron, using staff, and subordinate commanders. Provides vital support to the Group with Mission Support and Services. Supervises all the Support Squadron functions (Color/Honor Guard, Drill Team, Special Projects, Recruiting, Civil Engineering and Safety, Information Management, Personnel, Public Affairs, MWR, and History).

2.16.3.6.1. **Color/Honor Guard Commander (SP/CCG)**. Supervised by the Support Squadron Commander. Supervises, manages, leads, and conducts training for the Color Guard/Honor Guard Teams. Prepares for presentation of the colors and performances at a variety of school-related and community functions, sporting events, national conventions, and other venues. Prepares teams for performance at Regulation and Exhibition Color Guard competitions.

2.16.3.6.2. **Drill Team/Rifle Team Commander (SP/CDT)**. Supervised by the Support Squadron Commander. Supervises, manages, leads, and conducts training for the Armed/Unarmed Drill Teams. Prepares for performances at a variety of school-related and community functions, sporting events, national conventions, and other venues. Prepares teams for performance at Regulation and Exhibition Drill Team competitions.

2.16.3.6.3. **Saber Team Commander (SP/CST)**. Supervised by the Support Squadron Commander. Supervises, manages, leads, and conducts training for the Saber Teams. Prepares for performances at a variety of school-related and community functions, sporting events, national conventions, and other venues.

2.16.3.6.4. **Orienteering Team Commander (SP/COT)**. Supervised by the Support Squadron Commander. Supervises, manages, leads, and conducts training for the Orienteering Teams. Prepares for performances at a variety of school-related and community functions, sporting events, and other venues. Prepares teams for performance at Regulation and Exhibition Orienteering Team competitions.

2.16.3.6.5. **Special Projects Officer (SP/CSP)**. Supervised by the Support Squadron Commander. Supervises, controls, coordinates, and manages the planning aspect of all unit projects and activities. This includes the organizing or administering of any co-curricular activity such as open house, parking details, homecoming parade, and blood drives, just to mention a few. Assists the Group Staff and the SASI/ASIs in planning, organizing, and coordinating fund-raiser ideas and money making activities. Prepares budget estimates to include amounts for field trips, base visits, transportation, equipment and supplies, military balls, picnics, etc. Some projects will require close coordination with other staff officers. **ALL MONIES, FISCAL ACTIVITIES, AND COLLECTIONS OF MONIES ARE HANDLED & CONTROLLED BY THE SASI/ASIs.**

2.16.3.6.6. **Recruiting Officer (SP/RG)**. Supervised by the Support Squadron Commander. Devises a recruiting plan that explains the AFJROTC program sufficiently to attract non-members to join. The contents of the plan are left to the discretion of the recruiting officer; however, involvement in all school activities is one place to start. Events such as 8th Grade Parent Night and AP Night are excellent opportunities for recruiting potential cadets into the program. The recruiting officer is responsible for planning,

coordinating, and executing recruiting events. He/She sets up tables and exhibits which will draw attention to the positive aspects of the AFJROTC program. The recruiting officer will work closely with the Middle School ROTC Commander and accompany the SASI/ASIs on recruiting trips to middle schools. Activities must be scheduled and participants trained. Some of our cadets have served as judges at Middle School competitions, which draws attention to our program. In order to succeed in this position, one must be totally devoted to the Corps and have an extremely positive attitude.

2.16.3.6.7. **Civil Engineering and Safety Officer (SP/RG).** Supervised by the Support Squadron Commander. Safely maintains the AFJROTC facilities and grounds. Ensures the cleanliness and orderliness of the classroom, grounds, cadet area, and SASI/ASIs offices. Aligns chairs, desks, and other furniture in the classroom and staff area. Ensures that furniture and equipment is safe, adequate, clean, and in good repair. Designs engineering changes to facilities and equipment to better enhance unit efficiency. Ensuring “Safety is Paramount” by conducting Safety briefings and ensuring all corps activities are conducted safely. Performs monthly inspections and informs group commander, SASI/ASIs, and staff of safety issues/hazards. Ensures members are briefed on Safety on an “as-needed” basis or as directed by SASI/ASIs. Reports safety violations immediately to the group commander and SASI/ASIs.

2.16.3.6.8. **Information Officer (SP/IM).** Supervised by the Support Squadron Commander. Generates duty rosters of cadets selected to participate in community and school community service activities. Administers community service points system. Tracks and records community service points in WINGS. Seeks out, plans, organizes, and executes corps community service projects for those in need or requested. Maintains the internal distribution system (mailboxes) and ensures that only official AFJROTC official materials are stored in these boxes. Maintains an adequate supply of required forms.

2.16.3.6.9. **Personnel Officer (SP/PL).** Supervised by the Support Squadron Commander. Generates all flight folder documentation for class administration, attendance, inspection activities, etc. Prepares and maintains all administrative files for the Group. Ensures after action reports, continuity folders, and community service rosters are generated. Coordinates, tracks, and records appropriate records and data into WINGS. Prepares, drafts, and maintains Special Orders for all promotions, demotions, and leadership position changes. Drafts and maintains orders regarding personnel actions for all promotions, demotions, and leadership position changes. Ensures that the Organizational Chart and Chain of Command listings are posted and current. Ensures that each cadet in good standing is issued an AFJROTC Identification Card.

2.16.3.6.10. **Public Affairs Officer (SP/PA).** Supervised by the Support Squadron Commander. Coordinates all publicity concerning the unit and its members with the group commander and SASI. Coordinates with the school paper and yearbook staff to ensure that AFJROTC cadets and activities receive adequate publicity. All articles submitted must be approved by the SASI/ASIs. Publishes an AFJROTC Newsletter after the final draft has been proofread and approved by the Support Squadron Commander and SASI/ASIs. Maintains and updates the unit website.

2.16.3.6.11. **Kitty Hawk Honor Air Society Commander (SP/CKH).** Supervised by the Support Squadron Commander. Acts as focal point for organizing all Kitty Hawk meetings, functions, and special projects. Members must maintain a 3.0 GPA. Establishes sub-committees to oversee planning and implementation of activities and events. Maintains attendance and after action reports for all Kitty Hawk activities. Publicizes cadet activities in corps, school, and community via Public Affairs.

2.16.3.6.12. **Historian (SP/HS).** Supervised by the Support Squadron Commander. Takes or arranges for photos/video as required to document all AFJROTC activities and events. Maintains historical record of unit with scrapbooks, photo album, bulletin boards, and cadet guide. Works closely with Public Affairs to accumulate photographs, articles, tapes, etc. of significant events relative to FL-954 for archive purposes.

2.17. Unit Manning Document (UMD). The UMD sets forth the cadet staff positions required to perform all Group actions, functions, and responsibilities. Establishes rank structure for each position. (See Figure 2.2.)

2.18. Staff Meetings. Commanders will conduct regular meetings to determine the status of on-going corps projects and activities, disseminate information, receive progress reports, and present recommendations.

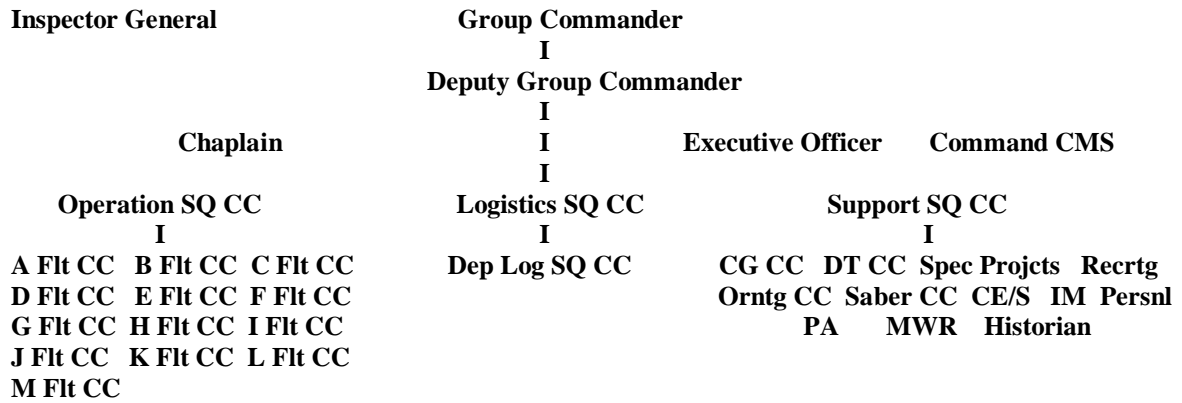
2.18.1. Group Staff meetings generally convene on Tuesdays. These can be held once a week, or on an as needed schedule. As a minimum, meetings should be held at least once a month

2.18.2. All staff officers and/or their NCOs will be required to attend. Any absence should be coordinated with the commander prior to the meeting. If the staff officer cannot attend, it is his/her responsibility to have their NCO attend or find an alternate to attend in their stead. Failure to attend, notify, or provide an alternate may result in removal from leadership positions.

2.18.3. Meeting minutes will be generated within three duty (school) days following any meeting.

2.19. Reserve Cadet. A Reserve Cadet is a student who either completed the entire AFJROTC Academic Program or is in a traditional schedule unit where the cadet cannot participate in the AFJROTC academic program for that particular year. A student must have been a cadet for at least one academic year prior to being considered a Reserve Cadet. Students meeting this criteria may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, color guard, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year.

Figure 2.1. FL-954 Cadet Group Staff Organizational Chart



UNIT MANNING DOCUMENT

<u>Function</u>	<u>Position Title</u>	<u>Maximum Grade</u>	<u>Authorized</u>
	Inspector General	Cadet Col	1
Command	Group Commander	Cadet Col	1
	Deputy Group Commander	Cadet Lt Col	1
	Executive Officer	Cadet Maj	1
	Chaplain	Cadet Maj	1
	Command Chief Master Sgt	Cadet CMS	1
Operations Squadron	Operations Squadron Commander	Cadet Maj	1
	Flight Commanders	Cadet Capt	12
	Flight Sergeants	Cadet MSgt	12
	Element Leader	Cadet TSgt	48
	Guidon Bearer	Cadet SSgt	12
Logistics Squadron	Logistics Squadron Commander	Cadet Maj	1
	Deputy Logistics Squadron CC	Cadet Capt	1
	NCOIC	Cadet SMSgt	1
Support Squadron	Support Squadron Commander	Cadet Maj	1
	NCOIC	Cadet SMSgt	1
	Color/ Honor Guard Commander	Cadet Capt	1
	Drill Team Commander	Cadet Capt	1
	Saber Team Commander	Cadet Capt	1
	Orienteering Commander	Cadet Capt	1
	Special Projects Officer	Cadet Capt	1
	Recruiting Officer	Cadet Capt	1
	Civil Engineering/Safety Officer	Cadet Capt	1
	Information Management Officer	Cadet Capt	1
	Personnel Officer	Cadet Capt	1
	Public Affairs Officer	Cadet Capt	1
	Morale, Welfare, Rec Officer	Cadet Capt	1
Historian	Cadet Capt	1	

Figure 2.2. FL-954 Unit Manning Document (UMD)

UNIT MANNING DOCUMENT (cont.)

*	–	Team Captains of competition teams will maintain current or permanent rank, whichever is higher. They may receive temporary promotion if recommended by their respective Team Commander for exceptional leadership performance; approved by Director of Staff.
**	–	Element Leaders maintain current or permanent rank, whichever is higher. They may receive temporary promotion if recommended by their respective Flight Commander or Class Leader for exceptional leadership performance; approved by Squadron Commander.
***	–	Flight Representatives or Staff Assistants (if assigned) will maintain current or permanent rank, whichever is higher. They may receive temporary promotion to one rank above their permanent grade if recommended by their respective Staff Officer or Flight Commander for exceptional leadership performance; approved by Group or Squadron Commander.
NOTE 1	–	All Officers start out as Second Lieutenants. If previously served as an Officer, may wear previous rank or be promoted directly to rank according to position. They are promoted by their respective commander based on leadership performance and potential.
NOTE 2	–	When in formation, Class Leaders will perform as Flight Commanders.

Figure 2.2. FL-954 Unit Manning Document (UMD)

Chapter 3

CADET HEALTH AND WELLNESS PROGRAM

3.1. General. Although AFJROTC does not have mandatory cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness training program. Cadets enrolling in a college ROTC program, service academy, or those enlisting in a military service, will have to attain and maintain minimum weight and physical fitness standards. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your adulthood. If you are physically fit, you will perform better in school and in all other activities. This program may be interchangeable with Physical Training (PT) in other areas or contexts.

3.1.1. Physical Fitness Activities. Cadets will be led in wellness activities normally held on Fridays. During the year, physical fitness is a part of field days, squadron, and other social events, competitions, and activities.

3.1.2. Medical Evaluation. It is always advisable to consult your physician prior to initiating any regimented exercise program. Each cadet must have a letter on file, signed by the parent/guardian, giving approval for their cadet to participate in this program and provide a medical history that may impact their level of participation.

3.1.3. The Wellness component consists of short lessons every other week on healthy foods, eating habits, reading health labels on store products, and various exercises to target the muscle groups, etc.

3.2. Policy. The Cadet Health and Wellness (Physical Training) Program is administered to all AS levels. It involves physical and academic training to inspire cadets to lead active lifestyles and set healthy eating habits.

3.2.1. The Cadet Health and Wellness Program (CH&WP) utilizes the Presidential Fitness Test as its assessment tool. The Youth Physical Fitness Program includes five activities that measure muscular strength and endurance, cardiorespiratory endurance, speed, agility, and flexibility. They include: Curl-ups (or partial curl-ups), Shuttle run, Endurance run/walk, Pull-ups (or right angle push-ups or flexed-arm hang), and V-sit reach (or sit and reach). The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS.

3.2.2. By recommendation of the President's Council on Fitness, Sports and Nutrition (PCFSN), cadets are fitness tested at least twice a year, in the fall and spring. Testing is part of a complete physical education program that includes instruction on a variety of physical activities that keep students active during class time and reinforce the various components of physical fitness.

3.2.3. Physical Fitness Program Awards are available through the President's Council on Fitness, Sports and Nutrition. They include:

3.2.3.1. The Presidential Physical Fitness Award. This award recognizes youth who achieve an outstanding level of physical fitness. Boys and girls who score at or above the 85th percentile of qualifying standards on all five activities are eligible for this award.

3.2.3.2. The National Physical Fitness Award. This award is for those who score at or above the 50th percentile on all five activities, but fall below the 85th percentile in one or more of the events. This demonstrates a basic, yet challenging, level of physical fitness.

3.2.3.3. The Participant Physical Fitness Award. Those whose scores fall below the 50th percentile on one or more activities receive this award for taking part in the Physical Fitness Test.

3.2.4. The Health & Wellness Ribbon will be awarded by the SASI for active participation in the Cadet Health and Wellness (physical fitness) Program. All cadets must also have completed the activities and requirements of the Presidential Physical Fitness Program to receive the Health & Wellness Ribbon.

3.2.4.1. The Bronze Star device will be awarded and worn on the ribbon to any cadet scoring in the 75-84 percentiles in the Presidential Physical Fitness Program.

3.2.4.2. If a cadet earns a percentile score of 85-95 they will wear a Silver Star on the ribbon.

3.2.4.3. If they receive a 96-100 percent they will wear the Gold Star on the ribbon.

Chapter 4

CADET STANDARDS AND RESPONSIBILITIES

4.1. Command and Supervisory Responsibilities. Cadet leaders have the responsibility to maintain good order, discipline, and morale within the unit. They are expected to uphold and enforce standards. Cadet Officers and SNCOs may be held accountable for failing to act to correct inappropriate acts or identify improper relationships.

SECTION A – UNIFORM RESPONSIBILITY AND ACCOUNTABILITY

4.2. Cadet Uniforms. Each cadet is issued a complete official U.S. Air Force uniform. Cadets must safeguard and keep all uniform items, nametags, badges, ribbons, insignia, and other devices clean, neat, and in good condition.

4.3. Uniform Requirement. It is agreed upon by SCPS and HQ AFJROTC that all cadets must wear the uniform.

4.3.2. Wearing the uniform within standards an entire day meets a crucial objective; cadets must meet standards to successfully pass AFJROTC. No partial uniform wear is allowed. (See Chapter 7 for grooming standards).

4.3.2.1. Cadets choosing to wear the uniform out of standards will receive a warning. On the second warning, the parent/guardian may be contacted. Next, a parent/teacher conference may be scheduled, the uniform may be returned, and the cadet receives a failing grade for the grading period/semester. Finally, cadets may be removed.

4.3.2.2. Cadets wearing the uniform with repeated weekly discrepancies or found out of standards at any time during the school day may receive a reduced grade to 50 percent on their final inspection grade, if there were not already other demerits received during the inspection. (See Chapter 4 for standards).

4.3.3. Not wearing the uniform on a regular basis (75% of all inspections) will result in a failing grade.

4.4. Uniform Wear. Uniform day is each **WEDNESDAY** unless otherwise directed by the SASI/ASI.

4.4.1. Cadets will wear the uniform from the first bell to the last bell dismissing students for the school day.

4.4.2. Excusal from wear must be in advance by SASI/ASI. A cadet may not excuse another cadet from wear.

4.4.3. If granted to wear the uniform other than Wednesday, it will still be worn the entire school day.

4.4.4. If a cadet must depart school before the assigned AFJROTC class period, with an excused absence, they must report to an instructor before departing campus for the appropriate uniform inspection.

4.4.5. No parent/guardian can excuse a cadet from uniform wear. If permitted, it will be under extreme circumstances and/or the cadet may still not receive an inspection grade for that period of assessment.

4.4.6. Allowances to make up a missed uniform wear and inspection are usually not permitted unless the cadet has a verified excused absence on uniform wear day and/or prior arrangements were made with an instructor.

4.4.7. The uniform must be worn within the school week before or after an excused absence or illness and at least before the next inspection. The cadet will lose 11 points (at least one letter grade) per day until made-up.

4.5. Uniform and Equipment Accountability. Uniforms are on loan to cadets and are the property of the U.S. Government. When a cadet is issued a uniform, they and their parent/guardian will sign a Uniform Hand Receipt. Cadets will also sign for books and course materials issued to them on a locally developed receipt showing quantity and control number. Each item then becomes the temporary property of the cadet, who is responsible for its care.

4.5.1. Using masking tape, cadets should place their name inside their flight cap and loose outer garments.

4.5.2. Cadets will turn in any found uniform items to Logistics or an AFJROTC instructor. Unidentified uniform items will be returned to the shelf and the cadet will be responsible for replacement or cost value.

4.5.3. Cadets will report and return all uniform items that become worn or otherwise unserviceable. If a uniform item does not fit properly, return it promptly for replacement. Items unserviceable due to “normal wear and tear,” will be replaced at no cost. Damage due to cadet negligence or cleaning requirement is cadets’ expense.

4.6. Uniform Maintenance Guidelines. Dry cleaning, laundering, and routine uniform maintenance are the responsibility of the cadet and/or parent/guardian. Any alteration to a uniform, must be authorized by the SASI/ASI.

4.6.1. Cadets will be issued one complete, clean uniform with all accessories, insignia, and nametag(s).

4.6.2. General rules to follow: (DD) Dark (D) items, except socks, are Dry (D) cleaned only; (LL) Light (L) items, and socks can be Laundered (L). The uniform must be available and in inspection order at all times.

4.6.3. Not being cleaned is not a valid academic excuse for not wearing it on the designated uniform day.

4.6.4. PT gear will be laundered and should be in good condition on PT days and for community service events.

4.7. Uniform turn-in. Cadets must 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.

4.7.1. Uniforms must be returned in a professionally dry cleaned condition, otherwise payment must be made.

4.7.2. Shoes, socks, undershirts, PT gear, and all earned or purchased items and/or accouterments are retained by cadets. Nametags, ribbon racks, badges, cords, specialty headgear, and rank are returned at the end of a cadet’s career.

4.7.3. Accountability will be established for each cadet. Each cadet must return all items within two weeks of their withdrawal or pre-graduation from AFJROTC. Otherwise, an "obligation" will be placed on cadet’s record.

4.8. Uniform Damage. Damage beyond “normal wear and tear,” as well as lost uniform items, must be paid for by the cadet or the cadet’s parent/guardian at current replacement cost. This includes coats, shirts, or blouses with stains, including "ring-around-the-collar" which cannot be removed. The SASI/ASI may authorize an item substitution.

4.9. Military Bearing and Behavior. Cadets must wear the uniform properly, conduct themselves with dignity, and exercise personal discipline. In/out of uniform, cadets are held to a higher standard of conduct than others.

SECTION B – PROFESSIONAL RELATIONSHIP POLICY

4.10. Developing Professional Relationships.

4.10.1. General. Professional relationships are essential to the effective operation of all organizations, both military and civilian. While personal relationships between cadets are normally matters of individual choice and judgment, these relationships become matters of concern when they adversely affect or have the potential to adversely affect the Lake Brantley High School AFJROTC program by eroding morale, good order, discipline, respect for authority, unit cohesion, and/or mission accomplishment.

4.10.2. Professional relationships are those relationships that contribute to the effective operation of the Cadet Corps. Lake Brantley AFJROTC encourages each cadet to communicate freely with each other and those placed in a position of leadership over them regarding behavior, performance, duties, and missions.

4.11. General Guidelines. Experience has shown certain kinds of personal relationships present a high risk of becoming unprofessional, especially when circumstances change.

4.11.1. Because senior cadets normally exercise authority or influence over the duties of more junior cadets, the risk a relationship will be, or will be perceived to be, unprofessional exists. There is also a danger that subordinates may become offended by a friend telling them "what to do." Members must conduct themselves in a manner that separates the working- from the social-relationship in order to meet the mission and unit goals.

4.11.2. Dating, courting, and close friendships between cadets (even if same gender), are subject to the same policy considerations as are other relationships. No form of unprofessional behavior will be tolerated.

4.11.3. Senior cadets in a relationship bear *primary responsibility* for maintaining professionalism. Leadership requires the maturity and judgment to avoid relationships that negatively impact morale and discipline.

4.11.4. Corrective action should be *least severe* to terminate the unprofessional aspect of the relationship.

4.12. Harassment, Discrimination, or Unfair Treatment. Cadets who feel they are being harassed, discriminated against, or receiving unfair treatment should report immediately to the SASI/ASI, a teacher, counselor, or class-level dean or principal. This includes bullying, cyber-bullying, or any behavior adverse to good morale and discipline.

4.13. Hazing / Physical or Verbal Discipline. Hazing is defined as, "the practice of directing someone of lesser rank to perform a humiliating action, which entails the surrender of dignity and self-respect, or a hazardous action which exposes one to physical injury or bodily harm." The SASI will deal punitively with any cadet who uses their position and/or rank to cause behavior, physical or verbal, that is threatening, demeaning, retaliatory, dangerous, containing prejudice, and/or is sexual in nature. Physical actions used as a reprimand or punishment are not tolerated. These include, but are not limited to; pushups, laps, shoving, pulling, or verbal abuse. **Any type of physical, mental, or sexual abuse and punishment are strictly prohibited.**

4.14. Public Display of Affection (PDA). PDA refers to the physical demonstration of affection for another person while in the view of others. PDA is inappropriate as it violates a long-standing custom of the service. Indiscriminate displays of affection detract from the professional image and dignity the Air Force intends to project to the public.

4.14.1. PDA includes, but is not limited to, holding hands (except a child's), arm-in-arm, embracing/hugging, kissing, making-out, petting, caressing, and/or sitting on another's lap. Includes contact between same genders.

4.14.2. Brief displays of affection, a modest kiss or embrace, is permitted in situations as commonly accepted etiquette. A single, closed mouth kiss or on a cheek is permitted as a gesture of a cadet's greeting/departure.

4.15. Unwanted or Uninvited Touching and Aggression. At no time should a cadet touch another cadet without consent. Striking, threatening, or other acts of violence violate SCPS rules and will be dealt with by authorities.

4.15.1. If a cadet needs to touch another, the cadet should be specific and ask, "**Permission to touch...?**" If granted, then it is permissible to touch the cadet only to review or correct the problem specified, (i.e. uniform).

SECTION C – CLASSROOM RULES AND PROCEDURES

4.16. Classroom Rules. Cadets will abide by class rules provided by their instructor and in their course syllabus.

4.17. Classroom Procedures (all courses).

4.17.1. Headgear will be removed before entering indoors, unless armed or otherwise specified by SASI/ASI.

4.17.2. No bandanas or "colors", clothing, or materials displaying profane language, racist or sexist overtones, or depicting tobacco or alcohol products will be worn/displayed in school or at any AFJROTC activity.

4.17.3. Electronic devices are not permitted in classrooms, unless authorized. They will be **off** and out of sight.

- 4.17.3.1. SCPS, LBHS, and AFJROTC assume no responsibility or liability for lost/stolen personal property.
- 4.17.3.2. Wearing audio devices while in uniform is not permitted, to include ear phones or visible ear "buds" over the ears or around the neck. Otherwise, they should be kept in your locker, backpack, or purse.
- 4.17.4. In classrooms, all cadets will face forward and maintain proper posture. No cadet will be permitted to place their head on the desk or lay on their student materials, i.e. books, backpack, etc., (unless authorized).
- 4.17.5. Cadets will show respect at all times. Instructors will be addressed by their **rank** or as "**Sir/Ma'am**." This is extended to all visitors, staff and faculty, other cadets, and military personnel, regardless of service.
- 4.17.6. Cadet rank must **never** be confused with military rank. If a potential for misunderstanding exists, ROTC rank must be preceded by the term "Cadet." In writing, always use cadet rank, i.e. C/SSgt, C/Lt Col, etc.
- 4.17.7. When a higher ranking officials or distinguished visitor enters a classroom for the first time, calling a room to attention demonstrates respect. The first cadet to notice or ANY cadet may call the room to attention.
- 4.17.7.1. In a loud, clear voice, the command is, "**Room, ATTENTION (Tench-hut)**." Cadets will rise to attention and remain until the person entering says, "**At Ease**", "**As You Were**", "**Carry-on**", etc.
- 4.17.7.2. The exception is when an instructor or person of an equivalent rank (or higher) is already in the room.
- 4.17.7.3. Training will **NOT** be interrupted by calling the room to attention, (unless previously specified).
- 4.17.8. Food and beverages are not permitted in AFJROTC classrooms, unless specified by an instructor. Exception: Bottled water is permitted and replenishment drinks are permitted during physical fitness training.
- 4.17.9. Cadets ordinarily will not be permitted to answer a text or use their personal cell- or office phone. There are extreme situations when a cadet may be excused to do so, but the SASI/ASI will be notified in advance.
- 4.17.10. When directed by or when the ASI/SASI is unable to do so, answer a phone in the AFJROTC classroom or office by saying, "**Air Force Junior ROTC, Cadet (your name) speaking, may I help you?**"

SECTION D – STANDARDS OF CONDUCT

- 4.18. Cadet Etiquette.** Define as "the customary rules of conduct or behavior in polite society." Our civilized society operates smoother when all members practice proper etiquette and good manners. "Treat Others as You Want to Be Treated," is a good axiom to live by. Cadets should say, "**Please**", "**Thank You**", "**Your Welcome**".
- 4.19. Commitments.** Cadets are expected to complete all obligations on time. If a cadet agrees to participate in an event or be part of a project, he or she is expected to "show up" and see it through to the end and to their best ability.
- 4.20. Position of Honor.** This courtesy began centuries ago. The right side (sword bearing side) or right of battle line became the position of honor, assumed by great warriors and leaders.
- 4.20.1. A cadet should walk or sit on the LEFT side of a member who assumes the position of honor on the RIGHT, while in/out of uniform. This privilege will be afforded a senior cadet officer while in uniform.
- 4.20.2. The position of honor also applies to displaying the U.S. flag. (See Chapter 14).
- 4.21. Rank Has Its Privileges (RHIP).** This personal admiration is a voluntary tribute to another, cadet-service does not demand. But the service does demand respect for authority by unflinching courtesy to people who exercise it. The privileges of rank do not include the privilege of abuse of position, but are well worth striving for and attaining.
- 4.22. Saluting.** A traditional greeting between military personnel, respect to senior officer's, or just saying "Hello."

4.22.1. When in uniform and outdoors, the salute will be rendered to senior ranking uniformed commissioned, warrant, and cadet officers (of any service). This is especially important when on CIA trips and/or off-campus.

4.22.2. A salute will be rendered when outdoors, while in uniform, during the playing of the National Anthem.

4.22.3. The salute will ONLY be rendered inside when reporting in or when receiving an award.

4.22.4. Cadets should develop a habit of carrying objects with left hand and/or on left shoulder or shoulders.

4.23. Reporting Procedures. Cadets will have occasions to be summoned or report to an instructor or senior cadet.

4.23.1. Knock **ONLY** once (assertively) and wait to be acknowledged before entering the office or room.

4.23.2. Take most direct route, execute facing movements, and stop approximately 2 steps in front of desk.

4.23.3. If summoned, invited, or told to report, salute and say, "**Cadet** (your last name) **reports as ordered.**"

4.23.4. If voluntarily reporting for other reasons, salute and say, "**Cadet** (your last name) **reports.**"

4.23.5. Hold your salute until it is returned and remain at attention until told to do otherwise.

4.23.6. At the conclusion of all matters, verify by asking, "**Is that all?**" or advising, "**That is all.**"

4.23.7. When dismissed, come to attention, salute, hold till returned, execute facing movements, and exit.

4.23.8. When reporting to ASIs or NCOs, do not salute, and use "...**reports as directed**" or "...**reports.**"

4.24. Training Devices. Sabers and drill rifles will not be removed from LBHS except for sanctioned drill meets or approved events by SASI/ASI. These must be locked in the Arms Room when not in use.

4.25. Cadet Standards Enforcement. Senior cadets have authority over junior cadets in all matters, but will not be abused. They are authorized to and should take charge of and direct subordinates in the performance of training.

4.25.1. They will judiciously enforce military discipline at all times and will never demean, belittle, harass or use obscene language or physical force. In addition, physical punishment, (i.e. push-ups, running, hazing, eating, etc.), will not be used by any member at any time for discipline. On-the-spot corrections are encouraged.

4.25.2. Proven abuse by a cadet officer's or NCO's authority will result in disciplinary action. This does not prevent a junior cadet from responsibly and tactfully correcting a senior cadet, during appropriate occasions.

4.25.3. The chain of command will be strictly enforced. All attempts to settle disputes of conflicts with a superior, senior officer, or instructor must be made with that individual first. If not resolved, the cadet must inform them of their decision to address the concern to the next person in the chain of command.

4.25.4. Leaders may assign cadets to special training or additional duty. They will also assign a supervisor. If an offending cadet refuses to participate, they will be referred to the SASI/ASI and removal will likely result.

4.26. SASI/ASI open door policy. SASI/ASIs are here to listen, but are not certified SCPS Social Workers or Counselors, (there are professionals on campus for that). The SASI/ASI will refer you to the appropriate office.

4.26.1. Instructors' offices will be respected as private and professional settings, and for the use by the SASI and ASI only! It is not a social club or meeting place for cadets to just "hang -out" and discuss their "issues."

4.26.2. All personal items left in classroom/offices may be appropriated, pitched, or turned into lost and found.

Chapter 5

PROMOTIONS, RANK, AND DEMOTIONS

5.1. Promotion Consideration:

5.1.1. Rank and Positions. All ranks/grades mentioned below and in this guide are cadet ranks (unless noted otherwise). Cadet rank authorization is described in the Unit Manning Document (UMD). (See Chapter 2).

5.1.2. Objectives. The cadet promotion system promotes cadets to permanent grades commensurate with the number of years of successful completion of AFJROTC, promotes cadets to temporary grades to fill cadet jobs, and promotes exceptional performers. The cadet job assignment system places cadets in leadership positions where they can demonstrate and refine their leadership skills.

5.1.2.1. Promotions and assignments are based on the "whole-person" concept. This includes leadership performance, management, and excellence in academics, conduct, teamwork, cooperation, uniform wear/appearance, AFJROTC, school, and community involvement. Doing well in only one area is unacceptable.

5.1.3. Responsibilities. The SASI has final authority over all cadet promotion policy and actions. The incoming and outgoing cadet group commanders may submit staff position recommendations to the SASI/ASIs.

5.2. Types of AFJROTC Cadet Rank. (See Attachment 1).

5.2.1. **Permanent Rank.** All cadets are assigned a permanent rank (grade) commensurate with the number of AFJROTC years satisfactorily completed. Permanent ranks may be awarded during the second semester of each year. Retention of permanent grades is contingent upon satisfactory performance and behavior.

- First year (AS-100) – Cadet Airman (C/Amn/E-2)*
- Second year – Cadet Airman First Class (C/A1C/E-3)
- Third year – Cadet Senior Airman (C/SrA/E-4)
- Fourth year – Cadet Staff Sergeant (C/SSgt/E-5)

* Incoming cadets from the Teague Middle School ROTC program (in good standing) are awarded one stripe or one higher rank (C/Amn; E-2).

5.2.1.1. Permanent officer rank may be awarded to cadets holding a position for two or more grading periods. This is SASI/ASI discretion.

5.2.2. **Temporary Rank.** Awarded with assignment to a position with a rank higher than the cadet's permanent rank. May be awarded by the SASI/ASI to fill a vacancy within the cadet organization if it cannot be filled by a qualified cadet of sufficient rank. When no longer serving in a position requiring a temporary rank, the cadet will revert back to their permanent rank.

5.2.2.1. For academic issues, cadet group staff members must maintain passing grades of a "C" or better in the CORE SUBJECTS. If not, the cadet staff member will be placed on academic probation. The cadet will be required to submit a progress report until their grade improves. If the staff member raises their grades to expected standards, they will no longer be required to submit a progress report. If their grades do not improve, they will lose their temporary rank and be given Technical Sergeant (TSgt). Removal may also be considered.

5.2.2.2. For performance issues, a cadet staff member must perform to the standards set forth in their job descriptions and in accordance with this guide and other policies and procedures. The cadet’s attitude, behavior, and performance will be monitored. If the cadet staff member fails to meet performance standards within 2 weeks, they will again be counseled. At that time, the cadet staff member will lose their temporary rank and be given the rank of TSgt. If necessary, the cadet may need to be replaced by another qualified cadet.

5.2.2.3. With the approval of the SASI, cadets in their final term of AFJROTC may retain the highest rank to which they have been promoted, regardless of course level.

5.3. Promotion Cycles. Only cadets meeting requirements for promotion during a promotion cycle are eligible.

5.3.1. **Airmen.** Promotions to Airman (Amn), Airmen First Class (A1C), and Senior Airmen (SrA) are earned by testing, as determined by the course SASI/ASI, and IAW this guide and chapter.

5.3.1.1. **Cadet Airman.** Nine weeks as a cadet Airman Basic; an 80% in Aerospace Science and Leadership; zero detentions in AFJROTC; 2 hours of AFJROTC community service/extra-curricular activities; 100% on rank identification sample test; perform facing movements properly; pledge, understand, and write the Cadet Honor Code, Mission, and Core Values.

5.3.1.2. **Cadet Airman First Class.** Nine weeks as a Cadet Airman; an 80% in Aerospace Science and Leadership; zero detentions in AFJROTC; 4 hours of AFJROTC community service/extra-curricular activities; identify rank insignias; know the Chain of Command, know how to report properly; maintain at least a GPA of 2.0 in all courses.

5.3.1.3. **Cadet Senior Airman.** Nine weeks as a Cadet Airman First Class; an 80% in Aerospace Science and Leadership; zero detentions in AFJROTC; 6 hours of AFJROTC community service/extra-curricular activities; Give proper facing and marching commands to another cadet; demonstrate appropriate reporting procedures; maintain at least a GPA of 2.0 in all courses.

5.3.2. **Non-Commissioned Officers (NCOs).** Promotion to Staff Sergeant (SSgt) and Technical Sergeant (TSgt) is accomplished by review of cadet performance, by testing, as determined by the course SASI/ASI, and IAW this guide and chapter (refer to 5.8), and the following criteria.

PROMOTION CYCLES AND PROMOTION POSSIBILITIES		
<u>CADET YEAR</u>	<u>1ST SEM</u>	<u>2ND SEM</u>
First (AS-100)	C/Amn (E-2)	A1C (E-3) (at start of next SY)
Second Year	C/SrA (E-4)	N/A
Third Year	C/SSgt (E-5)	N/A
Fourth Year	C/TSgt (E-6)	N/A

Figure 5.1. FL-954 Permanent Promotions

5.3.2.1. **Cadet Staff Sergeant.** One Semester as a Cadet Senior Airman; an 85% in Aerospace Science and Leadership; zero detentions in AFJROTC; 8 hours of AFJROTC community service/extra-curricular activities; Drill a flight properly with notes (sample of 30 commands of drill); maintain at least a GPA of 2.5 in all courses.

5.3.2.2. **Cadet Technical Sergeant.** One Semester as a Cadet Staff Sergeant; an 86% in Aerospace Science and Leadership; zero detentions in AFJROTC; 10 hours of AFJROTC community service/extra-curricular activities; Perform open ranks inspection of a flight; maintain at least a GPA of 2.5 in all courses.

5.3.3. Senior Non-Commissioned Officers (SNCOs)

5.3.3.1. Temporary rank promotions to the SNCO level are accomplished on the basis of Merit. There must be a recommendation by either the Cadet Group Commander, and/or SASI/ASI; there will be a review by the Cadet Evaluation/Promotion Board; zero detentions in school; maintain an 85% average in AFJROTC and an overall 3.0 GPA; and demonstrate the ability to lead a group in the 30 commands of drill with no notes. There may be Cadet SNCO testing developed at the discretion of the SASI/ASI.

5.3.3.2. **Cadet Master Sergeant (C/MSgt/E-7).** Reserved for NCOs that demonstrates exceptional leadership potential.

5.3.3.3. **Cadet Senior Master Sergeant (C/SMSgt/E-8).** Reserved for Key Staff Senior NCOs.

5.3.3.4. **Cadet Chief Master Sergeant (C/CMSgt/E-9).** Reserved for Key Staff Senior NCOs.

5.3.4. **Officers.** Must be a need, the individual must show the ability to be a cadet officer, and is based on Merit. There must be a recommendation by either the Cadet Group Commander, and/or SASI/ASI; there will be a review by the Cadet Evaluation/Promotion Board; zero detentions in school; maintain an 80% average in AFJROTC and an overall 3.0 GPA; and demonstrate the ability to lead a group in the 30 commands of drill with no notes.

5.4. Performance Expectations. Promotion eligibility is based on a cadet's good-standing, uniform inspection (did not miss a uniform wear during the quarter with an 80 percent or better on uniform inspections), a "C" or better in AFJROTC and passing all CORE subjects in school for current semester.

5.5. Below-the-Zone (BTZ). A limited number of permanent cadet promotions can be accelerated by ASI (with SASI approval) based on cadet performance and/or unique circumstances of the promotion recommendation.

5.6. Stripes for Exceptional Performance (STEP). Immediate promotions from Staff Sergeant to Master Sergeant for those cadets who are outstanding performers, but do not score well on promotion tests (if required) or selected for promotion eligible assignments. However, the SASI has wide latitude on when/how to use STEP promotions.

5.7. Transfer Cadets. Cadets transferring from other JROTC units will have their records reviewed to determine rank. Rank earned in another Junior ROTC program may be awarded to the transfer cadet upon proof of previously held rank, but is not automatic. Transferring officers should serve on or with the cadet staff to retain officer rank.

5.8. Promotion Testing. For someone to be promoted to SSgt or above there must be a *vacancy* or *slot*. Such vacancies are created when someone disenrolls or graduates, gets promoted, or assumes another position. Our program utilizes a system to select cadets and assess their skills, knowledge, and abilities in various areas. Promotion tests support and enhance cadet management in the promotion and assignment process.

5.8.1. Promotion testing is divided into two programs to cover different phases of the cadet life-cycle:

5.8.1.1. Aptitude Testing: Includes all test items used to determine knowledge of corps and aerospace concepts.

5.8.1.2. Proficiency Testing: Includes all test items used to identify skill and ability for next assignment level.

5.9. Demotions. A cadet's failure to participate, undesirable character, unethical conduct or misconduct, an indifference to, lack of interest in, or inaptitude for "cadet training" may lead to an inability for the cadet to meet minimum standards of behavior and performance to continue with the current level of responsibility.

5.10. Approval Authority. All promotions, demotions, probations, transfers, and/or reassignments are recommended by the cadet staff and/or ASI, with recommendation of the advising and/or course ASI, with final approval by the SASI. All personnel actions in these matters can be reviewed and appealed to the next level in the cadet's chain of command, with final approval or disapproval by the SASI.

Chapter 6

CADET OFFICERSHIP

6.1. Concept. Being a cadet officer entails more than passing a test and wearing the rank. Once a cadet achieves cadet officer rank, he or she will have already proven leadership potential and ability within the Cadet Corps.

6.2. Expectations of a Cadet Officer.

6.2.1. In a "cadet owned" program, cadet leadership is responsible for leading/maintaining all functional areas.

6.2.2. Cadet officers are placed in positions of authority and are relied upon to help administer other cadets.

6.2.3. Cadet officers will share in the success (or lack of) achieved by the Cadet Corps. The SASI and the ASIs do not run the Cadet Corps; they facilitate and monitor the manner in which the cadet officers handle the tasks.

6.3. Officership. 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, officer, or skills. Embedded are the concepts of knowledge, integrity, professionalism, and character.

6.3.1. **Knowledge.** The cadet officer is assumed to have gained a great deal of knowledge and experience in the role of a leader. They must know the fundamentals of this guide and must know how to drill and lead drill.

6.3.2. **Skills.** The cadet officer must deal with cadets from diverse backgrounds and solve various problems.

6.4. Qualities and Responsibilities Expected of Cadet Officers. Cadet Officers must set the example by:

6.4.1. Being totally loyal to AFJROTC and the AFJROTC mission and goals.

6.4.2. Being supportive of all fellow cadets, the organization, and the instructor staff (SASI/ASI).

6.4.3. Being impartial and never allowing personal feelings to interfere with their effectiveness. Officers must always keep the best interests of the Cadet Corps in mind whenever making decisions affecting the unit.

6.5.4. Being loyal and sensitive to the mission and the subordinates upon whom they depend to meet it.

6.5.5. Carrying themselves in a manner that reflects dignity, confidence, and pride.

6.5.6. Wearing their uniform in a way that demonstrates self-confidence, self-esteem, and professionalism.

6.5. Officer Situations.

6.5.1. 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.

6.5.2. Officers must be willing to direct and observe the actions of subordinates and provide appropriate reward and/or consequence to ensure task completion and appropriate conduct in the cadet corps. Failure to do so will jeopardize their position and respective rank.

6.5.3. Officers will be in situations when subordinates may ask for advice or direction. This is when an officer's character is exposed. A cadet officer must be willing to consider what is asked of by a subordinate.

6.5.4. The officer must be a good follower. The officer may not always perform the task but be willing to show subordinates they would, if necessary. The officer must not reflect the "do as I say, not as I do" example.

6.6. Officer Professionalism. Expectations require duty, bearing, initiative, integrity, loyalty, development, and judgment. Cadet officers and officer candidates must strive for excellence in these areas; it must be second nature.

6.7. Failure to Meet/Maintain Cadet Officer Standards. Standards and expectations for attitude, performance, and judgment are higher for cadet officers.

6.7.1. Cadet Staff Officers not maintaining a passing grade in all CORE SUBJECTS will be placed on probation and will lose their temporary rank. (See Chapter 5 for more details).

6.7.2. Failure to maintain standards, as described in this guide and chapter, regardless of cadet officer rank, will place their assignment to a corps position in jeopardy and it may result in immediate demotion or removal from their position and their officer rank. Beyond that, cadets may be considered for disenrollment from AFJROTC.

Chapter 7

CADET GROOMING AND DRESS

SECTION A – GENERAL POLICIES

7.1. General. The dress and grooming of SCPS students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. Failure of cadets to follow SCPS, LBHS, or guidelines in this guide and chapter will result in disciplinary actions.

7.2. Out of Uniform Grooming. When participating in AFJROTC activities, while on- or off-campus:

7.2.1. Male cadet officers are expected to set the example. They will maintain a well-groomed appearance at all times. Those that wear a beard, mustache, or sideburns should keep them neat and trimmed every day.

7.2.2. Male cadets will not wear tank-top style shirts or half-cut style t-shirts that expose the stomach or chest. Any male cadet wearing clothing outside SCPS or LBHS standards must wear a clothing item to cover themselves or not enter the AFJROTC classroom or participate in AFJROTC activities.

7.2.3. Female cadets wearing blouses, t-shirts, etc. low cut in the front or reveals their midriff will be expected to wear an acceptable covering or not enter the AFJROTC classroom or participate in AFJROTC activities.

7.2.4. Female cadets wearing short skirts outside SCPS or LBHS standards must wear a clothing item to cover themselves or not enter the AFJROTC classroom or participate in AFJROTC activities.

7.3. The Uniform. The AFJROTC uniform is the official U.S. Air Force uniform. To the casual observer you represent the Air Force. Both military and civilians draw conclusions as to the effectiveness of the Air Force by how they perceive those in uniform. Each time you wear the uniform, you also represent SCPS, LBHS, FL-954, and AFJROTC cadets worldwide, and therefore, you must wear it correctly and your appearance be above reproach.

7.3.1. Grooming standards are established in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* for cadets enrolled in AFJROTC. Uniform standards are influenced to an extent by military tradition, and they reflect the image the Air Force desires to project to the civilian community. Grooming and appearance standards for male/female cadets will be frequently reviewed and known by both male/female cadets.

7.3.2. The basic concept of the Air Force uniform is that it is plain but distinctive. The standards for wearing the uniform consist of four elements: neatness, cleanliness, safety, and military image. The first three are absolute, objective criteria for the efficiency, health, and well-being of the corps. The fourth standard, military image, though subjective, is very important and has no room for the extreme, the unusual, or the faddish.

7.3.3. Unless specifically stated in this guide or AFJROTC Instructions, no items other than approved ribbons, badges, insignia or devices may be placed/worn with the AFJROTC uniform. (See Chapter 10 for exceptions).

7.3.4. All cadets should take the opportunity to inform any cadet (or AF member) who are in violation of Air Force and AFJROTC uniform and appearance standards, with tact and diplomacy.

7.4. Prohibited Activities While Wearing the Uniform. Cadets will not hitch hike, perform manual labor, engage in sports activities, or do anything that would degrade the uniform. Furthermore, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Lake Brantley High School, and the U.S. Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet wearing the uniform and enhances the corps' image throughout the community.

7.4.1. Cadets must not engage in public displays of affection (PDA). (See Chapter 4)

7.4.2. When in uniform the following actions are prohibited while walking or in a formation:

7.4.2.1. Do not stand or walk with hand(s) in pocket(s), except to insert or remove an item.

7.4.2.2. Do not smoke or use smokeless products.

7.4.2.3. Do not consume food and/or beverage while walking in uniform (includes chewing gum in formation).

7.4.2.4. While walking in uniform use of personal electronic media devices, including ear pieces, speaker phones or text messaging is limited to emergencies or when official notifications are necessary. Military customs and courtesies take precedence.

SECTION B – MALE UNIFORM REQUIREMENTS

7.5. Minimum Standards for Male Cadets in Uniform.

7.5.1. **Shirt, Light Blue, Short Sleeve with Epaulets.** With arm at a 90-degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. When not wearing a tie, all buttons except the top button are buttoned. The shirttail is always pulled down into the trousers tightly and tucked at the sides to make it neat for fitting. The only creases on the shirt are down the sleeves. Nothing will be carried in the shirt pockets. (See Attachment 3).

7.5.2. **Tie, Blue.** Only a Windsor knot secures the tie. A tie will be worn with the long-sleeved shirt, but is optional with the short sleeved shirt. The tie will be either a blue polyester or silk, herringbone twill. The tip of the tie must cover a portion of the belt buckle, but cannot extend below the bottom of the belt buckle. It is worn outside the shirt and is not tucked in. It must be worn with the Service Coat. Air Force tie tacks or bars can be purchased at the cadet's own expense and are worn centered on the tie.

7.5.3. **Trousers, Dark Blue.** Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The rear pocket of trousers will always be buttoned, and articles should not be bulky or visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

7.5.4 **Belt.** Dark blue with silver tip and matching buckle, 1 1/2 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The "gig" line is the straight line formed by the front edge of the shirt, belt buckle, and trousers fly.

7.5.5. **Low Quarters.** Low-quarters are worn with the service dress and service uniforms. Shoes will be low quarter, oxford-style, lace-up with a plain rounded toe or a plain rounded-capped toe. Soles will not exceed 1/2 inch in thickness and the heel will not exceed 1 inch in height (measured from the inside front of the heel). Shoes will be smooth or scotch-grained leather or man-made material. Shoes will be shined.

7.5.6 **Hair.** Clarification of male cadet hair standards can be found at 7.7.16. and Attachment 10.

SECTION C – FEMALE UNIFORM REQUIREMENTS

7.6. Minimum Standards for Female Cadets in Uniform.

7.6.1. **Blouse, Light Blue, Short Sleeve, and Pointed Collar.** The blouse may be worn with a tab or open collar. The tab is always worn with Service Dress Coat. The blouse is always worn tucked in. A plain white "V" neck t-shirt must be worn, so that the top of the t-shirt is not exposed. (See Attachment 4).

7.6.2. **Slacks, Blue.** Slacks will fit naturally over the hips with no bunching at the waist or fullness in the seat. The bottom of the slacks will rest on the front of the shoes with a slight break in the crease. The back of the slacks will extend approximately 7/8 inch longer than the front. Any alterations to modify the leg shape must be approved by an instructor. Articles carried in the pockets will not be visible or present a bulky appearance.

7.6.3. **Skirt, Blue.** Skirts (if worn) will hang naturally over the hips with a slight flare. The length will not be shorter than the top of the kneecap nor longer than the bottom of the kneecap. The skirt may be worn with or without belt loops. A belt must be worn if the skirt has belt loops. Hosiery is required when wearing the skirt.

7.6.4. **Belt.** Dark blue, with silver tip, and worn by threading through the belt loop to the wearer's right. The silver tip extends beyond the buckle to the wearer's right with no blue fabric showing. The "gig" line is the straight line formed by the front edge of the shirt and the belt buckle (with skirt), and trousers fly (with pants).

7.6.5. **Hosiery.** Will be worn with the service dress or service uniform; must be worn with the skirt and are optional with slacks. Will be plain commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the cadet's skin tone. Patterned hosiery is not authorized.

7.6.6. **Shoes.** All shoes worn by female cadets can be worn with the service dress and services uniforms.

7.6.6.1. **Low Quarters.** Commercially designed low quarters will be black oxford, lace-up style, with a plain rounded toe or a plain rounded capped toe. The sole will not exceed ½ inch in thickness and the heel will not exceed 1 inch in height (measured from the inside front of the heel); the sole may have a low wedge heel.

7.6.6.2. **Black pumps** will be low cut and rounded throat (the top opening) with a raised heel no higher than 2-1/2 inches. The tip of the heel cannot be less than ½ inch in diameter or larger than the body of the shoe. Faddish styles will not be worn (e.g. extreme toes, pointed or squared, extreme heel shapes, jewelry, etc.).

7.6.6.3. **Slip-on Shoes.** Commercially designed step-in shoe where the top of the shoe goes over the top of the foot (not mule-types without backs) with rounded toe or plain rounded capped toe. Faddish styles will not be worn (e.g. extreme toes, pointed or squared, or extreme heel shapes).

7.6.6.4. They will be plain, clean and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a manmade material. Shoes will be shined.

7.6.6.5. Female cadets will not wear raised-heel shoes, of any kind, during Squadron uniform inspections, while in formation, or during any activity requiring a female cadet to be in both uniform and formation. This allows for safe and proper drill movement. Other authorized shoe wear may be worn throughout the duty-day.

7.6.6. **Purse.** Females should carry a small, black purse. The standard Air Force purse may be purchased at the cadet's expense. Exceptions must be conservative and approved by the SASI/ASI.

7.6.7. **Hair.** Clarification of female cadet hair standards can be found at 7.7.16. and Attachment 11.

7.6.7.1. While wearing the PT uniform, long hair will be secured but may have loose ends and may extend below the collar; i.e. ponytails.

7.6.7.2. Leg hair must not visibly protrude beyond and/or cause a visibly uneven texture beyond hosiery.

SECTION D – GENERAL UNIFORM AND PERSONAL APPEARANCE

7.7. Minimum Standards for Male and Female Cadets in Uniform.

7.7.1. Unless otherwise announced, the uniform of the week is the Service Uniform, combinations will be designated every Monday for the cadets on the information board/announcement slide show.

7.7.2. Uniforms must be kept in a neat and clean condition and at the cadet's expense. Cadets having financial hardships and unable to pay for cleaning should see the SASI/ASI for assistance.

7.7.3. **Service Coat, Blue.** With arms hanging naturally, sleeves will end approximately 1/4 inch from the heel of the thumb. Ensure the bottom edge of coat extends 3 to 3 1/2 inches below the top of the thigh. Coat should follow the contours of the figure but allow ease of movement without pulling in back of the waist. The coat and slacks or skirt must match the color shade and material. Flat items may be carried in the inside pockets. It will NOT be unbuttoned when worn. The coat will have an AFJROTC patch on the left sleeve as prescribed in AFJROTCI 36-2001, *Air Force Junior ROTC Operations*. Grade insignia is worn on the collar. (See Attachment 6 and 7).

7.7.3.1. The Service Coat may be removed when it becomes uncomfortably warm. However, it will not be worn unbuttoned in school public areas such as hallways, command areas, or the cafeteria. At the direction of the SASI/ASI, students are permitted to remove the service coat during other than AFJROTC classes providing a complete uniform (pants, shirt, name tag, rank insignia, tie, shoes, and socks) is worn.

7.7.3.2. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom. If removed, the tie/tab will not be loosened, (but may be removed and top button un-buttoned).

7.7.4. **Lightweight Blue Jacket.** The "Windbreaker" may be worn as an optional garment, when specified by the SASI/ASI. The lightweight blue jacket may be worn indoors or outdoors. When worn with the uniform, it must be zipped at least halfway up and the zipper tab tucked into the zipper folds. Officers will wear regular size hard insignia on the epaulets, 5/8" from the end seam and centered. Airmen and NCOs will wear grade insignia on the collar, (See Attachment 5). Female cadets may wear the male Lightweight Blue Jacket. At the discretion of the SASI, it may be worn with civilian clothes, when the insignia has been removed.

7.7.5. **Sweater Wear.** Cadets may wear only the Air Force long sleeve wool V-neck pullover sweater or cardigan sweater as an optional item at their own expense. Tie/tab is optional when worn.

7.7.6. **Shoes.** Upperclass cadets may purchase and wear the "Corfam" high shine military oxfords at their own expense, (will be clean and free of marks).

7.7.7. **Socks.** Black, commercial socks without design, patterns, or logos may be worn with pants, slacks, and/or oxfords. No other color is authorized. Females must wear socks if not wearing hose.

7.7.8. **Undergarments.** They are **MANDATORY** for all male and female cadets, while wearing the uniform.

7.7.8.1. All cadets must wear a 100% cotton "V" neck t-shirt. 100% cotton "Crew" neck t-shirts are authorized only when wearing closed collar uniforms (tie/tab must be worn). Undershirts will be plain white, without pockets, designs, lettering or illustrations, and so the top of the shirt is not exposed. Will be tucked into trousers.

7.7.8.2. Tank tops/athletic, synthetic moisture wicking fabrics, and cotton/poly blend shirts are not authorized.

7.7.8.3. Male cadets must wear underpants (of any style). However, shorts will not be worn as underpants.

7.7.8.4. Females must wear a conservative bra and panties with all uniforms. They may wear other appropriate undergarments as necessary, provided they are not visible when worn with an open collar.

7.7.8.5. White thermal undershirts are permitted (even if exposed at neck); must be with a long-sleeve shirt. Dickies, turtlenecks, and mock necks are not authorized for wear with the Service uniform (even with Coat).

7.7.9. **Bracelets.** Will be conservative, no wider than 1/2 inch. Conservative is defined as plain, not drawing attention, or faddish. Bracelets for medical alert purposes are authorized as long as they are conservative. Bracelets espousing support for a cause or group will not be worn. Ankle bracelets are not authorized.

7.7.10. **Rings.** A maximum of three rings on both hands combined may be worn at any one time while in uniform. Rings will be worn only at the base of the finger. No thumb rings authorized.

7.7.11. **Earrings.** Only females may wear earrings in uniform and then only one pair worn in the lower part of the earlobe. Earrings must be spherical and made of diamond (stud), gold, silver, or white pearl material.

7.7.11.1. Under no circumstances may males wear earrings, healing posts, wire, or other devices in uniform.

7.7.11.2. Recent piercing(s) is not a reason for males to wear earrings while in uniform or for females to wear additional earrings, wire, or other devices while in uniform, nor is it a valid excuse to not wear the uniform.

7.7.11.3. If a cadet decides to have their ear(s) pierced, the cadet should plan it around an extended holiday.

7.7.11.4. Exceptions for specific-style clear healing posts are rare, but may be approved by the SASI only.

7.7.12. **Piercings.** Body other than the earlobe is an individual choice. However, cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform).

7.7.13. **Tattoos.** If offensive, vulgar, having racist, sexist or perverse qualities may be justification for disallowing participation in AFJROTC. Think before getting a tattoo. Tattoo removal is very expensive and painful. ** Tattoos may disqualify you from military service.*

7.7.14. **Eyeglasses or Sunglasses.** If worn, must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a formation. Neither eyeglasses nor sunglasses can be worn around the neck or attached to the uniform.

7.7.15. Personal items such as necklaces, pens, pencils, and other such items will not be visible while in uniform. Cadets will not wear or place pencils, pens, or handkerchiefs in uniform shirt pockets.

7.7.16. **Hair (male and female).** Will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. Will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural, human hair colors. The hair color must complement the member's complexion and skin tone.

*Examples of natural human hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent, or neon colors.

7.7.17. **Cosmetics.** Cosmetics must be conservative and in good taste. Female cadets will not wear shades of lipstick that distinctly contrast with their complexion. Cosmetics are prohibited for male cadets in uniform.

7.7.18. **Fingernails.** Fingernails must be clean and neat. They will compliment skin tone, be a single color or French manicure. Nails must not have decorations; will not exceed 1/4 inch; will not wear shades of polish that distinctly contrast with their complexion, that detract from the uniform, or that are extreme. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Designs will not be applied to nails. Nail polish is prohibited for male cadets while in uniform.

7.7.19. **Nametags.** Are a part of the uniform and must be worn on the shirt and service dress coat, (if provided). Exceptions can be made for Honor Guard and Drill Teams during competitive events or special activities.

7.7.20. **Insignia.** Cadets will be issued enough rank insignia to allow wearing on coat (service dress or light-weight) and shirt. If the coat is removed, the cadet will still be in proper uniform.

7.7.21. **Ribbons.** All authorized ribbons must be worn on the service dress coat and are optional on the standard uniform. Ensure they do not become soiled, frayed or worn; replacement ribbons and devices must be purchased by the cadet. AFJROTC ribbons and precedence are posted in the classroom, (See Attachment 12).

7.7.21.1. Cadets may wear ribbons earned while enrolled in Civil Air Patrol (CAP) or other JROTC programs.

7.7.21.2. Order of wear is AFJROTC, CAP, and other JROTC ribbons grouped by service and year achieved.

7.7.22. **Badges.** Badges and other devices are part of the uniform and must be worn. (See Attachment 2).

7.7.23. **Buttons.** Replace buttons promptly. Buttons on the service dress are oxidized silver, DO NOT polish.

7.7.24. **Loose Strings.** Trim/cut "cables" and frayed seams on the uniform. Do not pull, tear, or burn them off.

7.7.25. **Flight Cap, Blue.** The cap is worn with the crease straight with the nose, with insignia over the left eye, and approximately two-finger spacing between the bridge of the nose and the bottom of the cap. The crown will not be crushed. The cap will not have officer silver braid. (See Attachment 8 for insignia placement).

7.7.25.1. Flight caps are only issued to cadet officers, members of the Drill Team, Honor Guard, and cadets determined by SASI. Must be issued to other cadets when participating in activities off-campus, in uniform.

7.7.25.2. When in uniform and during inspections, cadets will wear the flight cap (if issued), unless otherwise directed by SASI or exception to LBHS policy. If issued, the flight cap will be worn when off campus.

7.7.25.3. When entering a building, cadets (male and female) will remove the flight cap (or other headgear).

7.7.25.4. The flight cap need not be worn while riding in a vehicle or "riding" a bicycle.

7.7.25.5. When in uniform and riding a bicycle, either the flight cap or protective bicycle helmet (not over flight cap) will be worn. When no longer riding the bicycle, remove the helmet and don the flight cap.

7.7.25.6. When not wearing headgear, it is recommended to be in a book bag. If stored on uniform, it will be tucked under the belt on wearer's left side, between the first and second belt loops, with the open edge to the left (insignia forward). The cap will not fold over belt, be visible below service coat, or tucked under epaulets.

7.7.25.7. Female cadets are authorized to wear the men's flight cap.

7.7.26. The SASI may approve requests for wear of religious head coverings indoors that are plain and dark blue or black and minimally conspicuous. Minimally conspicuous means the religious headgear is neat and conservative and would not, in the SASI's judgment, draw the focus of an observers' attention from the uniform as a whole. Also, it does not impair the ability to readily assess compliance with hair standards, and can fit under the appropriate uniform headgear, while outdoors.

7.7.27. **Umbrellas.** Optional, commercial, plain solid dark blue or black without ornaments is authorized.

7.7.28. **Backpack or gym bag.** Carried in left hand, on left/both shoulder(s) and not to interfere with a salute.

7.7.29. Do not mix civilian clothing with the uniform, (e.g. do not wear a civilian winter coat/sweater over the uniform or wear the blue military lightweight coat with civilian clothes, unless authorized by ASI/SASI).

7.7.30. Vocational/Physical Education Dress-Out Policy. Teachers will determine whether cadets in uniform are excused from dressing-out for their class on uniform day. When necessary cadets will change into proper clothing at the beginning of class and change back into uniform at the end of class. Cadets may wear overcoats, oversized shirts, or aprons with the uniform during classes where damage to uniforms may occur.

7.7.31. Uniform items and correct placement of insignia, badges, and devices are found in Attachments.

7.8. Distinctive Uniform Items. Certain special items add to the distinctiveness of the AFJROTC uniform. These items give special recognition and identification to a cadet and encourage other cadet participation.

7.8.1. These items are worn for special ceremonial or demonstration activities as directed by the ASI/SASI. Color/Honor Guard and Drill Team members may wear their distinctive uniforms for special presentations, competitions, parades, recruiting visits, and other specified occasions per instructions from ASI/SASI.

7.8.2. **Shoulder Cords.** Cadets are authorized to wear **one** shoulder cord on the left shoulder. Shoulder cords represent appointment to leadership positions, special color guard/honor guard/drill teams or competition teams in recognition of special achievement and will be worn only on the light blue shirt and the service dress coat. The following denote colors of cords worn by FL-954 cadets (unless otherwise authorized by the SASI):

Figure 7.1 FL-954 STAFF CORDS

INSPECTOR GENERAL (GP/IG) CD-F
 Double Round Braid-Silver/Double Sleeve Cord-Red/Double Tassel with Silver Tip-Silver

GROUP STAFF

GROUP COMMANDER (GP/CC) CD-F
 Double Round Braid-Silver/Double Sleeve Cord-Royal Blue/Double Tassel with Silver Tip-Silver

DEPUTY GROUP COMMANDER (GP/CV) CD-F
 Double Round Braid-Silver/Double Sleeve Cord-Light Blue/Double Tassel with Silver Tip-Silver

EXECUTIVE OFFICER (GP/CXO) CD-M / #626C2
 Single Round Braid-Silver/Double Sleeve Cord-Medium Blue/Double Tassel with Silver Tip-Silver

CHAPLAIN (GP/CCH) CD-M / #626C2
 Single Round Braid-Silver/Double Sleeve Cord-White/Double Tassel with Silver Tip-Silver

CHIEF MASTER SERGEANT (GP/CMS) CD-M / #626C2
 Single Round Braid-Silver/Double Sleeve Cord-Red/Double Tassel with Silver Tip-Silver

SUPPORT SQUADRON

COMMANDER (SP/CC) CD-E
 Double Round Braid-Red/Double Sleeve Cord-Blue/Double Tassel with Silver Tip-Red

COLOR / HONOR GUARD COMMANDER (SP/CCG) CD-M
 Single Round Braid-White/ Double Sleeve Cord – Red / Double Tassel with Silver Tip-White

COLOR / HONOR GUARD MEMBERS CD-B
 Single Round Braid-Red & White Intertwined/Single Tassel-Red or White

DRILL TEAM COMMANDER (SP/CDT) CD-M
 Single Round Braid-White/ Double Sleeve Cord-Blue / Double Tassel with Silver Tip-White

DRILL TEAM MEMBERS CD-A
 Single Square Braid-Blue & White Intertwined

SABER TEAM COMMANDER (SP/CCS) CD-F
 Double Round Braid-White/ Double Sleeve Cord – White / Double Tassel with Silver Tip-White

SABER TEAM MEMBERS CD-A
 Single Square Braid-White

ORIENTEERING TEAM COMMANDER (SP/CCO) CD-F
 Double Round Braid-White/ Double Sleeve Cord – Kelly Green / Double Tassel with Silver Tip-White

ORIENTEERING TEAM MEMBERS CD-A
 Single Square Braid-Kelly Green & White Intertwined

SPECIAL PROJECTS (SP/CFS) CD-A
 Single Square Braid- Red & Blue Intertwined

RECRUITING (SP/CRG) Single Square Braid- <u>Red & Blue Intertwined</u>	CD-A
CIVIL ENGINEERING & SAFETY (SP/CCE) Single Square Braid- <u>Red & Blue Intertwined</u>	CD-A
INFORMATION MANAGEMENT (SP/CIM) Single Square Braid- <u>Red & Blue Intertwined</u>	CD-A
PERSONNEL (SP/CPL) Single Square Braid- <u>Red & Blue Intertwined</u>	CD-A
PUBLIC AFFAIRS (SP/CPA) Single Square Braid- <u>Red & Blue Intertwined</u>	CD-A
MORALE, WELFARE, RECREATION (SP/CMWR) Single Square Braid- <u>Red & Blue Intertwined</u>	CD-A
HISTORIAN (SP/CHS) Single Square Braid- <u>Red & Blue Intertwined</u>	CD-A

LOGISTICS SQUADRON

COMMANDER (LG/CC) Double Round Braid- <u>Blue</u> /Double Sleeve Cord- <u>White</u> /Double Tassel with Silver Tip- <u>Blue</u>	CD-F
DEPUTY COMMANDER (LG/CD) Single Round Braid- <u>Blue</u> /Double Sleeve Cord- <u>Blue</u> /Double Tassel with Silver Tip- <u>Blue</u>	CD-M

OPERATIONS SQUADRON

COMMANDER (OP/CC) Double Round Braid- <u>Red</u> / Double Sleeve Cord- <u>White</u> /Double Tassel with Silver Tip- <u>Red</u>	CD-F
A - M FLT CC (OP/CAF - OP/CMF) Single Square Braid- <u>Red</u>	CD-A
ACADEMIC CADET OF QUARTER Single Square Braid- <u>Blue & Gold</u>	CD-G

7.8.3. **Berets/Helmets.** Berets or helmets may be worn by members of competition teams when authorized by the SASI/ASI. They will only be worn for performances and will not be worn to school in place of flight caps.

7.8.3.1. Position beret headband straight across forehead, 1 inch above eyebrows. Drape top over right ear and stiffener. Either the officer (with stars) or "deleted" enlisted (no stars) flight cap insignia will be used.

7.8.3.2. Align insignia ¼ inch above and parallel to the beret headband and wear centered above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. See Attachment 8 for further guidance.

7.8.4. **Cap, Blue Service.** The men's "Wheel Cap" or women's "Bucket Cap" is an optional item and may be purchased at the Cadet's own expense. Only cadet senior staff members are authorized wear of this cap. It may be worn with the Service Dress or standard uniforms with the proper insignia. The ceremonial cap may be worn by members of the honor guard and drill team. (See Attachment 8 for insignia placement).

7.8.4.1. Female cadets are authorized to wear the men's service cap.

7.8.5. **Ascots.** May only be worn by members of color guard/ honor guard teams, drill teams, and competition and recruiting teams; authorized by SASI/ASI.

7.8.6. **Gloves.** May be worn with all authorized outer garments. They will be one color (black), leather, knitted, tricot or suede, or a combination. Any other colored gloves, or combination, are limited to exhibition, ceremonies, demonstrations, recruiting, and competition only.

7.8.7. **Earmuffs** (black). May be worn with all authorized outer garments and may wrap around either the top or rear of the head. Earmuffs may be made of any material and will only be worn with an outer garment.

7.8.8. **Cuff links** (optional). They will either be silver, satin finish or highly polished with the "wing and star" design; silver, highly polished with the AF symbol; or plain silver, highly polished, commercial design with dimensions and shape similar to the wing and star cuff links.

7.8.9. **Specialty Belt Buckles.** All buckle designs must be approved by SASI.

7.9. Semi-Formal Uniform. The semi-formal uniform may only be worn for formal occasions. Consists of the service uniform with coat, pants, and tie/tab; worn with a plain white buttoned down collared shirt.

7.9.1. The white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs. Military creases are not authorized. A V-neck or athletic style, white undershirt will be worn. Both shirts will be tucked into the trousers. Headgear and saluting is not required.

7.10. Mess Dress Uniform. Worn for social functions of a formal and/or official nature (e.g., black tie affairs). When in mess dress, headgear is not authorized and saluting is not required.

7.11. Airman Battle Uniform (ABU). Wearing of the ABU is **optional** and is an earned privilege, not a right. Cadets will not wear a mixture of the ABU, BDU, or DCU uniform. They will be purchased at cadet's expense, (unless issued).

7.11.1. Only second, third, and fourth year cadets are authorized to wear the ABU.

7.11.2. The ABU is the only uniform that may be worn for the purpose of formal inspection (*as of June 2015*). It will only be worn for the last inspection day of each month providing they meet the following requirements:

7.11.2.1. Must not have missed a uniform inspection during the month.

7.11.2.2. Must have achieved a 90 percent or better on all uniform inspections that month.

7.11.2.3. Be in good standing with no adverse reports from any instructor or LBHS staff or faculty.

7.11.3. The ABU will be cleaned.

7.11.4. All pants will be properly "bloused" and all accouterments (patches, JROTC name tag, etc.) in place.

7.11.5. Velcro name tags will be worn for identification on the right pocket.

7.11.6. **ABU footwear.** Boots will be worn. They must correspond to the uniform and be in good repair.

7.11.7. All other standards remain applicable while wearing the ABU/BDU/DCU (see Attachment 9).

7.12. Physical Training (PT) Uniform. The PT uniform is a multi-purpose uniform used for the Health & Wellness Program.

7.12.1. It will be a one time issue. This years uniform consists of a grey "Brantley AFJROTC shirt" and red AF shorts. In colder climates cadets may wear (black, dark blue, or gray) sweat pants/ shirt. Cadets are responsible to wear conservative gym/running shoes, and conservative white or black socks.

7.12.2. Is not to be substituted for the weekly uniform day and will only be worn during AFJROTC activities.

7.12.3. The issued PT t-shirt and/or shorts with appropriate shoes and socks will be worn on PT days, which are every Friday, unless otherwise noted. Cadets must have a water bottle appropriately filled with water on PT days and is recommended to be carried with water on a daily basis. Energy drinks are not authorized substitutes.

7.12.4. Portions of the PT uniform may not be mixed with any combination of the AFJROTC uniform.

7.12.5. PT t-shirts must be worn tucked in and waste-band ties to PT shorts tied and tucked into shorts.

7.12.6. Substitute unit-specific shorts/t-shirts may be worn in place of PT uniform, as approved by SASI and Principal.

Chapter 8 DRILL AND CEREMONIES

8.1. Concept. Primary reference is AFM 36-2203, *Drill and Ceremonies*. AS1 cadets will learn basic drills. AS2-4 cadets will learn more difficult commands, lead the formation, and will train other cadets on drill fundamentals.

8.2. Air Force JROTC 30-Count Drill Sequence and Commands

1. Halt (<i>centered on judge</i>)	11. Parade, Rest	21. Column Right, March (<i>Forward, March</i>)
2. Left, Face	12. Flight, Attention	22. Eyes, Right
3. Present, Arms	13. Left, Face	23. Ready, Front
4. REPORT IN	14. About, Face	24. Column Right, March (<i>Forward, March</i>)
5. Order, Arms	15. Forward, March	25. Change Step, March
6. Open Ranks, March	16. Right Flank, March	26. Column Right, March (<i>Forward, March</i>)
7. Ready, Front	17. Left Flank, March	27. Flight, Halt
8. Close Ranks, March	18. Column Right, March (<i>Forward, March</i>)	28. Left, Face
9. Present, Arms	19. To the Rear, March	29. Right Step, March (<i>Flight, Halt</i>)
10. Order, Arms	20. To the Rear, March	30. REPORT OUT

8.3. Air Force JROTC 50-Count Drill Sequence and Commands (Nationals Unarmed Division - Regulation)

<i>Forward, March (from READY)</i> <i>Flight, Halt (centered on judge)</i> <i>Left, Face</i> <i>Present, Arms</i>	18. About, Face	38. Column 1/2 Left, March
	19. Right Step, March (<i>Flight, Halt</i>)	39. Column 1/2 Left, March
	20. About, Face	40. To the Rear, March
	21. Right, Face (<i>Forward, March</i>)	41. To the Rear, March <i>(Flight, Halt / Forward, March)</i>
1. REPORT IN	22. Column Right, March (<i>Forward, March</i>)	
2. Dress Right, Dress	23. Column Right, March (<i>Forward, March</i>)	42. Column Left, March (<i>Forward, March</i>)
3. Ready, Front	24. Column Right, March (<i>Forward, March</i>)	43. Column Left, March (<i>Forward, March / Flight, Halt / Forward, March</i>)
4. Present, Arms	25. Left Flank, March	
5. Order, Arms	26. Right Flank, March	44. Half Step March (<i>Forward, March</i>)
6. Parade, Rest (<i>Flight, Attention</i>)	27. Column Left, March (<i>Forward, March</i>)	45. Counter, March
7. Count, Off	28. To the Rear, March	46. Counter, March
8. Right, Face	29. To the Rear, March (<i>Flight, Halt</i>)	47. Eyes, Right
9. Close, March	30. Column of Files from the Right, <i>(Forward, March / Flight, Halt)</i>	48. Ready, Front
10. Extend, March		49. Left Flank, March (<i>Flight, Halt</i>)
11. Left, Face	31. Column of Threes to the Left, March	50. REPORT OUT (<i>Present, Arms</i>)
12. Open Ranks, March (<i>Ready, Front</i>)	32. Column Left, March (<i>Forward, March</i>)	<i>Order, Arms</i> <i>Right, Face</i> <i>Forward, March (move to EXIT)</i> <i>Flight, Halt</i> <i>Left, Face</i> <i>At, Ease (await judges remarks)</i>
13. Close Ranks, March	33. Change Step, March	
14. Left, Face	34. Column Left, March (<i>Forward, March</i>)	
15. About, Face	35. Double Time, March	
16. Left Step, March (Flight, Halt)	36. Quick Time, March (Flight, Halt)	
17. Left, Face	37. Column Left, March (<i>Forward, March</i>)	

NOTE: **Bold** signifies a (5 second pause) following the required command(s)

Chapter 9
AWARDS AND DECORATIONS

Table 9.1. VALOR AND SIGNIFICANT SERVICE AWARDS

AWARD ELIGIBILITY:	CADET REQUIREMENT:	ELEMENT(S):
AFJROTC Valor Award (All Cadets)	GOLD: Most outstanding voluntary act of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life beyond the call of duty.	Medal, Ribbon, Certificate
	SILVER: Voluntary act of heroism which does not involve risk-of-life.	
Cadet Humanitarian Award (All Cadets)	Provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens.	Ribbon, Certificate
Silver Star / Community Service with Excellence Award (All Cadets)	Provide significant leadership in planning, organizing, directing, and executing a major unit community service project that greatly benefit the local community. Subsequent Exemplary leadership awarded with Silver Star.	Ribbon, Certificate

Table 9.2. NATIONAL ORGANIZATION AWARDS

AWARD ELIGIBILITY:	CADET REQUIREMENT:	ELEMENT(S):
Air Force Association Award (AS III)	Positive attitude. Outstanding personal appearance. Display attributes such as initiative, judgment, and self-confidence. Courteous demeanor. Growth potential. Possess the highest personal & ethical standards and strong positive convictions. Rank in top 5% in AS level. Rank in top 10% of academic class.	Medal, Ribbon, Certificate
Daedalian Award (AS III)	Demonstrate understanding and appreciation of patriotism, love of country, and service to nation. Indicate potential/desire to pursue a military career. Rank in top 10% of AS level and top 20% of class.	Medal, Ribbon, Certificate
American Legion Scholastic Award (Each AS Level)	Rank in top 25% of their AS level. Rank in top 10% of the class. Demonstrate outstanding qualities in leadership and actively participate in student activities.	Medal, Ribbon, Certificate 4 Cadets
America Legion General Military Excellence Award (Each AS Level)	Rank in top 25% of AS level. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.	Medal, Ribbon, Certificate 4 Cadets
Daughters of the American Revolution Award (AS IV)	In upper 25% AS level and high school class. Dependable with good character, military disciplined. Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.	Medal, Ribbon, Certificate
American Veterans Award (All Cadets)	Possess characteristics contributing to leadership such as a positive attitude toward JROTC programs and service in AF; appearance; attributes; and officer potential. Obtained an "A" in their AS level. Be in good standing in all classes.	Medal, Ribbon, Certificate
Reserve Officers Association (ROA) Award (AS IV)	No longer awarded.	
Military Order of World Wars Award (AS I, II, III)	Committed to continue in AFJROTC the next school year. Selection is based on outstanding accomplishments or service to the unit.	Medal, Ribbon, Certificate

<p>Military Officers Association (MOA) Award (AS III/Junior)</p>	<p>Be in good academic standing. Exhibit high moral character and order of loyalty to unit, school, and country. Shows exceptional potential for military leadership.</p>	<p>Medal, Ribbon, Certificate</p>
<p>Veterans of Foreign Wars Award (AS III or IV)</p>	<p>Show positive attitude toward JROTC. Have outstanding bearing and conduct. Possess positive personal attributes. Demonstrate leadership potential, patriotism and actively promote Americanism. Attain a "B" in AFJROTC and "C" in all other classes in previous semester. Be active in student activities.</p>	<p>Medal, Ribbon, Certificate</p>
<p>National Sojourners Award (AS II or III)</p>	<p>In top 25% of academic class. Encourage/demonstrate Americanism and potential for outstanding leadership.</p>	<p>Medal, Ribbon, Certificate</p>
<p>Sons of the American Revolution Award (AS III)</p>	<p>Show high degree of leadership, military bearing, and excellence in AFJROTC. Be in top 10% of AS level and top 25% of overall class.</p>	<p>Medal, Ribbon, Certificate</p>
<p>Scottish Rite, Southern Jurisdiction Award (AS III)</p>	<p>Contribute most to encourage Americanism by participation in extracurricular activities or community. Be in top 25% of class. Demonstrate qualities of dependability, good character, self-discipline, good citizenship, and patriotism.</p>	<p>Medal, Ribbon, Certificate</p>
<p>Military Order of the Purple Heart Award (AS III or IV)</p>	<p>Show positive attitude toward AFJROTC and country. Hold leadership position. Be active in school and community. "B" in all subjects in previous semester.</p>	<p>Medal, Ribbon, Certificate</p>
<p>Air Force Sergeants Association Award (AS III or IV)</p>	<p>Be in top 25% of AFJROTC class. Show outstanding military leadership, discipline, character, and citizenship.</p>	<p>Medal, Ribbon, Certificate</p>
<p>Sons of Union Veterans of the Civil War Award (All Cadets)</p>	<p>Display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.</p>	<p>Medal, Ribbon, Certificate</p>
<p>Sons of Confederate Veterans H.L. Hunley Award (AS I)</p>	<p>Demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year.</p>	<p>Medal, Ribbon, Certificate</p>
<p>Tuskegee Airmen Incorporated AFJROTC Cadet Award (AS I, II, III)</p>	<p>Attain a grade of "B" or better in AFJROTC. Be in good academic standing. Actively participate in cadet corps activities. Participate in at least 50% of all unit service programs.</p>	<p>Ribbon, Certificate 2 cadets</p>
<p>The Retired Enlisted Association Award (All enlisted Cadets)</p>	<p>Demonstrate excellent leadership in an enlisted position.</p>	<p>Medal, Ribbon, Certificate</p>
<p>Celebrate Freedom Foundation Award (AS I or II)</p>	<p>Possess outstanding performance in academics and cadet corps activities.</p>	<p>Ribbon, Certificate</p>
<p>National Society U.S. Daughters of 1812 Award (ASIII or IV)</p>	<p>Academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits, which exemplify the ideals upon which our nation was founded.</p>	<p>Medal, Ribbon, Certificate</p>

<p>Air Commando Association Award *PA-20091 (All Cadets)</p>	<p>Submit a one-page essay to SASI highlighting a historical AF Special Operations Mission. Must possess 13 critical attributes of an elite Air Commando: Integrity, Self-Motivation, Intelligence, Self-Discipline, Perseverance, Adaptability, Maturity, Judgment, Selflessness, Leadership, Skilled, Physical Fitness, and Family Strength.</p>	<p>Medal, Ribbon, Certificate</p>
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Table 9.3. AFJROTC UNIT AWARDS





AWARD ELIGIBILITY:	CADET REQUIREMENT:	ELEMENT(S):
<p>Distinguished Unit Award With Merit (AS I, II, III, IV)</p>	<p>Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the Distinguished Unit Award With Merit. The top 9 - 10% of units in the world receive the Distinguished Unit with Merit Award. The unit will receive a congratulatory letter and a certificate of recognition.</p>	<p>Ribbon</p>
<p>Distinguished Unit Award (AS I, II, III, IV)</p>	<p>Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the Distinguished Unit Award. The top 20% of units in the world receive the Distinguished Unit Award. The unit will receive a congratulatory letter and a certificate of recognition.</p>	<p>Ribbon</p>
<p>Outstanding Organization Award (AS I, II, III, IV)</p>	<p>Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the Outstanding Organization Award. The unit will receive a congratulatory letter and a certificate of recognition.</p>	<p>Ribbon</p>
<p>Outstanding Flight Ribbon (AS I, II, III, IV)</p>	<p>Awarded each academic year to members of the outstanding flight under criteria established by the Senior Aerospace Science Instructor. There will be one outstanding flight among the SASI's classes and one outstanding flight among each ASI's classes each academic year. The Outstanding Flight will be determined by a calculated score. Factors considered are: Highest Percentage of AFJROTC community service hours per flight; Highest Grade Point Average per flight; highest calculated score in flight drill; lowest percentage of suspensions per flight member; highest percent per flight in corps involvement, ie Color Guard, Honor Guard, Drill Team, Rifle Team, Parking details, etc.</p>	<p>Ribbon</p>
<p>Top Performer Award (AS I, II, III, IV)</p>	<p>The Cadet Top Performer Award is a HQ AFJROTC Award presented to a maximum of 2% of the current unit cadet corps population. All currently enrolled cadets may be considered. Specific consideration is given to cadets not previously recognized for superior performance. The award recognizes a cadet's performance in the following key areas: Leadership / job performance in primary duties; Leadership qualities including involvement and positions held in extra-curricular activities; Academic Performance; Significant self-improvement, community involvement, and any other outstanding accomplishments.</p>	<p>Ribbon</p>
<p>Outstanding Cadet Ribbon (AS I, II, III, IV each)</p>	<p>Show high moral character, demonstrate positive attributes, display outstanding military potential, and attain academic/military excellence.</p>	<p>Ribbon, Certificate 4 Cadets</p>
<p>Leadership Ribbon (5% of all Cadets)</p>	<p>Outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Consistently displayed outstanding leadership ability above and beyond expected performance.</p>	<p>Ribbon, Certificate</p>
<p>Achievement Ribbon (5% of all Cadets)</p>	<p>Accomplish significant documented achievement, (community/school services, ROTC Scholarship, Academy appointment, contest winner, athletic achievement, Valedictorian, etc.). "C" average in AFJROTC.</p>	<p>Ribbon, Certificate</p>
<p>Superior Performance Ribbon (10% of all Cadets)</p>	<p>Render outstanding achievement or meritorious service on behalf of AFJROTC for a single or sustained act of a superior nature; clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets, (National Merit, yearbook editor, MVP, outstanding performer).</p>	<p>Ribbon, Certificate</p>

Academic Ribbon (All Cadets)	Attain overall GPA of at least "B" for one academic term, in addition to an "A" average in AFJROTC. No grade below a "C".	Ribbon
Leadership School Ribbon (All Cadets)	Completion of an approved leadership school of at least 5 days. Can add a silver star for outstanding performance or leadership ability (only 10%).	Ribbon (only once)
Special Teams Competition Ribbon (All Cadets)	Awarded for placing 1 st , 2 nd , or 3 rd in a competition. Teams include Color Guard, Drill, Saber, Orienteering Teams, Academic Bowl, Cyber Patriot, etc.	Ribbon
Orienteering Ribbon (All Cadets)	Awarded for completing unit specific orienteering program as part of unit curriculum.	Ribbon
Cocurricular Activities Leadership Ribbon (All Cadets)	Demonstrate exceptional leadership in AFJROTC co-curricular activity (i.e. dining-in chairperson, military ball chairperson, newsletter editor, DT/HG CC, etc.) May be earned up to four times per AFJROTC "career."	Ribbon
Drill Team Ribbon (All Cadets)	Distinguished participation in 75% of all scheduled Drill Team events in SY or 10 events in which selected to participate, (whichever is less).	Ribbon
Color (Honor) Guard Ribbon (All Cadets)	Distinguished participation in at least 75% of all scheduled Color (Honor) Guard events in SY or 10 formal events selected to participate, (whichever is less).	Ribbon
Saber Team Ribbon (All Cadets)	Distinguished participation in at least 75% of all scheduled Saber Team events in SY or 10 formal events in which selected to participate, (whichever is less).	Ribbon
Marksmanship Ribbon (All Cadets)	Participation in a Marksmanship Program. Use the qualification system developed by the Civilian Marksmanship Program (CMP) to determine device.	Ribbon
Good Conduct Ribbon (All Cadets)	Awarded each semester to cadets with no suspensions of any kind or adverse reports from other staff or faculty. Consider excessive absences, tardies, and regular uniform wear.	Ribbon
Service Ribbon (All Cadets)	Show distinctive performance in a minimum of two school, community, or AFJROTC service projects each semester. Must have contributed significantly.	Ribbon
Health & Wellness Ribbon (All Cadets)	Participate in Health and Wellness activities as determined by SASI and this guide. Devices awarded according to scoring percentile.	Ribbon
Recruiting Ribbon (All Cadets)	Awarded for outstanding effort in support of recruiting. Be an active member of the recruiting team, participated in at least 2 recruiting events, or demonstrated recruiting of at least 2 new cadets to the AFJROTC program in the current SY.	Ribbon
Activities Ribbon (All Cadets)	Awarded each semester for participation in at least two formally scheduled co-curricular activities other than those with team ribbons. Must have significantly contributed to activities such as flight programs, academic teams, sports, etc.	Ribbon
Attendance Ribbon (All Cadets)	Awarded each semester to cadets with no more than 4 excused absences, no unexcused absences or tardies and no more than two excused tardies.	Ribbon
Dress and Appearance Ribbon (All Cadets)	Awarded each semester for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards. Must maintain at least a 90% average on uniform grade, with no grade below 80%.	Ribbon
Longevity Ribbon (All Cadets)	Successfully complete an Aerospace Science course.	Ribbon
Bataan Death March	To honor and remember the sacrifices of the victims and survivors of World War	Ribbon





<p>Memorial Hike Ribbon (All Cadets)</p>	<p>It's Bataan Death March, AFJROTC FL-954 will conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14 mile course (trails, road courses, tracks, etc.) The event will be accomplished locally in one day. Cadet safety must be monitored at all times and advanced planning for any first aid / medical attention is paramount. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon.</p>	
<p>Patriotic Flag Ribbon (All Cadets)</p>	<p>May be awarded for participation in <u>non-color guard</u> events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. SASIs may award this ribbon based on local criteria which must be clearly published in the unit's Cadet Guide or Unit Operating Instruction. The FL-954 SASI includes Homecoming Parade and Veterans Ceremony presentations as justification for this ribbon.</p>	<p>Ribbon</p>

Table 9.4. Awards Chart



VALOR / HUMANITARIAN / SERVICE AWARDS

AWARD (Eligibility)	CADET REQUIREMENTS:	ELEMENT(S)
<p>Valor Award (Gold) (All Cadets)</p>	<p>Award recognizes the most outstanding voluntary act of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.</p>	 Medal, Ribbon, Citation
<p>Valor Award (Silver) (All Cadets)</p>	<p>Awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.</p>	 Medal, Ribbon, Citation
<p>Cadet Humanitarian Award (All Cadets)</p>	<p>Award is intended to recognize cadets who provide aide in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community.</p>	 Ribbon, Certificate
<p>Community Service With Excellence Award (All Cadets)</p>	<p>Award is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefits the local community. This is not an award given to participants, but to the leader(s) of the project. Silver star for subsequent award.</p>	 Ribbon, Certificate

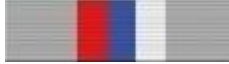


NATIONAL LEVEL AFJROTC AWARDS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Air Force Association Award</i> (AS-III)</p>	<p>Award presented annually to the outstanding third-year cadet. Cadet excels in a position of great responsibility, exhibits a positive attitude, exemplary personal appearance, and displays personal attributes such as initiative, judgment, and self-confidence. Cadet displays a courteous demeanor by promptness, obedience, and respect for customs.</p>	 Medal, Ribbon, Certificate
<p><i>Daedalian Award</i></p>  (AS-III)	<p>Award presented annually to an outstanding third-year cadet who demonstrates an understanding and appreciation of patriotism, love of country, and service to the nation. Cadet indicates the potential and desire to pursue a military career. Cadet ranks in the top 10% of their AS class and in the top 20% of their school class.</p>	Medal, Ribbon, Certificate
<p><i>American Legion Scholastic Award</i> (AS-III or AS-IV)</p>	<p>Award presented annually to an outstanding third-year or fourth-year cadet based on the cadet's overall scholastic achievements. The cadet must demonstrate leadership qualities and actively participate in student activities. The cadet must rank in the top 10% of their high school class and rank in the top 25% of their AS class.</p>	 Medal, Ribbon, Certificate
<p><i>American Legion General Military Excellence Award</i> (AS-III or AS-IV)</p>	<p>Award presented annually to an outstanding third-year or fourth-year cadet based on the cadet's general military excellence. The cadet must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. The cadet must rank in the top 25% of their AS class.</p>	 Medal, Ribbon, Certificate



NATIONAL LEVEL AFJROTC AWARDS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p style="text-align: center;"><i>Daughters of the American Revolution Award</i> (AS-IV)</p>	<p>Award presented annually to an outstanding fourth-year cadet. The cadet must demonstrate qualities of dependability, good character and adherence to military discipline. The cadet must possess leadership ability and a fundamental and patriotic understanding of the importance of AFJROTC training. They must rank in the top 25% of their AS class and in the top 25% of their high school class.</p>	<div style="text-align: center;">  <p>Medal, Ribbon, Certificate</p> </div>
<div style="text-align: center;">  <p><i>American Veterans Award</i> (AS-I, II, III, or IV)</p> </div>	<p>Award presented annually to one qualified cadet who possesses certain individual characteristics contributing to leadership. These include a positive attitude toward AFJROTC and service in the Air Force and exemplary personal appearance. The cadet must possess the personal attributes of initiative, dependability judgment, and self-confidence. The cadet displays officer potential by exhibiting the capacity for responsibility, adaptability, and maintenance of high personal standards. The cadet must obtain an "A" in their AS class and be in good scholastic standing in all their high school classes.</p>	<p style="text-align: center;">Medal, Ribbon, Certificate</p>




NATIONAL LEVEL AFJROTC AWARDS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Reserve Officers Association Award</i> (AS-IV)</p>	<p>No longer awarded.</p>	 Medal, Ribbon, Certificate
<p><i>Military Order of World Wars Award</i> (AS-I, II, or III)</p>	<p>Award presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.</p>	 Medal, Ribbon, Certificate
<p><i>Military Officers Association of America Award</i> (AS-III)</p>	<p>Award presented annually to an outstanding third-year cadet who shows exceptional potential for military leadership. The cadet must be a member of the junior class, be in good academic standing, be of high moral character, show a high order of loyalty to the unit, school, and country, and show exceptional potential for military leadership.</p>	 Medal, Ribbon, Certificate

NATIONAL LEVEL AFJROTC AWARDS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Veterans of Foreign Wars Award</i> (AS-III or AS-IV)</p>	<p>Award presented annually to an outstanding third-year or fourth-year cadet who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. This cadet must not have been a previous recipient of this award. The cadet must have a positive attitude toward AFJROTC, have outstanding military bearing and conduct, and possess strong positive personal attributes, such as courtesy, dependability, punctuality, respect, and cooperation. The cadet must demonstrate patriotism by being a member of the Color Guard (or Honor Guard) or the Drill Team (or Rifle Team) and actively promote Americanism. The cadet must demonstrate leadership potential, be active in student activities, and attain a grade of "B" in AFJROTC, and an overall grade average of at least "C" in all subjects for the previous semester.</p>	<div style="text-align: center;">  <p>Medal, Ribbon, Certificate</p> </div>
<p><i>National Sojourners Award</i> (AS-II, or III)</p>	<p>Award presented annually recognizing an outstanding second-year or third-year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. The cadet must be in the top 25% of their academic class, encourage and demonstrate the ideals of Americanism, demonstrate potential for outstanding leadership, and not have previously received this award.</p>	<div style="text-align: center;">  <p>Medal, Ribbon, Certificate</p> </div>




NATIONAL LEVEL AFJROTC AWARDS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Sons of the American Revolution Award</i> (AS-III)</p>	<p>Award recognizes an outstanding third-year cadet. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies, and not have previously received the award. This cadet must be currently enrolled in the AFJROTC program, be in the top 10% of their AFJROTC class, and be in the top 25% of their overall class.</p>	 <p>Medal, Ribbon, Certificate</p>
<p><i>Scottish Rite, Southern Jurisdiction Award</i> (AS-III)</p> 	<p>Award annually recognizes an outstanding third-year cadet. The cadet must contribute the most to encourage Americanism by participation in extracurricular activities or community projects. They must demonstrate academic excellence by being in the top 25% of class. They must demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism. They must not have been a previous recipient of this award.</p>	<p>Medal, Ribbon, Certificate</p>
<p><i>Military Order of the Purple Heart Award</i> (AS-III or AS-IV)</p>	<p>Award annually recognizes an outstanding third-year or fourth-year cadet who is enrolled in the AFJROTC program and demonstrates leadership ability. This cadet must have a positive attitude toward AFJROTC and our country, hold a leadership position in the cadet corps, be active in school and community affairs, and attain a grade of "B" or better in all subjects for the previous semester. They must not have been a previous recipient of this award.</p>	 <p>Medal, Ribbon, Certificate</p>






NATIONAL LEVEL AFJROTC AWARDS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Air Force Sergeants Association Award</i> (AS-III or AS-IV)</p>	<p>Award recognizes an outstanding third-year or fourth-year cadet. The recipient must demonstrate outstanding qualities in Military leadership, discipline, character, and citizenship. The cadet must be in the top 25% of the AFJROTC class and not have been a previous recipient of this award.</p>	<div style="text-align: center;">  <p>Medal, Ribbon, Certificate</p> </div>
<p><i>Sons of Union Veterans of the Civil War Award</i> (AS-I, II, III, or IV)</p>	<p>Award recognizes one deserving cadet annually. The recipient must display a high degree of academic excellence and leadership ability.</p>	<div style="text-align: center;">  <p>Medal, Ribbon, Certificate</p> </div>
<p><i>Sons of Confederate Veterans H.L. Hunley Award</i> (AS-II)</p>	<p>Award goes to a rising second-year cadet who has demonstrated the qualities of Honor, Courage, and in particular, Commitment to his/her unit throughout the school year.</p>	<div style="text-align: center;">  <p>Medal, Ribbon, Certificate</p> </div>
<p><i>Tuskegee Airmen Inc. Air Force JROTC Cadet Award</i> (AS-I, II, or III)</p>	<p>Award is presented annually to two cadets. They must attain a grade of "B" or better in their AS class, be in good academic standing, actively participate in cadet corps activities, and participate in at least 50% of all unit service programs.</p>	<div style="text-align: center;">  <p>Ribbon, Certificate</p> </div>
<p><i>The Retired Enlisted Association Award</i> (AS-I, II, III, or IV)</p>	<p>Awarded annually at the SASI's discretion, for exceptional leadership for the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year.</p>	<div style="text-align: center;">  <p>Medal, Ribbon, Certificate</p> </div>

NATIONAL LEVEL AFJROTC AWARDS




AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>The Celebrate Freedom Foundation Award</i> (AS-I or AS-II)</p>	<p>Awarded annually at the SASI's discretion, for outstanding performance in academics and cadet corps activities as a first or second year AFJROTC cadet.</p>	<div style="text-align: center;">  <p>Ribbon, Certificate</p> </div>
<p><i>National Society United States Daughters of 1812 Award</i> (AS-I, II, III, or IV)</p>	<p>Awarded annually at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism, and upright character in speech and habits.</p>	<div style="text-align: center;">  <p>Medal, Ribbon, Certificate</p> </div>
<p><i>Air Commando Association Award</i> (AS-I, II, III, or IV)</p>	<p>Awarded annually at the SASI's discretion, for completing a one page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skill, physical fitness, and family strength.</p>	<div style="text-align: center;">  <p>Ribbon, Certificate</p> </div>

AFJROTC AWARDS AND RIBBONS




AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>The Distinguished Unit Award With Merit</i> (All Cadets)</p>	<p>Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the Distinguished Unit Award With Merit. The top 9 - 10% of units in the world receive the Distinguished Unit with Merit Award. The unit will receive a congratulatory letter and a certificate of recognition.</p>	<div style="text-align: center;">  Ribbon </div>
<div style="text-align: center;">  <i>Award</i> (All Cadets) </div>	<p>Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the Distinguished Unit Award. The top 20% of units in the world receive the Distinguished Unit Award. The top 9 - 10% of units in the world receive the Distinguished Unit with Merit Award. This authorizes a Silver Star to be placed in the middle of the ribbon. The unit will receive a congratulatory letter and a certificate of recognition.</p>	<div style="text-align: center;">  Ribbon </div>
<p><i>Outstanding Organization Award</i> (All Cadets)</p>	<p>Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the Outstanding Organization Award. The unit will receive a congratulatory letter and a certificate of recognition.</p>	<div style="text-align: center;">  Ribbon </div>
<p><i>Outstanding Flight Ribbon</i> (All Cadets)</p>	<p>Awarded each academic year to members of the outstanding flight under criteria determined by the SASI. There will be one outstanding flight among the SASI's classes and one outstanding flight among the ASI's classes each academic year. The Outstanding Flight will be determined by a calculated score. Factors considered are: Highest Percentage of AFJROTC community service hours per flight; Highest GPA per flight; highest calculated score in flight drill; lowest percentage of suspensions per flight</p>	<div style="text-align: center;">  Ribbon </div>

member; highest percent per flight in corps involvement, ie Color Guard, Honor Guard, Drill Team, Rifle Team, Parking details, etc.





AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Top Performer Award Ribbon</i> (Top 2% of Cadets)</p>	<p>The Cadet Top Performer Award is a Headquarters, AFJROTC Award presented to a maximum of 2% of the current unit cadet corps population. All currently enrolled cadets may be considered. Specific consideration is given to cadets not previously recognized for superior performance. The award recognizes a cadet's performance in the following key areas: Leadership and job performance in primary duties; Leadership qualities including involvement and positions held in extra-curricular activities; Academic Performance; Significant self-improvement, community involvement, and any other outstanding accomplishments.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>
<p><i>Outstanding Cadet Ribbon</i> (One Cadet Each; AS-I, II, III, IV)</p>	<p>Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>
<p><i>Leadership Ribbon</i> (AS-I, II, III, IV)</p>	<p>Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. SASI/ASI will ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>

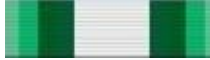

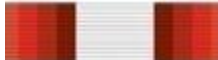
AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Achievement Ribbon</i> (5% of Cadets)</p>	<p>Awarded for a significant achievement as deemed appropriate by the SASI. Cadets accomplish a significant documented achievement, such as, extraordinary school / community service, receiving an Academy appointment, receiving an ROTC Scholarship, contest winner, athletic achievement, first place in AFJROTC fundraising, Valedictorian / Salutatorian, etc. Cadets may not receive more than one ribbon during a 1-year period.</p>	<div style="text-align: center;">  Ribbon </div>
<p><i>Superior Performance Ribbon</i> (10% of Cadets)</p>	<p>Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. The ribbon is for a singular or sustained performance of a superior nature. This award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Some examples are: National Merit Finalist; yearbook editor; top three cadets in PT tests; second and third place cadets in AFJROTC fundraising; outstanding performer in community sanctioned activity. Cadets may not receive more than one ribbon during a 1-year period.</p>	<div style="text-align: center;">  Ribbon </div>
<p><i>Academic Ribbon</i> (All Cadets)</p>	<p>Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC.</p>	<div style="text-align: center;">  Ribbon </div>




AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Leadership School Ribbon</i> (AS-II, III, IV)</p>	<p>Awarded for completion of an approved leadership school program of at least 5 days duration. For each additional Leadership School completion a Bronze Star will be added. The Silver Star is awarded for outstanding performance or leadership ability.</p>	 Ribbon
<p><i>Special Teams Competition Ribbon</i> (All Cadets)</p>	<p>Awarded to team members for placing 1st, 2nd, or 3rd, in an Air Force or Joint Service Competition to include Color Guard Teams, Honor Guard Teams, Drill Teams, Rifle Teams, Saber Teams, Academic Bowl Teams, etc.</p>	 Ribbon
<p><i>Orienteering Ribbon</i> (All Cadets)</p>	<p>Awarded to team members for completing unit specific Orienteering Program as part of unit curriculum and "placing" in an orienteering competition.</p>	 Ribbon
<p><i>Cocurricular Activities Leadership Ribbon</i> (All Cadets)</p>	<p>Awarded at the SASI's discretion for leadership in AFJROTC cocurricular activities. Must demonstrate exceptional leadership as project officer. Examples are: Military Ball Chairperson; newspaper editor, drill team commander, color guard team commander, etc. The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated effort of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.</p>	 Ribbon




AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Drill Team Ribbon</i> (All Cadets)</p>	<p>Participate in at least 75% of all scheduled drill team or rifle team practices and events. Must be recommended by the Drill Team Commander or Rifle Team Commander. An oak leaf cluster is added to this ribbon for each year of qualifying membership.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>
<p><i>Color Guard Ribbon</i> (All Cadets)</p>	<p>Participate in at least Five scheduled color guard or honor guard events. Must be recommended by the Color Guard Commander or Honor Guard Commander. An oak leaf cluster is added to this ribbon for each year of qualifying membership.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>
<p><i>Saber Team Ribbon</i> (All Cadets)</p>	<p>Awarded for distinguished participation in at least 75% of all scheduled sabre team events. Must be recommended by the Sabre Team Commander. An oak leaf cluster is added to this ribbon for each year of qualifying membership.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>






AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Marksmanship Team Ribbon</i> (All Cadets)</p>	<p>SASI will award the Marksmanship Ribbon to cadets that participate in a Marksmanship Program. AFJROTC Units may use the qualification system developed by the Civilian Marksmanship Program. Three Marksmanship levels are identified by placing a star as follows: Bronze Star - Marksman score of 110-129 (10 shots standing, 10 shots prone); Silver Star - Sharpshooter score of 130-200 (10 shots standing, 10 shots prone); Gold Star - Expert score 220-300 (10 shots standing, 10 prone, 10 kneeling). SASIs and ASIs will qualify cadets once a year. Cadets can wear up to four stars on this Ribbon.</p>	 Ribbon
<p><i>Good Conduct Ribbon</i> (All Cadets)</p>	<p>SASI will award the Good Conduct Ribbon to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in an academic term. Awarded once per school year.</p>	 Ribbon
<p><i>Service Ribbon</i> (All Cadets)</p>	<p>Awarded for distinctive performance in a minimum of 15 hours and / or four school, community, or AFJROTC service projects each school year. Includes AFJROTC fund-raising and parades. Award is limited to cadets whose active participation in a service project contributed significantly to the goals of the organization. Participation in Drill / Rifle Teams, Color Guard / Honor Guard Teams or Saber Teams do not qualify for the Service Ribbon. Awarded once per school year.</p>	 Ribbon


AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Health and Wellness Ribbon</i> (All Cadets)</p>	<p>Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the wellness program will receive the Health and Wellness Ribbon. All cadets who participate in the Presidential Physical Fitness Program and score in the 75-84 percentiles will wear a Bronze Star device on the ribbon. If a cadet earns a percentile score of 85-95 they will wear a Silver Star device on the ribbon. If they receive a 96-100 percentile score, they will earn a Gold Star device to wear. The percentiles are computed automatically under the Presidential Physical Fitness Program Assessment in WINGS. Awarded once per school year.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>
<p><i>Recruiting Ribbon</i> (All Cadets)</p>	<p>Awarded for outstanding effort in support of unit recruiting activities. Enroll at least one quality cadet or serve as a member of a Cadet Recruiting team at a middle school, high school, or other forum. A quality cadet is one who joins and remains in good standing for an academic school year. Recruit one additional cadet to earn an oak leaf cluster. Awarded once per school year.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>
<p><i>Activities Ribbon</i> (All Cadets)</p>	<p>Awarded for participation in co-curricular activities other than those that qualify for the <i>Color Guard</i>, <i>Drill Team</i>, and <i>Special Teams Competition</i> ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. Cadets must participate in two formally scheduled co-curricular activities to receive this award once each school year. Plus two for cluster.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>

AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p style="text-align: center;"><i>Attendance Ribbon</i> (All Cadets)</p>	<p>Awarded to cadets with no more than four excused absences and no unexcused absences in an academic term. Excessive excused absences may be waived for medical reasons at the discretion of the SASI. Awarded once per school year.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>
<div style="text-align: center;">  <p style="text-align: center;"><i>Dress and Appearance Ribbon</i> (All Cadets)</p> </div>	<p>Awarded to cadets who wear the uniform on all designated uniform days, conform with all AFJROTC dress and appearance standards, and maintain 90% uniform grade average for the semester. Awarded once per school year.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>
<p style="text-align: center;"><i>Longevity Ribbon</i> (All Cadets)</p>	<p>Awarded for completion of each AS year. Must successfully complete all AFJROTC course requirements.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>
<p style="text-align: center;"><i>Bataan Death March Memorial Hike Ribbon</i> (All Cadets)</p>	<p>To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC FL-954 will conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14 mile course (trails, road courses, tracks, etc.) The event will be accomplished locally in one day. Cadet safety must be monitored at all times and advanced planning for any first aid / medical attention is paramount. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>

AFJROTC AWARDS AND RIBBONS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<p><i>Patriotic Flag Ribbon</i> (All Cadets)</p>	<p>May be awarded for participation in <u>non-color guard</u> events specifically designed to honor our nation’s flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. SASIs may award this ribbon based on local criteria which must be clearly published in the unit’s Cadet Guide or Unit Operating Instruction. The FL-954 SASI includes Homecoming Parade and Veterans Ceremony presentations as justification for this ribbon.</p>	<div style="text-align: center;">  <p>Ribbon</p> </div>

9.1. Non-Funded National Awards. Precedence follows all National Awards. Requires HQ AFJROTC approval.

9.1.1. NCOA. Be awarded to the most outstanding enlisted cadet during the past academic year who consistently exhibited the best military bearing, personal appearance, deportment, and leadership ability.

9.1.2. National Society, Daughters of Founders and Patriots of America. Be awarded to an AS-I or AS-II cadet in the top 25% of the AS level class, demonstrated potential for good leadership and patriotism.

9.1.3. General George C. Marshall Award. Awarded to all cadets, regardless of placement, who qualified for Level III (The Championship) of the College Options Foundation JROTC Academic Bowl.

9.2. Civil Air Patrol (CAP) Awards. Only five CAP ribbons may be worn on the AFJROTC uniform: General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award.

9.3. Wearing Medals, Awards, and Ribbons. The top row of medals should be positioned 1/2 inch below bottom row of ribbons. Refer to AFI 36-2903 for instructions on stacking multiple medals. Ribbons and medals must be worn in correct precedence, (See Attachment 12).

9.4. Other Award Criteria. Cadets must not rely on their course instructor, advising SASI/ASI, LBHS administration, staff or faculty, guidance/attendance personnel, community service representative(s), functional/activity officer or SNCO, group/squadron/flight/team commander or NCO, or other organization representative alone to record and validate award criteria for receipt of a ribbon or award.

9.5. Other Service Ribbons. AFJROTC cadets are authorized to wear ribbons earned while enrolled in United States Army, United States Navy, United States Marine Corps, or United States Coast Guard JROTC. AFJROTC cadets will wear AFJROTC ribbons above and to the left of other service JROTC ribbons or awards. Group ribbons according to service with the order of precedence determined by the regulations of each service. Other services' ribbons are grouped by service in the following order: Army, Navy, Marine Corps, and Coast Guard.

Chapter 10

BADGES, INSIGNIA, DEVICES, AND OTHER AWARDS

10.1. Concept. Badges, insignia, and devices are earned by cadets for individual achievement, participation in organized AFJROTC activities and significant contributions to the highest ideals of Air Force Junior ROTC.

10.2. Badges.

10.2.1. **Model Rocketry Badge.** Awarded for fulfilling model rocketry program requirements listed in the Model Rocketry Handbook. Local requirements include, but are not limited to: two successful launches and recoveries of a self-assembled rocket in their AFJROTC career.

10.2.2. **Awareness Presentation Team Badge.** Awarded for meeting participation and presentation criteria.

10.2.3. **Aerospace Education Foundation (AEF) Academic Cadet Badge.** 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 "C" on their transcript. The individuals must be recommended by the SASI.

10.2.4. **Distinguished Cadet Badge.** This annual award consists of a certificate and the badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic/military excellence.

10.2.4.1. The SASI, in coordination with ASIs, selects the recipient. The Holm Center Form 308, *Certificate of Recognition*, located in WINGS in Certificates folder, is used to present with the badge.

10.2.4.2. The recipient should have earned the following awards prior to or with selection:

10.2.4.2.1. Leadership Ribbon

10.2.4.2.2. Achievement Ribbon

10.2.4.2.3. Superior Performance Ribbon

10.2.4.2.4. Academic Ribbon

10.2.4.2.5. Co-curricular Activities Leadership Ribbon

10.2.4.2.6. Service Ribbon

10.2.5. **Kitty Hawk Air Society Badge.** Awarded to cadets who are active members of the Kitty Hawk Air Society. The unit's Kitty Hawk charter spells out the requirements for entry into the society.

10.2.6. **Ground School Badge.** Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school program prescribed by the FAA.

10.2.7. **Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.

10.2.8. **Flight Certificate Badge.** Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.

10.2.9. **Academy Modeling of Aeronautics (AMA) Wings.** Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA to obtain badge for qualifying cadets.

10.2.10. **Marksmanship Qualification Badges.** Marksmanship competition badges may be worn on the AFJROTC uniform. Males wear the badges under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Females wear the badges above the ribbons on both uniforms.

10.3. Motivational Accouterments. The SASI has some latitude to allow cadets participating in unique co-curricular activities to wear badges, pins, awards, ribbons, patches, or accouterments not typically endorsed by JROTC specific policy, during FL-954 activities ONLY. These recognize participation in and/or encourage participation in unit-specific activities in the local area or during nationally recognized competitions and/or events, (i.e. Academic Bowl, Cyber Patriot, Orienteering medals/badges, etc.).

10.4. Other Badges/Pins. Wearing badges or pins from other services beyond their intended purpose, badges from the regular Air Force, or other organizations on the uniform is prohibited (unless authorized by the SASI). Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized. Example: Unit cannot designate Army Signal Corps or Infantry badges to signify membership in the unit color guard or drill team. However, badges earned by cadets enrolled in a sister service JROTC program may be worn on the AFJROTC uniform in the location specified by the sister service. The AFJROTC badge location will always take precedence over the sister service badge.

10.5. Shoulder Cords. Cadets are authorized to wear the shoulder cord to signify a leadership position or active participation in an AFJROTC club or activity. Description of colors for FL-954 is at 7.8.2.

10.6. AFJROTC Shoulder Patch. Wear of the AFJROTC official shoulder patch is mandatory on all uniforms except the raincoat, overcoat, and all-weather coat. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder and the AFJROTC patch on the left shoulder with the AFJROTC shoulder patch taking precedence.

10.7. Shoulder Tabs (optional). Shoulder tabs are cloth arches denoting participation in a JROTC activity. Cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat, lightweight blue jacket, and the light blue shirt, centered between the unit patch and the shoulder seam.

10.7.1. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab should be worn 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab should be centered between the unit patch and the shoulder seam. Only cloth shoulder tabs are authorized.

10.7.2. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

10.8. Name Tags. Blue name tags are only worn on the light blue shirt. The silver name tag is only worn on the Service Coat. The **initial** blue and silver name tag is issued to cadets "free of charge."

10.8.1. If a name tag is destroyed, lost, or broken, the cadet must identify the loss to their course instructor and/or Logistics for immediate replacement, at the cadet's expense.

10.8.2. Missing a name tag and/or failure to notify the instructor will not excuse a cadet from earning negative points for every uniform inspection until replaced (unless previously notified their instructor or logistics, and awaiting receipt). All name tags will be returned to the program at the end of their AFJROTC "career."

10.9. Cadet of the Quarter. Recognizes deserving (enlisted/officer) cadet for academic achievement. The top 3% of cadets academically will wear a Gold Cord to signify their academic achievements.

10.10. Award Approval. The SASI must approve award of any badges, insignia, devices, and other awards and decorations. The SASI has latitude to make exceptions to the award criteria in unique circumstances.

Chapter 11

LBHS ATHLETIC LETTER

11.1. Criteria for Award. The LBHS athletic letter (Color/Honor Guard, Drill Team) is earned by cadets who meet the following qualification criteria:

11.1.1. Must have successfully completed 2 years of the AFJROTC program at Lake Brantley High School.

11.1.2. Must have at least a cumulative grade point average (GPA) of 2.5 and 10 hours of community service.

11.1.3. Must have at least an eighty percent (80%) cumulative score on uniform inspections during both years.

11.1.4. In addition to one or more of the following; the Drill Team, Color Guard, Saber, Orienteering, Marksmanship, and/or Competition Ribbon (See Table 9.3.), a cadet must have been awarded at last three (3) of the following decorations:

11.1.4.1. Co-Curricular Activities Ribbon

11.1.4.2. Service Ribbon

11.1.4.3. Recruiting Ribbon

11.1.4.4. Academic Ribbon

11.1.4.5. Activities Ribbon

11.1.5. In good standing in LBHS/AFJROTC, must not have excessive tardies or unexcused absences during the current school year. Excessive tardies would be more than two during any semester of the current school year.

11.1.6. A cadet must have two years' service on the Drill Team, Honor Guard, Color Guard, Saber Team, Orienteering, or Marksmanship team and have actively participated in practices and scheduled competitions.

11.1.6.1. Must be an active member of current year team(s). The two years do not have to be consecutive.

11.1.6.2. Based on a point system; 5 points for 1st place, 3 for 2nd place, and 1 point for 3rd or 4th place (if used); the cadet must earn 25 or more points over their entire AFJROTC "career" to qualify. Cadets must not rely on their team commander alone to record and validate award criteria for receipt of the letter.

11.2. Additional Requirements.

11.2.1. The Athletic Letter may be awarded to cadets who actively participate in other competitive AFJROTC activities, (i.e. Academic Bowl, Cyber Patriot, etc.), as determined by the advising SASI/ASI.

11.2.2. If a cadet earns or has earned a letter from another activity (i.e. sports, band, etc.), they may be awarded a Drill Team, Honor Guard, or Color Guard, or other signifying pin in place of the varsity letter (if available).

11.3. Award Approval. The SASI must approve award of the varsity letter and may make exceptions to the criteria in unique circumstances. Recommendation by the advising ASI or group commander will be highly considered.

Chapter 12

AFJROTC EVENTS AND ACTIVITIES

12.1. Curriculum-In-Action (CIA) Trips. Throughout the school year, AFJROTC takes trips to various aviation, historical, and other curriculum-related locations and operations. Cadets must be in good standing in AFJROTC and in LBHS to participate in these trips. The SASI/ASI will establish eligibility and prioritize cadets desiring to participate. Cadet participation in AFJROTC CIA trips is never mandatory.

12.2. Awards Ceremony. An annual event held at the end of the year to recognize and honor cadets who excelled in or made significant contributions to AFJROTC, LBHS, and the community. Representatives from various local and national civic organizations present decorations and other awards in recognition of distinguished service. The Awards Ceremony is normally held in conjunction with the Military Ball.

12.3. Parades. Cadets normally participate in the annual homecoming parade. As opportunities arise, cadets may have the occasion to march in other formal school or community events. This is an excellent opportunity to demonstrate group drill proficiency while giving a boost for the LBHS AFJROTC program.

12.4. Fundraisers. Money is raised by the cadets for many of the unit activities held throughout the school year. This is one of the most popular activities for cadets. Parents, family, and friends are also invited to participate in this popular activity. All Cadets are expected to participate in this program.

12.5. Field Days. A semi-annual event to encourage teamwork and build *esprit de corps* with the corps and within each flight through competitive events by pitting the flights against one another.

12.6. Military Ball. This is one of the more popular, formal social events for the enjoyment of the cadets and their guests. Cadets get to experience military protocol and the formalities associated with a traditional military function. A Military Ball allows for cadets and their guests to attend and enjoy music and refreshments. Attendance criteria are as follows:

- 12.6.1. Cadets must maintain at least a "2.0" (not 1.99 or lower) GPA per Semester.
- 12.6.2. Cadets must maintain at least a "C" in AFJROTC each Semester.
- 12.6.3. Cadets must turn in their Fundraiser monies No Later Than (NLT) the established due date.
- 12.6.4. Cadets may not have more than 6 unexcused absences per Semester.
- 12.6.5. Cadets may not have or had an ISS / OSS (SASI/ASI may review Case for consideration).
- 12.6.6. Cadets must wear the uniform with honor and respect; otherwise they do not qualify for attendance.
- 12.6.7. Cadets must exhibit good behavior and proper attitude during the course.
- 12.6.8. Any cadet who has disrupted classes due to attitude/behavior may not attend the Military Ball.
- 12.6.9. Cadets who've shown disrespect for authority (Parents, Civil Authority, AFJROTC Instructors, or any other teacher), talked back to instructors, exhibited belligerent behavior, or have been confrontational or insubordinate in any way do not qualify for attendance.
- 12.6.10. Any cadet who is disqualified for attendance may not attend as the guest or date of a qualified cadet.

12.7. Social Activities. In addition to the military ball, the cadets develop and plan their own school sponsored/sanctioned events, (i.e. sports days, holiday events, etc.).

12.8. Community Service. Cadets have the opportunity to get involved with various community service organizations in the spirit of helping others. These activities take place after school and on weekends and aid in developing a Service Before Self attitude. Cadets see how their efforts can make a difference within their community. All AFJROTC community service events can be applied toward the Florida Bright Futures Scholarship.

12.9. Drill Team. Competition drill teams are made up of cadets who compete against other AFJROTC units. Practices are usually conducted after normal school hours. Drill team members are expected to participate in selected civic, school, and patriotic parades, and other exhibitions. Distinctive uniform items are worn by members.

12.10. Color Guard / Honor Guard. The color guard / honor guard is a specially-trained team of cadets who present the colors of the United States at various civic and school events both within the school and in the surrounding community. Being a member of the AFJROTC color guard / honor guard is a significant honor and requires extreme team dedication as well as dedication to a practice schedule.

12.10.1. If approved by the SASI/ASI or color guard / honor guard commander, non-members of the honor guard may assist in the presentation of the Colors at a specific event, if they participated in the practice(s) for that event.

12.11. Orienteering. Those cadets interested in learning land navigation, compass reading, and interpreting maps. Cadets prepare individually and as a team to compete against other AFJROTC units for awards and trophies.

12.12. Wellness (PT) Team. Cadets interested in reaching and maintaining a high level of physical fitness and developing a healthy lifestyle are encouraged to join this team. This team also monitors, teaches, and maintains the unit Cadet Health and Wellness Program and Presidential Fitness Program.

12.13. Flight Programs. Another very popular cadet program designed to teach the concepts of flight, rocketry, space, satellite, remote control, static models, etc. Cadets start with model rockets to construct and launch. Special badges are awarded to cadets who complete model rocketry requirements. Cadets move on to the opportunity to focus on aviation models, flight simulation, remote-controlled aerial vehicles, and conduct other flight activities.

12.13.1. CIA Flight Events. Orientation flights are continuous flights performed within the local flying area and terminating at the point of origin. They may be arranged through DoD or Non-DoD organizations/companies.

12.14. Recruiting. Each school year, members of the Recruiting Team participate in many in-school recruiting activities and also accompany the SASI/ASI to speak to middle school ("feeder-school") students, motivate students to join, and explain the many benefits of joining AFJROTC. Some cadets may return to their former middle school to speak to the students whom they've known from previous years.

12.15. Marksmanship. Is governed by the Civilian Marksmanship Program (CMP). The CMP is dedicated to the respect for and safe handling of firearms and instilling patriotism and discipline in our youth participants. Rifle marksmanship activities are indeed among the safest of all youth sports. Target shooting is a sport of control and discipline. Cadets will practice and compete in position air rifle shooting and other air rifle activities.

12.15.1. CMP makes firearms safety its highest priorities. The law specifically states that a primary function of the CMP is "to instruct citizens in marksmanship; (and) promote practice and safety in the use of firearms."

12.15.2. JROTC cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter, and Expert. The Expert badge is the highest ranking and most difficult to earn.

12.16. Awareness Presentation Team (APT). APT is an academic endeavor designed to provide positive role models for elementary and middle school students. It also provides a practical application of the skills learned in the leadership education portion of the AFJROTC curriculum to help others with their presentation skills.

12.16.1. An APT team is composed of cadets selected by the AFJROTC instructors based on their demeanor, verbal abilities, and professional appearance. The teams are responsible for selecting topics, conducting research, writing, and presenting material.

12.16.2. Team members should not be considered or advertised as experts. They should be prepared to deliver brief presentations in multiple formats and venues; and be assessed on topics of current interests.

12.16.3. They will also provide opportunities to help cadets hone their speaking and leadership skills in a friendly atmosphere. Activities include: impromptu talks on assigned topics, conducting class/meetings, and developing skills related to timekeeping, grammar, and parliamentary procedure.

12.17. Kitty Hawk Air Society (KHAS). The Honor Society for the AFJROTC program. The purpose is to further instill cadet leadership and teamwork. "Kitty Hawk" are required to maintain a specific GPA (3.0) and participate in community service. Objectives are: to promote higher academic standards; be of service to the school and community; promote excellence, integrity, and initiative; develop leadership ability; encourage academic excellence and further educational development in post high school years. KHAS members operate the cadet tutoring program.

12.18. Cyber Patriot. The National Youth Cyber Education Program created to inspire students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. The program, created by the Air Force Association (AFA):

12.18.1. Increases the awareness of cybersecurity by delivering a basic cybersecurity education in an exciting format that enhances leadership, communication, and cooperation skills among its competitors.

12.18.2. Features the National Youth Cyber Defense Competition for high school and middle school students.

12.19. Academic Bowl. One main goal of the JROTC Academic Bowl is to prepare students for state graduation exams as well as college entrance exams, such as SAT & ACT. Other benefits include: increase interest in college admissions with college matching and scholarship service, demonstrating academic strength of JROTC program, boosting esprit de corps, and all cadets receive commendation and are eligible for ribbons/medals, and cash prizes.

Chapter 13

COMPETITIVE DRILL AND HONOR GUARD TEAMS

13.1. General. Competitive teams are extra-curricular activities and offer cadets the opportunity to be part of a more rewarding experience. Becoming a member of one or both teams requires commitment and an understanding of the rules and requirements governing the operation and management of the teams. Positions require very high standards of drill, dress, appearance, conduct, and wellness that must be met and maintained to remain on the team.

13.2. Team Composition. Drill teams generally have 9, 12, or 24 team members plus a leader or team captain (TC). All drill teams come under the authority of the Drill Team Commander (DT/CC), who assumes overall authority. The competitive color guard usually has four members plus one named as the leader or team captain (TC). All color guard teams (including saber teams) come under the authority of the Color Guard Commander (CG/CC), who assumes overall authority. All teams are organized by the SASI/ASI and managed by the commanders.

13.3. Drill Teams. More than one team may be designated for competition. Teams are provided practice time to prepare for competition. Most sanctioned drill meets allow the following categories or specific drill disciplines.

13.3.1. **Regulation Drill.** This is a routine set either to Army or Air Force commands in a compulsory type program. Emphasis is on teamwork, precision, snap, bearing, and overall appearance.

13.3.2. **Armed Regulation Drill.** A compulsory type routine with weapons. Uniform requirements are the same as without arms. Emphasis is again on teamwork, precision, snap, bearing, and overall appearance.

13.3.3. **Exhibition Drill.** This is a special category requiring a longer, more complicated routine with special emphasis on precision, teamwork, originality, showmanship, and complexity (higher risk).

13.3.4. **Armed Exhibition Drill.** Another special team category requiring weapons as part of the routine. Either rifles or swords are employed in this program. Team Captains may use a different weapon from drill team members. Otherwise, all requirements for this team are identical to unarmed exhibition drill.

13.3.5. **Individual, two-person and four-person exhibition with arms.** Any cadet desiring to enter one of these categories may put together a specific routine and have the complete approval of the DT/CC and ASI.

13.4. Color Guard Teams. There may be more than one color guard team.

13.4.1. Teams will have two flag bearers and two guards who carry weapons, either facsimile or demilitarized.

13.4.2. Army Field Manual 22-5 and AFMAN 36-2203, *Drill and Ceremonies*, establishes the competition routine. Slight variances to regulations may be permitted to add to the precision and appearance of the routine.

13.4.3. Each color guard team will have a team captain (TC) appointed by the SASI/ASI. The authority of the TC is limited and primarily directed toward managing their own team.

13.5. Drill Team Commander (DT/CC). The DT/CC is responsible for drill schedules, practices, routines, behavior, uniforms, accessories, weapons, and other materials. Any disputes or other concerns of any team or member will be addressed to the DT/CC. The DTCC will always keep the "best interests" of the entire team in mind whenever issuing orders, providing positive or negative reinforcement, or making recommendations to add or remove a team member.

13.6. Color Guard Commander (CG/CC). The CG/CC is responsible for color / honor guard team schedules, practices, routines, behavior, uniforms, uniform accessories, weapons, and other materials.

13.7. Competition Team Rules and Assignment:

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

13.7.2. 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 team or previously assigned to a team.

13.7.3. Once a team is formed, all members will remain with that team until the Commander 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.

13.7.4. Cadets who show an interest and aptitude may choose to try out for membership on any of the competition teams and/or for singular honor guard performances.

13.7.5 **Practices.** Practice does not make perfect...perfect practice makes perfect. Like most athletic events with "subjective" scoring, a perfect score is possible. 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.

13.7.5.1. All team members must regard all practices as mandatory. Absences disrupt the entire team and causes unnecessary delays in perfecting a routine. Exceptions are on a case-by-case basis.

13.7.5.2. **Attitudes.** Practices are no place for poor attitudes and will not be permitted. Members who cannot check their attitudes will be dropped. A good attitude is essential. Not allowing minor setbacks, criticism, personal feelings, or personal relations during practice or in competition will affect team performance.

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

13.7.7. **Qualities.** These are uncompromising that cannot be taught, they must be developed within each cadet.

13.7.8. **Desire.** To want to be the best you can. Without desire, good things will not happen.

13.7.9. **Dedication.** Being at all practices and working hard for a common goal.

13.7.10. **Discipline.** It's essential to teamwork to not take constructive criticism personally, rather work harder to improve your individual skills. Working hard for the benefit of all team members and meeting all team and AFJROTC obligations will result in success. Being a member of one of these teams' means you set the standard.

13.7.11. **Concentration.** A difficult but always achievable element for those willing to try. Being at practice, remaining on task, not being distracted, and not horsing around is effective training. No cell phone use at practice.

13.8. Standards.

13.8.1. **Dress and Appearance.** Uniforms require special attention. Never will a team member wear a dirty or wrinkled uniform. A special emphasis on appearance is required to be a member of the team.

13.8.1.1. 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.

13.8.1.2. Failure to comply with uniform standards will be addressed by the DT/CC or CG/CC and is grounds for probation and/or removal from a competitive drill or color guard team. **Image is critical.**

13.8.2. **Grooming.** Team members set the example for all other cadets. Never will a team member be "out of regulations" 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.

13.8.2.1. If the cost of maintaining an acceptable groomed appearance becomes a problem with any member, see the SASI/ASI for assistance. Cost should never be a reason for a team member not to conform to standards.

13.8.2.2. Failure to comply with this standard will be addressed by the DT/CC or CG/CC and is grounds for probation and/or removal from the competitive teams.

13.8.2.3. Members are "on call" for short notice and special occasions. They must be "parade and inspection ready" at all times. Shoes will be clean and *highly* polished for all inspections, events, or performances.

13.8.3. **Conduct.** The utmost in personal behavior and appearance is demanded of team members both in/out of uniform. Smoking is illegal and is never permitted in uniform. Likewise, vulgarities by team members in-/out- of uniform in sight of other cadets, parents, school officials, etc. is not permitted. Just perception of misconduct or impropriety will lead to appropriate disciplinary action or dismissal.

13.9. Rewards. The payoff for membership can't be overemphasized. Team members acquire better self-discipline, followership, and leadership qualities. Hence, members are usually selected as cadet senior leaders.

13.10. Removal. These teams are just that, **TEAMS**. 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 or develop an attitude inconsistent with the good of the team will be dismissed from the team.

Chapter 14

FLAG HONORS, CARE, AND FOLDING

14.1. The United States Flag Code. Chapter 1 of Title 4 of the United States Code establishes advisory rules for display and care of the flag of the United States. It is a U.S. federal law, but there's no penalty for failure to comply.

14.2. Respect for the Flag.

14.2.1. Whether in or out of uniform, all cadets in close proximity to the flag or within hearing distance of the national anthem will render proper respect to the flag of the United States.

14.2.2. What to do when outside:

14.2.2.1. **When in uniform**, face the flag (or the sound if you cannot see the flag) and salute during the raising and lowering of the flag. If "*To The Colors*" is played first, assume the position of **Parade Rest**. When the first note of the National Anthem sounds, come to **Attention and salute** until the music stops.

14.2.2.2. **When in civilian clothing**, face the flag (or the sound if you cannot see the flag), come to **Attention**, and place your right palm over your heart (left side) until the music stops. **If wearing a hat**, males will remove the hat with their right hand and place it near the left shoulder to allow the right hand to fall across the heart.

14.2.3. What to do when inside:

14.2.3.1 **When in uniform**, face the flag, come to **Attention** but do **not** salute during the playing of the national anthem. If "*To The Colors*" is played first, assume the position of **Parade Rest**. When the first note of the National Anthem sounds, come to **Attention** until the music stops.

14.2.3.2. **When in civilian clothing**, face the flag, come to **Attention**, and place your right palm over your heart until the music stops. **If wearing a hat (unless armed)**, males will remove the hat with their right hand and place it near the left shoulder to allow the right hand to fall across the heart.

14.2.4. Flags mounted on stationary flagstaves will not be saluted unless being raised/lowered and in uniform.

14.2.5. **Half-Staff.** A flag display upon a death or in memoriam of an anniversary of a death or significant holiday. The flag is briskly raised to the top of the peak and then ceremoniously lowered to half-staff position.

14.2.5.1. To lower the flag, first raise it to the top of the flagstaff then lower as usual. The flag at half-staff is flown only from stationary flagstaves. The flag is also flown at half-staff upon direction of the US President.

14.2.5.2. On Memorial Day the flag is placed at half-staff until noon only, then raised to the top of the staff.

14.3. Honors and Tribute.

14.3.1. The U. S. flag should always be in the position of honor (right, center, or highest point). It should always be on the flag's own right which is the observer's left when against a wall, building, in a window, or on a street; meaning the union (blue field with stars) should also be uppermost and to the flag's own right.

14.3.2. The flag of the United States is always the first flag raised and the last to be lowered. It should be raised quickly but lowered slowly and with majesty. The flag should be gathered as it is lowered.

14.3.3. It should hang freely and is never dipped to a person or thing.

14.3.4. Do not permit the flag to touch anything beneath it such as the ground, the floor, etc. Flags are not required to be destroyed when this happens. As long as the flag remains suitable for use and for proper display.

14.3.5. Never use the U.S. flag as a drapery of any sort.

14.3.6. Never use as a covering for a ceiling, a statue or monument, or furniture.

14.3.7. Never wear or use as an article of clothing. Note: a symbolic representation of the U.S. flag can appear on t-shirt, sweat shirts, or neckties. If the symbolic representation does not demean or dishonor the flag, then this is acceptable.

14.3.8. Display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated.

14.4. Care and Disposition of U.S. Flags.

14.4.1. A torn flag may be professionally mended. A dirty flag may be washed.

14.4.2. Flag Code suggests that when a flag has served its useful purpose, "it should be destroyed, preferably by burning." For individual citizens, this should be done discreetly so the act of destruction is not perceived as a protest or desecration.

14.4.3. Unserviceable flags should be "retired" in a particularly dignified and solemn occasion.

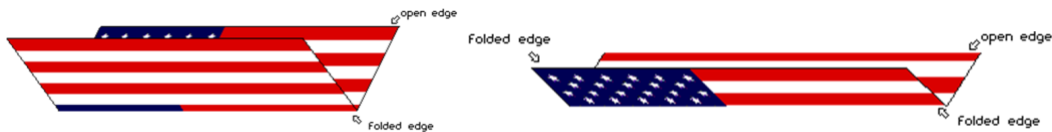
14.5. Flag Folding Procedure.

14.5.1. This custom of special folding is reserved for the United States Flag alone.

14.5.2. Folding the flag requires at least two people. A third or fourth person can be used to hold the flag at the center while it is being folded. To properly fold the flag, begin by holding it waist-high so that its surface is parallel to the ground.



14.5.3. First fold the flag in half lengthwise, then again lengthwise. If it a very large flag, you may need to fold it lengthwise a third time. Make sure the stars are always kept on the outside bottom.



14.5.4. Starting with the end away from the stars (union), fold the folded edge corner over to the opposite or open edge, creating an equilateral (45 degree) triangle at the end. Make sure it is tight and smooth.



14.5.5. Fold the triangle inward (toward the union) so that the edge folds remain flush with each other and a new triangle fold facing the opposite direction is created. Ensure each successive fold is tight and smooth.



14.5.6. Continue this process until the flag is folded into the shape of a right triangle with only the stars and blue background showing. Properly folded there should be two original folds and 11 folded triangles. Tuck the remaining piece inside the blue union of the flag to complete the process. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night.



Figure 14.1. Properly Folded U.S. Flag

14.5.7. The Stars and Stripes are folded this way to remind us of the tri-cornered hat (the cocked hat) worn by the colonial soldiers during the Revolutionary War (War for Independence).

Attachment 1.

AFJROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL

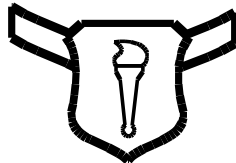


COLONEL

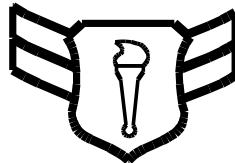
CADET AIRMAN RANK

(no rank insignia)

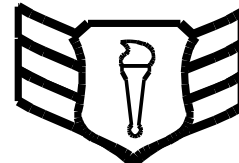
AIRMAN BASIC



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



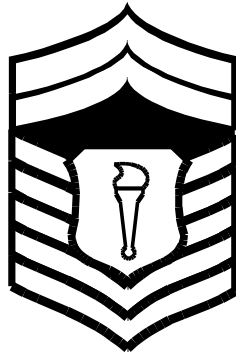
STAFF
SERGEANT



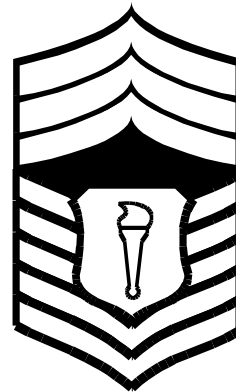
TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



CHIEF
MASTER
SERGEANT

Attachment 2.

AFJROTC BADGES



OFFICER
FLIGHT CAP AND BERET
INSIGNIA



OFFICER SERVICE CAP INSIGNIA



"DELETED"
BERET INSIGNIA
(Unit Specific)



MODEL ROCKETRY
BADGE



APT BADGE



AEF BADGE



DISTINGUISHED CADET BADGE



SHOULDER
TAB



KITTY HAWK AIR SOCIETY
BADGE



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



ACADEMY OF MODEL
AERONAUTICS BADGE

MARKSMANSHIP QUALIFICATION BADGES



Marksman



Sharpshooter



Expert

MOTIVATION PINS (Unit Specific)



Athletic Letter



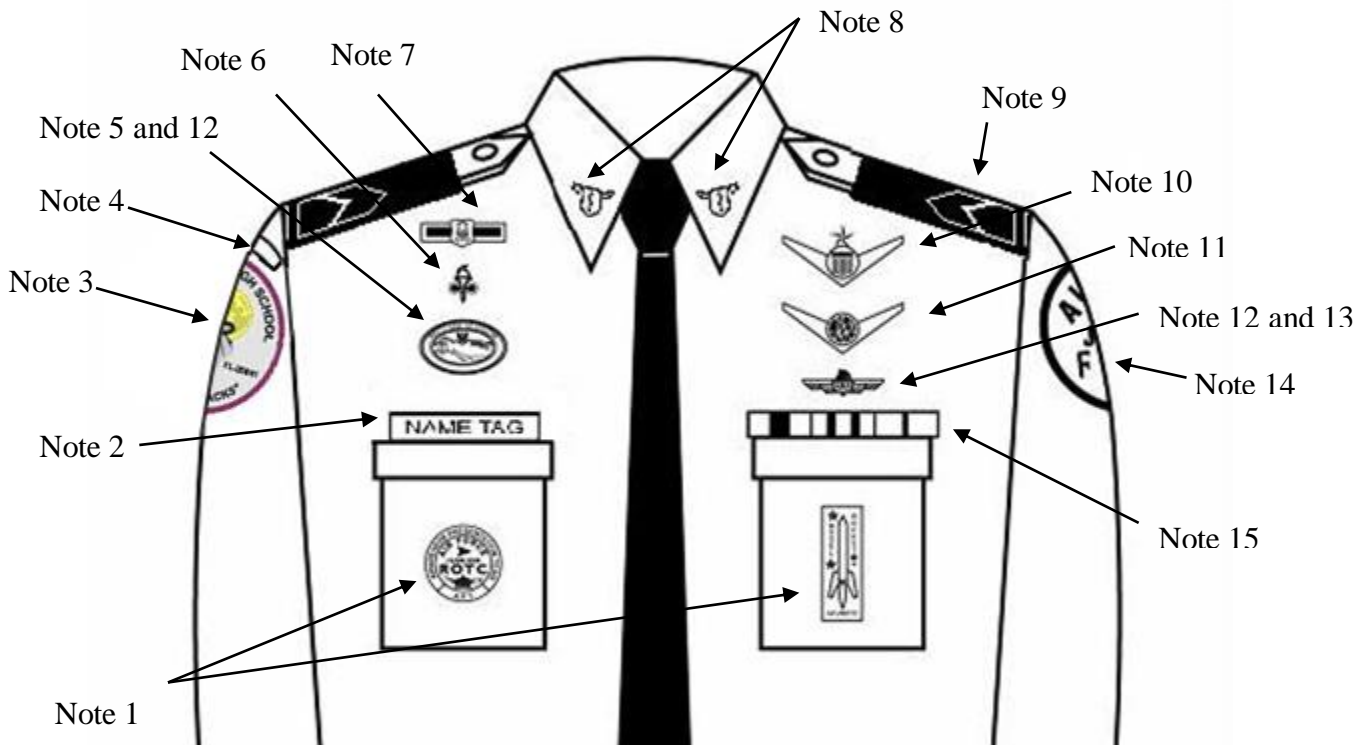
"Prop & Wings"
(Academic Bowl)



Cyber Patriot

Attachment 3.

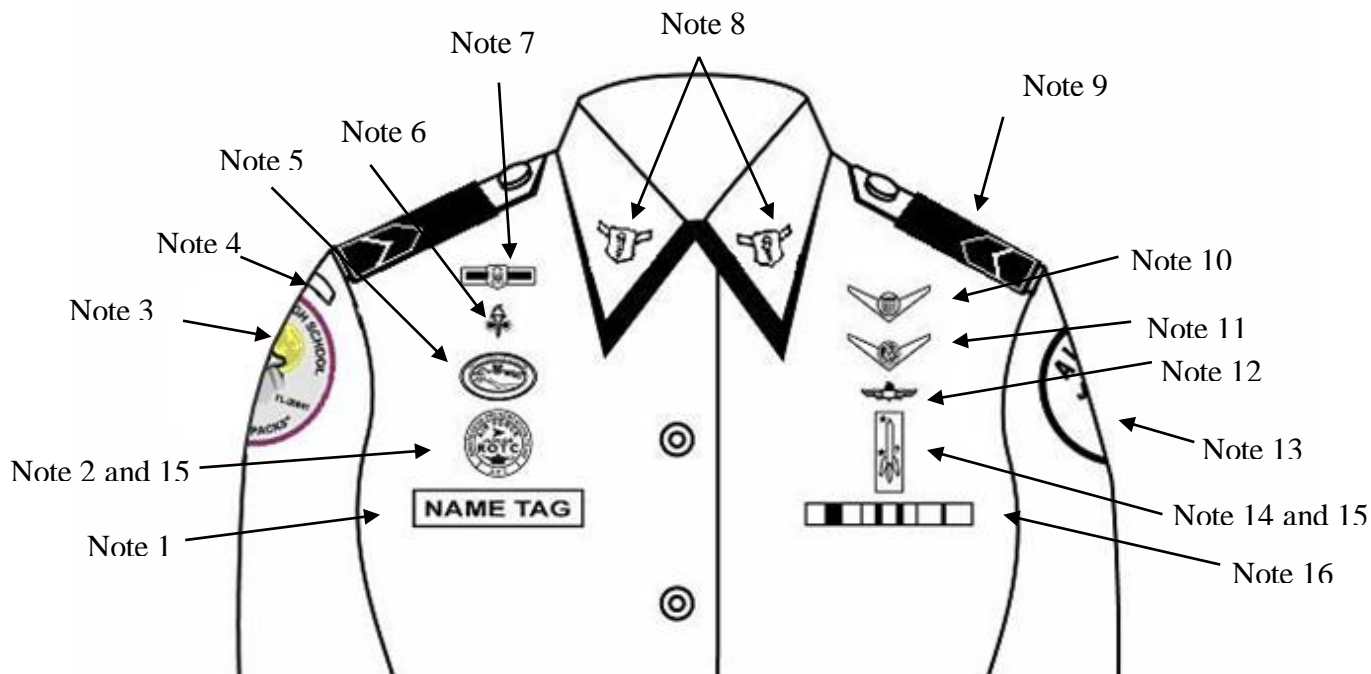
MALE BLUE SHIRT (SERVICE)



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
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 place 1 inch below shoulder seam.
5. Kitty Hawk Badge.
6. Aerospace Education Foundation (AEF) Badge.
7. Distinguished Cadet Badge.
8. Grade insignia (officer) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Airman Basic has no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge.
11. Ground School Badge.
12. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
13. Academy of Model Aeronautic (AMA) Wings.
14. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
15. Ribbons: ground and center on pocket. If worn, all ribbons awarded will be worn.

Attachment 4.

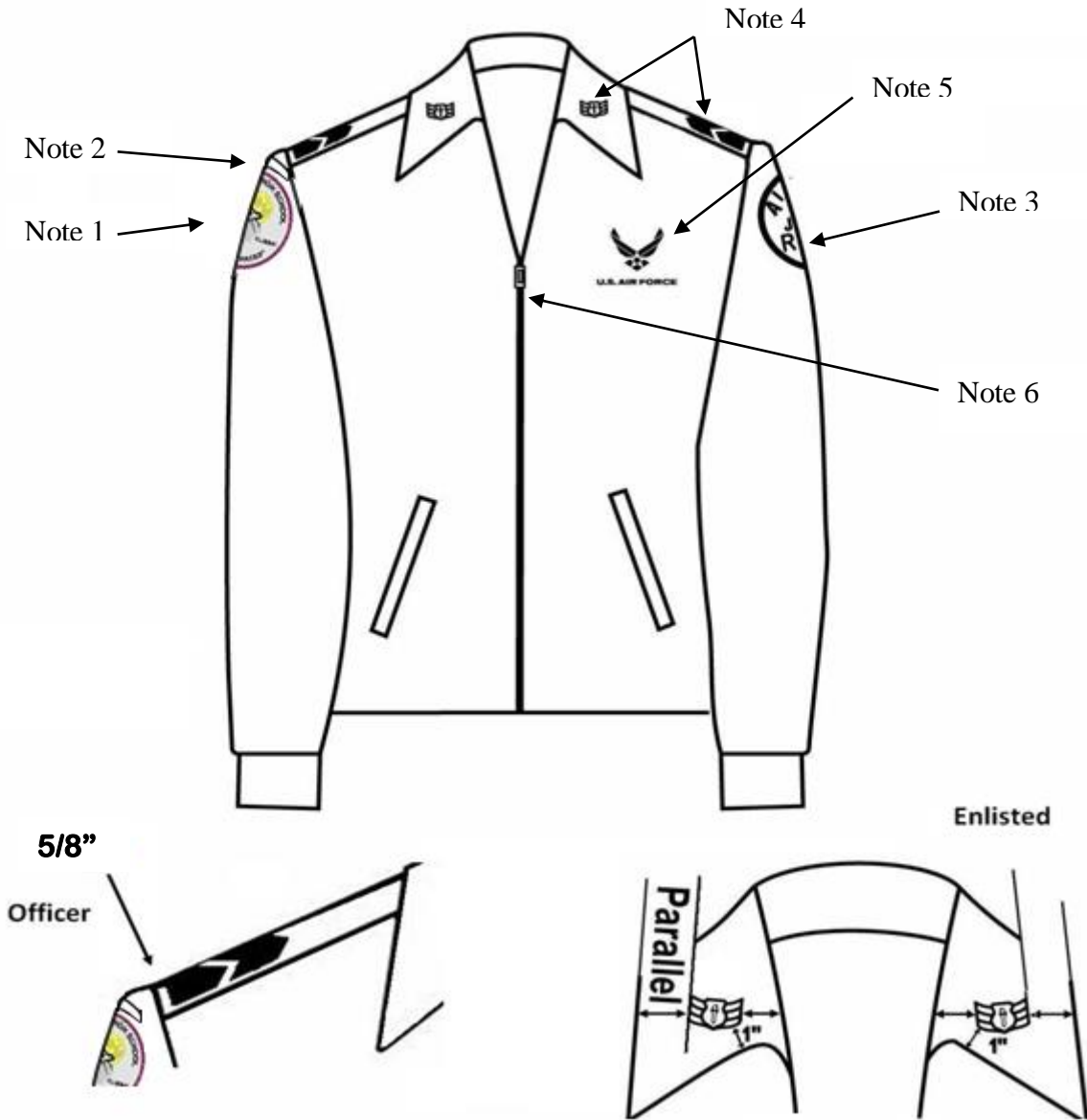
CADET FEMALE BLUE SHIRT (SERVICE)



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seams.
5. Kitty Hawk Badge.
6. Aerospace Education Foundation (AEF) Badge.
7. Distinguished Cadet Badge.
8. Grade insignia (enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Airman Basic has no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge.
11. Ground School Badge.
12. Academy of Model Aeronautic (AMA) Wings.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.
16. Ribbons: Center, parallel with ground. Align with bottom of name tag. If worn, all ribbons awarded will be worn.

Attachment 5.

LEIGHTWEIGHT BLUE JACKET

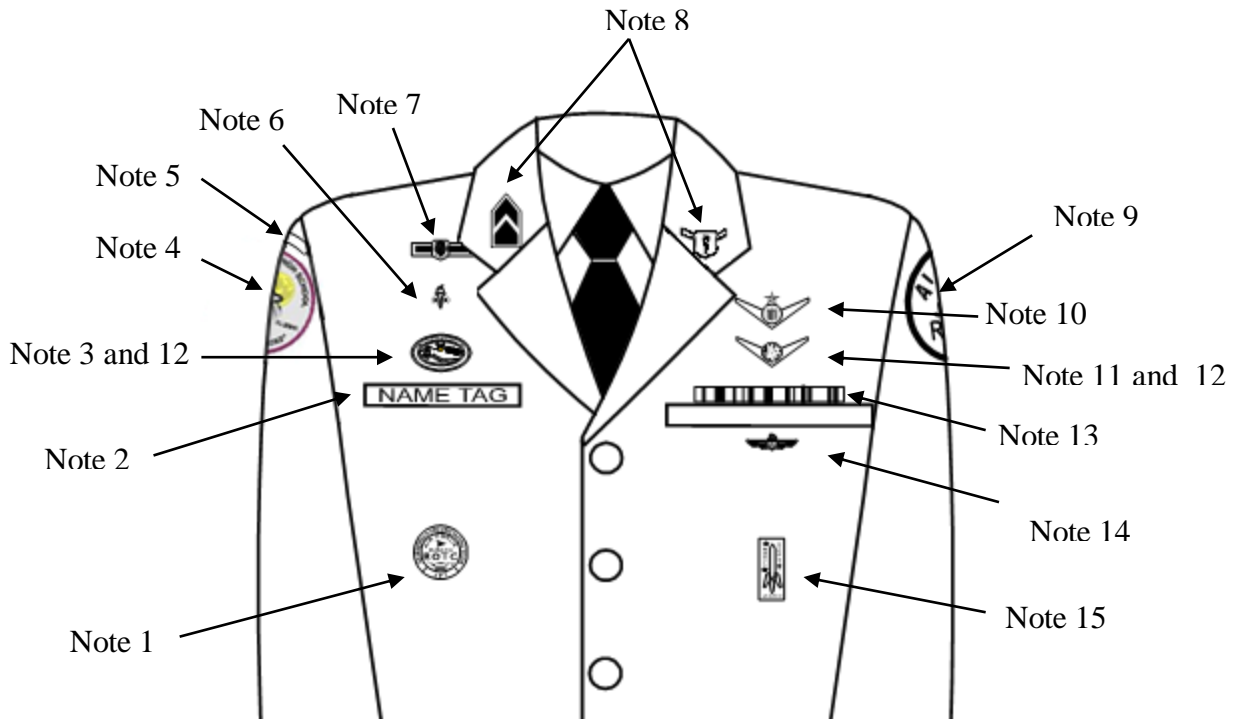


1. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
 2. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seams.
 3. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
 4. Grade insignia (enlisted) worn on both lapels. Place insignia 1 inch from bottom of lapel and parallel. Bottom of insignia is horizontal with the ground. Large metal Officer insignia worn on both epaulets and placed 5/8 inch from shoulder seam.
 5. AF Symbol is optional. May be embroidered on the left side at members cost and is not authorized
 6. Must be zipped at least halfway and zipper tab tucked.
- *NOTE: May be worn indoors or outdoors and female cadets may wear the male version of the lightweight blue jacket. May be worn with civilian clothes if permitted by SASI and insignia is removed.

Attachment 6.

CADET MALE 1620 SERVICE DRESS

Note: Cadets must wear the rank on both coat and shirt at the same time.

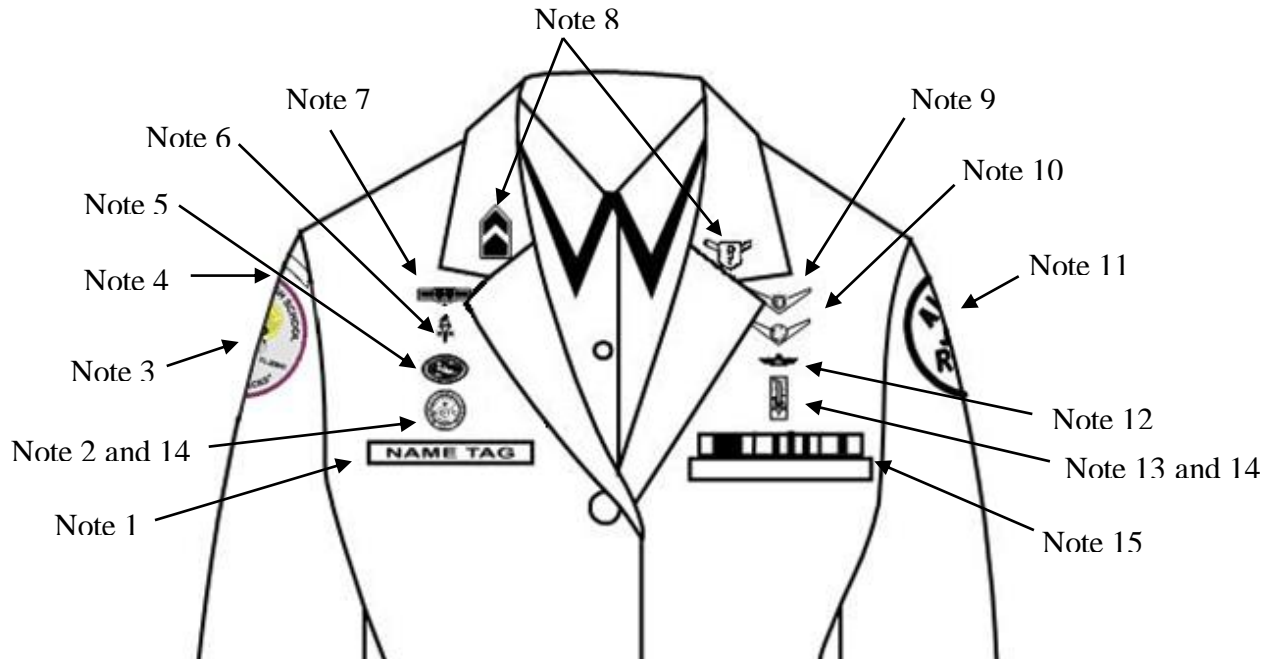


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge.
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge.
7. Distinguished Cadet Badge.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge.
11. Ground School Badge.
12. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
13. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all ribbons awarded.
14. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
15. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.

Attachment 7.

CADET FEMALE 1620 SERVICE DRESS

Note: Cadets must wear the rank on both coat and shirt at the same time.



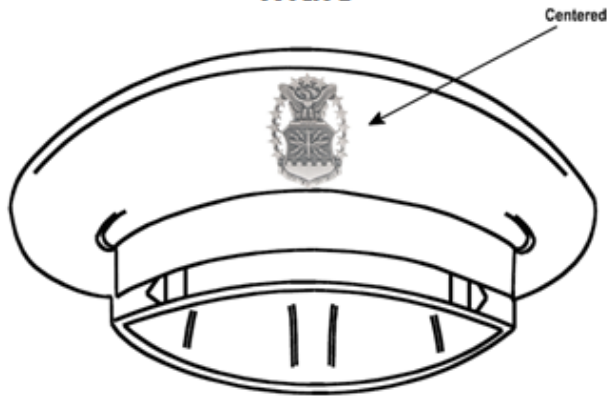
1. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
2. Awareness Presentation Team Badge.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge.
6. Aerospace Education Foundation (AEF) Badge.
7. Distinguished Cadet Badge.
8. Grade insignia (officer or enlisted) worn on both lapels. 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.
10. Ground School Badge.
11. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings.
13. Model Rocketry Badge.
14. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.
15. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons awarded.

Attachment 8.

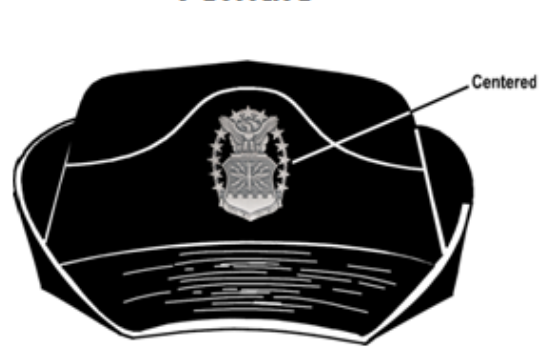
HEADGEAR MALE AND FEMALE

SERVICE CAP

Male



Female

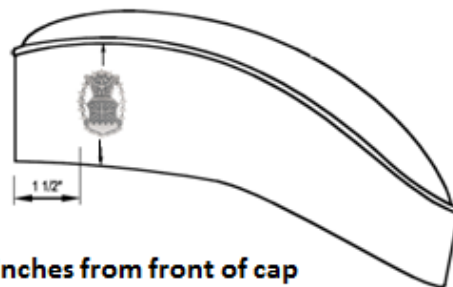


FLIGHT CAP

Male



Female



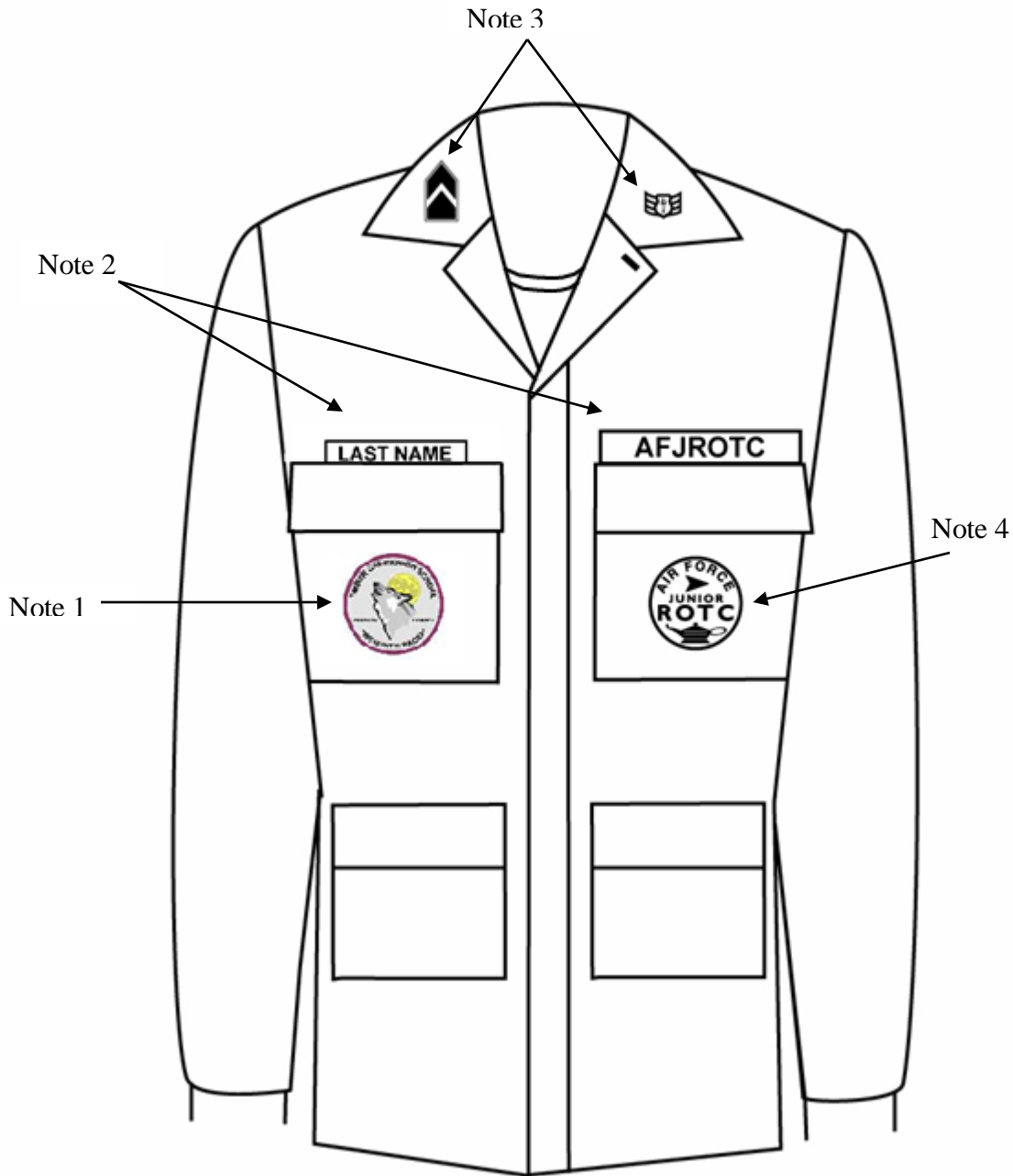
Centered top to bottom and 1 1/2 inches from front of cap

BERET



Attachment 9.

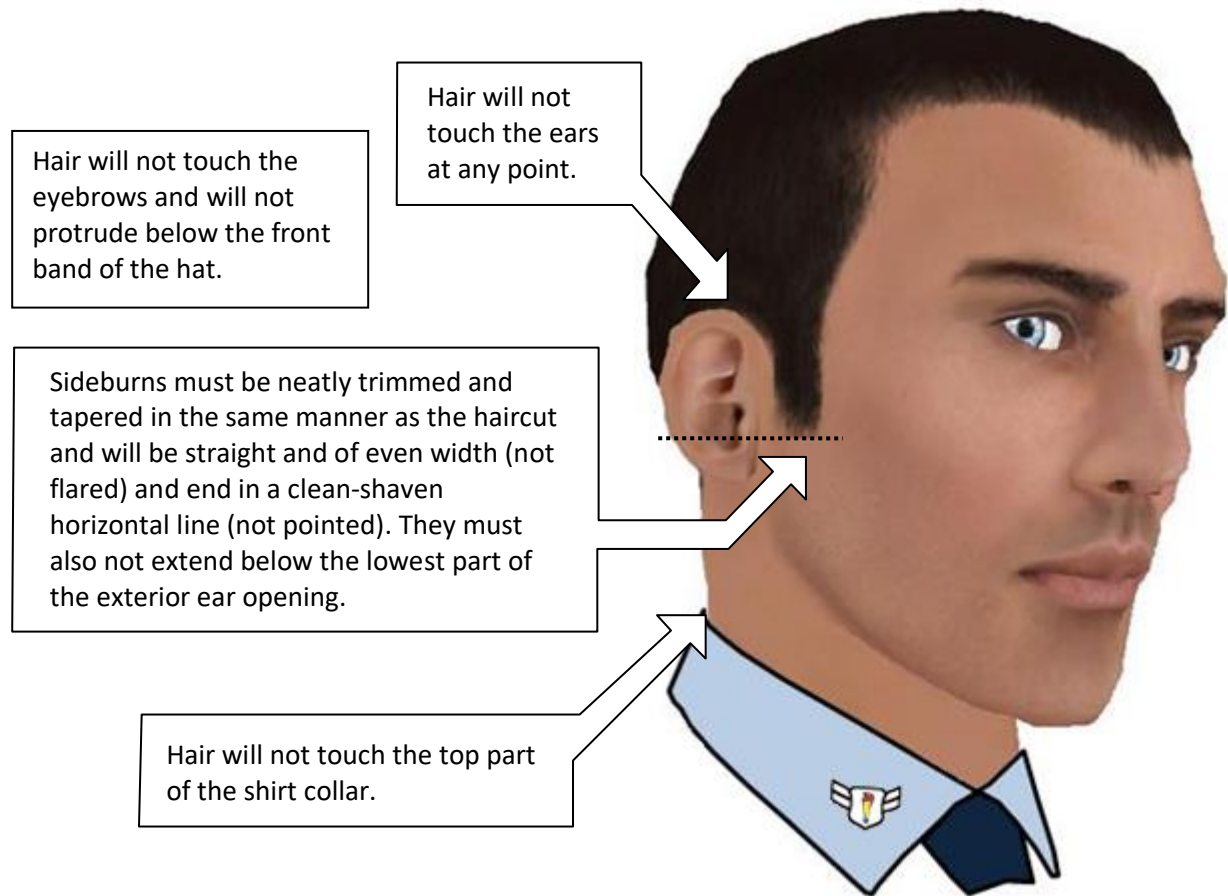
AIR BATTLE UNIFORM (MALE AND FEMALE)



1. Unit patch worn on right pocket and centered.
2. Tape grounded and centered on pocket. Blue name tag used on right pocket.
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 has no collar insignia.
4. AFJROTC patch worn on left pocket and centered.

Attachment 10. Male Cadet Hair Standards

Hair will have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. Block cut permitted with tapered appearance. Cleanly shaven heads, military high-and-tight, or flat top haircuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched design. Men are not authorized hair extensions. Hair will not exceed 1 1/4 inches in bulk, (regardless of length), not exceed 1/4 inch at the natural termination point, and will not contain or have any visible foreign items attached to it. Hair will not be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements, to include dreadlocks or braids.



Mustaches will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.

Attachment 11. Female Cadet Hair Standards

Minimum length is one inch, unless approved by the SASI upon recommendation from a physician for medical reasons, to a maximum bulk of three inches from scalp. Bangs will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. Braids, micro-braids and cornrows are authorized. However, they must be a natural looking color for human beings similar to the individual's hair color; conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Multiple braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly interwoven to present a neat, professional and well-groomed appearance. Braids must continue to the end of the hair in one direction, in a straight line, and may be worn loose or a secured style within hair standards. Dreadlocks, shaved head, flattops and military high-and-tight cuts are not authorized hairstyles.




If worn, hairpins, combs, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, grey), but hair must still comply with bulk and appearance standards. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins). Scrunches are not authorized.

Hair will not extend below the bottom edge of collar and any side of an invisible line drawn parallel to the ground. Hair lengths that would be below the bottom edge of the collar will be pinned-up with no loose ends.

Hair will be styled to present a professional appearance.




















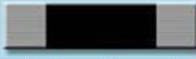











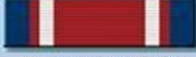











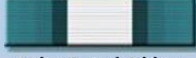






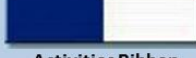


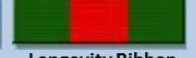



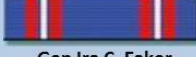





Attachment 12. AFJROTC Ribbon Chart



AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

					
Air Force JROTC Gold Valor Award	Air Force JROTC Silver Valor Award	Cadet Humanitarian Award	Silver Star Community Service with Excellence Award	Community Service with Excellence Award	Air Force Association Award
					
Daedalian Award	American Legion Scholastic Award	American Legion General Military Excellence Award	Daughters of the American Revolution Award	American Veterans Award	Reserve Officers Association Award
					
Military Order of World Wars Medal	Military Officers Association Award	Veterans of Foreign Wars Award	National Sojourners Award	Sons of the American Revolution Award	Scottish Rite, Southern Jurisdiction Award
					
Military Order of the Purple Heart	Air Force Sergeants Association	Sons of Union Veterans of the Civil War	Sons of Confederate Veterans H.L. Hunley Award	Tuskegee Airmen Inc. AFJROTC Cadet Award	The Retired Enlisted Association Award
					
Celebrate Freedom Foundation Award	National Society United States Daughters of 1812	Air Commando Association Award	Non-Funded National Award	Distinguished Unit Award With Merit	Distinguished Unit Award
					
Outstanding Organization Award	Outstanding Flight Ribbon	Top Performer Award	Outstanding Cadet Ribbon	Leadership Ribbon	Achievement Ribbon
					
Superior Performance Ribbon	Academic Ribbon	Leadership School Ribbon	Special Teams Competition	Orienteering Ribbon	Co-Curricular Activities Leadership Ribbon
					
Drill Team Ribbon	Color Guard Ribbon	Sabre Team Ribbon	Marksmanship Ribbon	Good Conduct Ribbon	Service Ribbon
					
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	Gen Carl A. Spaatz Award (CAP)	Gen Ira C. Eaker Award (CAP)	Amelia Earhart Award (CAP)	Gen Billy Mitchell Award (CAP)
 Gen J. F. Curry Award (CAP)					

Version: 10 February 2016

Attachment 13. The American's Creed and the AFJROTC Creed***The American's Creed***

(Written by William Tyler Page, Clerk of the United States House of Representatives in 1917, and accepted by the House 3 April 1918)

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states, a perfect union, one and inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag, and to defend it against all enemies.

AFJROTC Creed

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

Attachment 14. The Air Force Song

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!)*
*Down we dive, spouting our flame from under,
Off with one terrible roar!
We live in fame or go down in flame. Hey!
Nothing will 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!)*
*Souls of men dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before and bombers galore. Hey!
Nothing will stop 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!)*
*Flying men, guarding the nation's border,
We'll be there, followed by more!
In echelon we carry on. Hey!
Nothing will stop the U.S. Air Force!*