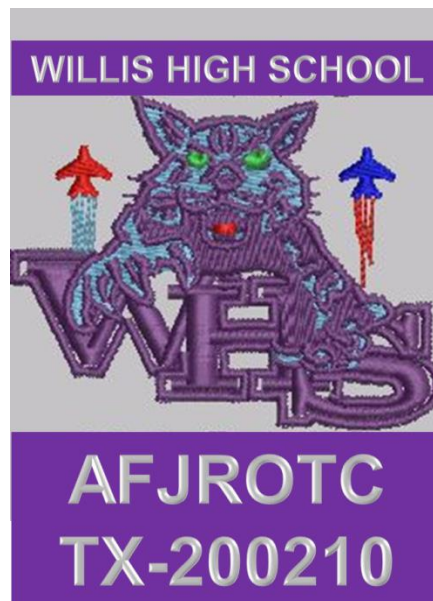


Willis High School

Air Force
Junior
Reserve
Officer Training
Corps
2018/2019



Det TX-200210 Cadet Guide



Senior Aerospace Science Instructor
Col Vincent Jefferson
Aerospace Science Instructor
SMSgt Christopher Bell



AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS
WILLIS HIGH SCHOOL
Detachment (Det) TX-200210

Congratulations on your decision to enroll in the Air Force Junior ROTC (AFJROTC) program at Willis High School and thank you for selecting Aerospace Science as one of your electives. I believe you will find the Aerospace Science and Leadership Education curriculum interesting, intellectually challenging and personally rewarding.

This is your official Det TX-200210 Cadet Guide. This guide outlines the minimum standards of conduct and levels of performance expected of each cadet to be successful in the AFJROTC Program. It is also designed to inform cadets of AFJROTC policies and related Willis High School requirements. Although not an Air Force Regulation, this guide supplements and supports AFJROTC Instructions and Willis Independent School District (WISD) policies. It is applicable to all cadets and is directive in nature. Each cadet will be held fully responsible for knowing the details of this guide and for complying with its requirements. This guide may also be informative to school administrators, counselors, teachers and parents.

Again, welcome to Det TX-200210 and the Willis High School AFJROTC program. I wish you have success and hope you have a very enjoyable and rewarding year.

KENDAL GIBSON, C/Lt Col, AFJROTC
Det TX-200210 Cadet Group Commander

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CHAPTER ONE

AFJROTC PROGRAM

1.1. MISSION

Develop citizens of character dedicated to serving their nation and country.

1.2. AIR FORCE CORE VALUES

Integrity first; Service before self; Excellence in all we do.

1.3. CADET HONOR CODE

A cadet will not lie, cheat, or steal nor tolerate those who do.

1.4. AIR FORCE SONG (first verse)

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!
Down we dive, spouting our flame from under
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing can stop the U.S. Air Force!

1.5. INSTRUCTORS/MENTORS

1.5.1. Senior Aerospace Science Instructor (SASI):

The SASI, a retired Air Force Officer, is the senior member of the AFJROTC Aerospace Science and Leadership Education staff and is responsible for teaching Aerospace Science, and is the instructor/advisor for the Model Rocketry Team, PT Team, Line Dance Team, and the Kitty Hawk Air Society. The SASI is responsible to the Principal, Willis High School and the Director, AFJROTC for the overall conduct and direction of the AFJROTC program at Willis High School.

1.5.2. Aerospace Science Instructor (ASI):

The ASI is a retired United States Air Force Senior Noncommissioned Officer and assists the SASI by teaching the Leadership Education curriculum. The ASI is primarily responsible for teaching Leadership Education (to include drill and ceremonies), maintaining all uniforms, supplies and equipment used by the Cadet Corps, organizing fund-raising activities, and organizing the Cadet Drill Team and Awareness Presentation Team. When the SASI is absent, the ASI is in charge of Cadet Group operation.

CHAPTER TWO

ADMISSION, TRANSFER, & DISENROLLMENT

- 2.1. **ADMISSION:** Admission to the AFJROTC program at Willis High School is a privilege—not a right. To be eligible for membership and continuation in the AFJROTC program, each cadet must meet the following minimum criterion:
 - 2.1.1. Enrolled as a fulltime student at Willis High School.
 - 2.1.2. Display good behavior.
 - 2.1.3. Must pass AFJROTC
- 2.2. **RESPONSIBILITIES:** All cadets must comply with the policies, regulations and requirements of the AS Department as outlined in this guide. Each cadet must accept full responsibility for care and maintenance of the Air Force uniform and textbooks issued to them. Additionally, each cadet agrees to take full responsibility for safeguarding all other U.S. Government property (weapons, flags, computers, etc.) temporarily issued to them at all times.
- 2.3. **TRANSFER:** Cadets transferring from an Army, Navy, Marine, or Air Force JROTC units, will be admitted with full credit for the JROTC service satisfactorily completed. To be eligible to wear authorized awards and decorations received from other units, they must be properly documented on the cadet's JROTC personnel record.
- 2.4. **RESERVE CADET (RC) PARTICIPATION:** An RC is a student who either 1) completed the entire AFJROTC Academic Program or 2) 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 RC. Students meeting these criteria may be designated, with SASI concurrence, as a RC. RCs may participate in all Det TX-200210 AFJROTC activities (community service, drill team, and honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion. RCs may retain their uniform for the entire academic year.
- 2.5. **DISENROLLMENT**
 - 2.5.1. The following are conditions under which a cadet is considered for disenrollment:
 - 2.5.1.1. Failure to maintain acceptable cadet standards; ie. poor military bearing, poor dress and appearance, or unacceptable conduct (either on/off campus in/out of uniform).
 - 2.5.1.2. Habitual failure to wear the Air Force uniform each week as required.
 - 2.5.1.3. Insubordination or disrespect toward instructors, teachers or cadets of superior rank or position.
 - 2.5.1.4. Failure to maintain grooming/dress & appearance outlined in [AFI 36-2903](#).
 - 2.5.1.5. Failure to comply with the Willis High School Student Code of Conduct.
 - 2.5.1.6. Failure to obey lawful orders of cadet superiors or failure to carry out cadet responsibilities.
 - 2.5.1.7. Violations of the Cadet Honor Code.
 - 2.5.1.8. Failing academic grades in AS, LE, or other classes.

CHAPTER THREE

CURRICULUM

- 3.1. AEROSPACE SCIENCE/LEADERSHIP EDUCATION (AS/LE):** The AS/LE curriculum consists of four lessons respectively during the course of each marking period. An entire school year will consist of 16 lessons from each AS and LE curriculum textbook. The syllabus for that academic year will determine which of the four textbooks will be used. (JROTC 1,2,3 and 4)
- 3.1.1. AS 100/LE 100: An introduction to the development of civilian and military aerospace power worldwide. Included are U.S. military history and the role of military airpower in developing and shaping the U.S. civilian and military aerospace communities, introduction to basic aeronautics, aircraft motion and control, rockets and space exploration history. The leadership portion of the course promotes followership and leadership fundamentals, customs and courtesies of the Armed Forces, drill and ceremonies, uniform wear, customs and courtesies, cadet corps organization/leadership, citizenship, and problem solving techniques. Practical activities are included to promote individual self-reliance, discipline, responsibility, and citizenship. "Followership" skills are strongly emphasized.
- 3.1.2. AS 200/LE 200: An introduction to the science of flight. It is a general study of meteorology, aviation physiology, aeronautics, aerospace propulsion systems and air navigation. The leadership portion of the course stresses communication skills, leadership training, an understanding of individual and group behavior and solving conflicts. Cadets are provided an opportunity to apply these skills during seminars, exercises and drill and ceremonies.
- 3.1.3. AS 300/LE 300: An introduction to the manned/unmanned exploration of space and space science. It includes astronautics, astronomy, orbital mechanics, U.S. and foreign space programs, aerospace propulsion systems, rocketry, and space travel along with advanced military and civilian aerospace programs. The leadership portion focuses on life skills & career opportunities to prepare cadets for life after graduation (college, tech school, military, work force, etc). Cadets practice interviews, prepare applications and do financial planning. In addition, leadership skills are improved to prepare cadets for command and staff positions in the Cadet Corps.
- 3.1.4. AS 400/LE 400: The AS-IV course emphasizes leadership practice and management of the Cadet Corps. These duties and responsibilities include the challenge of command and staff, individual planning and career management. The course integrates/applies all previous academic and leadership instruction. The cadet commander and senior staff perform leadership duties in the cadet corps. These duties may be rotated each semester to give the maximum number of deserving cadets an opportunity to serve in different command and staff functions.

The emphasis is on performance and constructive feedback in a positive learning environment. Basic financial planning is introduced for post-high school life.

- 3.2. HEALTH AND WELLNESS:** The Cadet Health and Wellness program. The goals are to create individualized training plans, identify areas of improvement for each cadet and incorporate physical training to meet national standard goals. This program is an exercise program called the Presidential Fitness Challenge.
- 3.3. LEADERSHIP EDUCATION:** The leadership education curriculum is designed to develop leadership skills and involve cadets in as many areas of the AFJROTC program as possible. Discipline generates enthusiasm for perfection and pride in performance. These are the basis of leadership development and a cadet's motivation to become actively involved. The more each cadet puts into the program, the more he or she will receive in benefits from being a productive member of the AFJROTC program.
 - 3.3.1. Cadets are expected to act and behave as responsible and mature young men and women. Likewise, they must earn the right to be treated as young adults by gaining the respect of their fellow cadets during their training in AFJROTC. Cadets must be willing to change their perspective and adjust their attitudes in order to meet the objectives of self-discipline, self-control, and self-responsibility that will be required of them.
 - 3.3.2. Cadet leaders are carefully selected by the SASI and are responsible for carrying out most leadership activities. The SASI and ASI mentor the senior cadet leaders—who, in turn, train their subordinates and other cadets who are their junior. This is similar to the training programs at all military academies. Cadets are expected to respond promptly and properly to the SASI/ASI directives and senior cadet leader's instructions. Based on their maturity, leadership potential, demonstrated performance and discipline, cadets will be given rank and promotions commensurate with their abilities and readiness to accept increased responsibilities.
 - 3.3.3. As a cadet's experience in the corps is gained, each cadet should receive less direct supervision from the SASI/ASI and more supervision from senior cadet leaders. A fundamental tenet and requirement of military discipline for all cadets is to always be loyal to the Cadet Corps, respect SASI/ASI, and obey the lawful orders of all cadet leaders appointed over them.
 - 3.3.4. Formal leadership education is conducted two (2) days each week—normally Wednesday and Thursday. Cadets will undergo a comprehensive “open ranks” inspection (normally on Wednesday) and will be given a grade based on proper uniform wear and personal appearance standards. Uniform grades will range from “0” for failure to wear the uniform, to 100 for meeting the highest U.S. Air Force uniform and personal appearance standards.

CHAPTER FOUR

CADET JOB DESCRIPTIONS AND RESPONSIBILITIES

4.1. JOB DESCRIPTION

- 4.1.1. SPECIAL ASSISTANT TO THE SASI (SA): The SA to the SASI is an honorary position in the Cadet Corps. The SA will be rendered all appropriate customs and courtesies and honor and respect befitting his/her rank and position. The SA will hold no Command Authority and is appointed to the position by the SASI upon satisfactory completion of his/her term as Gp/CC. Normally, this will occur at the end of the first semester. The SA will normally retain the highest rank held as Gp/CC until the end of the current school year. The SA to the SASI is directly responsible to the SASI for all duties and responsibilities as the SASI may direct. These may include:
- 4.1.1.1. Advising/assisting the Gp/CC and/or Group Staff
 - 4.1.1.2. Advising/assisting the SASI or ASI as needed
 - 4.1.1.3. Other projects/responsibilities assigned by the SASI, ASI or Gp/CC
- 4.1.2. CADET GROUP COMMANDER (Gp/CC): The Gp/CC is supervised/mentored by the SASI and is responsible for the following:
- 4.1.2.1. Command and control of the Cadet Group, through staff officers and subordinate commanders.
 - 4.1.2.2. Maintaining and enforcing high standards of cadet grooming, dress, appearance, discipline, efficiency, training, morale, esprit de corps, and operation.
 - 4.1.2.3. Supervising and directing all the activities of his/her staff. This authority may be delegated to the Deputy Group Commander; however, *RESPONSIBILITY CANNOT BE DELEGATED TO A SUBORDINATE.*
 - 4.1.2.4. Assigning cadets to projects and committees, outlining duties, establishing completion dates, monitoring progress, and ensuring project completion.
 - 4.1.2.5. Recommendations for promotions and leadership position changes are submitted to the ASI for comments, prior to submission to the SASI for final action. *PROMOTIONS OR LEADERSHIP POSITION CHANGES WILL NOT BE ACCOMPLISHED WITHOUT SASI APPROVAL.*
 - 4.1.2.6. Coordinating all group activities with the SASI/ASI and advising them of all school and non-school related activities affecting the Cadet Group.
 - 4.1.2.7. Check with SASI/ASI scheduling calendar and obtain permission before adding anything to cadet activities planning board.
 - 4.1.2.8. Authorized to wear light blue staff arch.
- 4.1.3. CADET DEPUTY GROUP COMMANDER (Gp/CV): The Gp/CV is supervised by the Group Commander and is responsible for:
- 4.1.3.1. Learning and practicing all duties of the Gp/CC
 - 4.1.3.2. Assumes command in the absence of the Gp/CC.
 - 4.1.3.3. Assisting the Gp/CC as directed.

- 4.1.3.4. Chairing, organizing and implementing cadet evaluation boards.
 - 4.1.3.5. Keeping the Gp/CC informed of all activities at all times.
 - 4.1.3.6. Authorized to wear light blue staff arch.
- 4.1.4. CADET SUPERINTENDENT: The Superintendent is supervised by the Gp/CC and is responsible for:
- 4.1.4.1. Advising the Gp/CC on all activities relating to all enlisted cadets in the cadet corps and proposing solutions.
 - 4.1.4.2. Providing recommendations to the Gp/CC on specific actions relating to enlisted cadets.
 - 4.1.4.3. Liaison between enlisted cadets and the Senior Staff;
 - 4.1.4.4. Performing other duties as assigned by the Gp/CC.
 - 4.1.4.5. Authorized to wear light blue staff arch

4.2. CADET SENIOR STAFF

- 4.2.1. The Cadet Senior Staff is selected by the SASI in coordination with the Gp/CC and Gp/CV. The Cadet Senior Staff consists of the Cadet Superintendent, Operation Squadron Commander (OPS/CC), Performance Squadron Commander (PS/CC, Kitty Hawk Commander (KH/CC), Support Squadron Commander (SS/CC), Cadet Group Personnel Officer, and Group Public Affairs Officer.
- 4.2.2. SQUADRON COMMANDERS (Sq/CC): Sq/CCs are supervised by the Gp/CC and will hold the highest rank of Cadet Captain. Responsible for:
- 4.2.2.1. Setting the highest standards of conduct and behavior for all subordinate cadets to emulate.
 - 4.2.2.2. Planning, organizing, directing and supervising the activities within their squadrons to support the cadet group.
 - 4.2.2.3. Supervising, inspecting and enforcing the proper wear of the uniform by all cadets.
 - 4.2.2.4. Ensuring all cadets develop leadership skills commensurate with their individual abilities.
 - 4.2.2.5. Keeping the Gp/CC advised of personnel issues, discipline problems and the state of morale in their respective squadron.
 - 4.2.2.6. Participating in parades and other group activities related to drill and ceremonies.
 - 4.2.2.7. Each Sq/CC is responsible for the specific tasks assigned to ensure equitable distribution of work and to perform their duties and responsibilities.
 - 4.2.2.8. Authorized to wear light blue staff arch.
- 4.2.3. CADET OPERATIONS SQUADRON COMMANDER (OPS/CC): The OPS/CC holds the maximum rank of Cadet Captain and is selected by the SASI upon coordination with the Gp/CC. He/she is directly responsible to the Gp/CC for:
- 4.2.3.1. Command & control of day-to-day operations of the cadet operations.
 - 4.2.3.2. Effective and efficient command and control, and day to day operation of the Cadet Flights
 - 4.2.3.3. Group Personnel Management (maintaining personnel records,

promotions, awards, promotion testing, etc.).

- 4.2.4. CADET SUPPORT SQUADRON COMMANDER (SS/CC): The SS/CC holds the maximum rank of Cadet Captain. He/she is responsible for;
 - 4.2.4.1. Assisting the ASI issuing uniforms to cadets.
 - 4.2.4.2. Conducting beginning of Year inventory.
 - 4.2.4.3. Conducting end of Year inventory.
 - 4.2.4.4. Uploading all issued items into Wings NLT 48 Hours after issue.
 - 4.2.4.5. Returning all items into Wings when returned NLT 48 hours after return
 - 4.2.4.6. Maintaining the Gp/CC uniform supply and all inventory/logistic needs.
 - 4.2.4.7. Managing all Automated Data Processing Equipment (ADPE) resources within Det TX-200210;
 - 4.2.4.8. Ensuring all ADPE resources have up-to-date software/hardware as directed by the SASI/ASI;
 - 4.2.4.9. Ensuring all floppy disks/flash drives are scanned for viruses prior to being used on ADPE resources;
 - 4.2.4.10. Identify ADPE requirements to the SASI/ASI and assisting cadets in the use of ADPE resources.
 - 4.2.4.11. It is unlawful to knowingly install a virus on a computer.

- 4.2.5. CADET PERFORMANCE SQUADRON COMMANDER (PS/CC): The PS/CC holds the maximum rank of Cadet Captain and is selected by the SASI upon coordination with the Gp/CC. He/she is directly responsible to the Gp/CC for;
 - 4.2.5.1. Overseeing the operation of all Leadership Development Requirement activities within the Group.
 - 4.2.5.2. Upload all community service activities into Wings on a weekly basis.
 - 4.2.5.3. Upload all Leadership Development Requirement activities into Wings on a weekly basis.
 - 4.2.5.4. Supervises; Drill Team Commander, Model Rocketry Team Commander, PT Team Commander, and Color Guard Commander
 - 4.2.5.5. Any team the Gp leadership seeks to start, needs approval from the SASI.

- 4.2.6. PERSONNEL OFFICER: The Personnel Officer is supervised by the Gp/CV and is responsible for:
 - 4.2.6.1. Preparing, maintaining, and updating cadet personnel records for all cadets in the cadet group.
 - 4.2.6.2. Administration, control, and coordination of the cadet promotion program.
 - 4.2.6.3. Monitoring and administering the Cadet Awards and Decorations Program.
 - 4.2.6.4. Ensuring the organizational charts and chain of command listings are current.
 - 4.2.6.5. Preparing and publishing special orders for promotions and awards
 - 4.2.6.6. Maintaining a record of unit community service activities.

- 4.2.7. PUBLIC AFFAIRS OFFICER: The PA is supervised by the Gp/CV and is responsible for:
- 4.2.7.1. Coordinating with school officials to ensure Det TX-200210 cadets and their activities receive adequate publicity;
 - 4.2.7.2. Publishing a monthly Cadet Group Newsletter;
 - 4.2.7.3. Preparing information and activities for the school's weekly Paw Print
 - 4.2.7.4. Preparing an article for the school news paper
 - 4.2.7.5. Coordinating with the school yearbook committee to ensure AFJROTC is in the yearbook
 - 4.2.7.6. Preparing the end of the year slide show for the annual military ball,
 - 4.2.7.7. Providing a photographic record of all AFJROTC activities and events
 - 4.2.7.8. ALL articles and publications must be provided to the SASI/ASI for approval prior to release.
 - 4.2.7.9. Developing a group reminder for all cadets to have access to information.
 - 4.2.7.10. The PA will work in close coordination with Group Historian to maintain a unit scrapbook.
 - 4.2.7.11. The PA will also assist the SASI/ASI in recruiting activities.

4.3. CADET FLIGHT

- 4.3.1. The Cadet Flight is the basic organizational command unit in Det TX-200210. Each Cadet Flight is commanded by a Cadet Flight Commander (FL/CC) with the highest rank of Cadet 2nd Lieutenant. The FL/CC is assisted with the command and control of the flight by a Flight Chief with the highest rank of Cadet Master Sergeant. Each flight corresponds to a school class period—first class of the day is Alpha Flight, second is Bravo Flight etc...
- 4.3.2. FLIGHT COMMANDER: The Flight Commander (FL/CC) is trained and supervised by the OPS/CC. They are responsible for:
- 4.3.2.1. Setting and maintaining high standards of conduct and behavior for all cadets to emulate;
 - 4.3.2.2. Command and control of their respective flights by taking charge of the classroom when the instructor is temporarily absent from the room.
 - 4.3.2.3. Ensuring all flight members acquire the proper uniforms.
 - 4.3.2.4. Maintaining discipline and good order and leading cadets in classroom activities, during field trips, performances and similar activities.
 - 4.3.2.5. Recommend promotions and leadership positions for all cadet leaders assigned to his/her flight.
 - 4.3.2.6. Instructing the flight in drill and ceremonies
 - 4.3.2.7. Inspecting cadet uniforms.
 - 4.3.2.8. Judging flight competitive activities.
 - 4.3.2.9. Acting in the capacity of the instructor in the classroom and elsewhere when the instructor is temporarily absent.
- 4.3.3. FLIGHT CHIEF: The Flight Chief is supervised by the respective FL/CC and is responsible for:
- 4.3.3.1. Taking charge and maintaining control of the class in the absence of the

FL/CC and or SASI/ASI.

4.3.3.2. Inspecting cadet uniforms and judging flight competitive activities.

4.3.3.3. Assisting the FL/CC in training cadets to properly execute all drill movements.

4.3.3.4. Training and supervising during classroom activities.

4.3.4. ELEMENT LEADER (EL): The ELs are trained and supervised by the respective FL/CC/Flight Chief and are responsible for:

4.3.4.1. Setting the example of conduct and behavior for all subordinates to emulate.

4.3.4.2. Training and leading the element in drill and ceremonial activities.

4.3.4.3. Ensuring the cadets in their element have all appropriate uniforms;

4.3.4.4. Maintaining order in their respective elements and ensuring all cadets assigned to the element follow all applicable classroom rules as well as supervising the cadets within their element.

4.3.4.5. The First EL, will automatically assume command of the flight in the absence of FL/CC and Flight Chief.

4.3.4.6. The Second, Third, and Fourth ELs will take charge of the flight in similar fashion to the First EL.

4.3.5. FLIGHT PERSONNEL NCO: The Flight Personnel Officer is supervised by the FL/CC and is responsible for:

4.3.5.1. Preparing, maintaining, and updating cadet personnel records for all cadets in the flight.

4.3.5.2. Administration, monitoring and gathering information for Cadet Awards and Decorations Program.

4.3.5.3. Ensuring the flight charts and chain of command listings are current.

4.3.5.4. Maintaining a record of flight community service activities.

4.3.6. FLIGHT LOGISTICS NCO (LG): The LG is supervised by the FL/CC and is responsible for:

4.3.6.1. Assisting the ASI in performing routine uniform inventory, issue, receipt, accounting, and turn-in of all uniforms.

4.3.6.2. Assisting the ASI in the Annual Inventory, cleaning and ordering of uniforms.

4.3.6.3. Providing guidance to the Group Staff on logistics procedures.

4.3.6.4. Maintaining supply room cleanliness and ensuring only authorized cadets have access to supply items.

4.3.6.5. Assisting the ASI in ensuring an adequate supply of expendable uniform items are readily available for issue.

4.3.7. FLIGHT PHYSICAL TRAINING LEADER (PTL) & ALTERNATE (PTLA): The PTL/PTLA are supervised by the FL/CC and is responsible for:

4.3.7.1. Coordinating all PT activities for the flight.

4.3.7.2. Reporting attendance and PT uniform discrepancies through FL/CC to SASI/ASI.

4.3.7.3. The PTLA will take over all responsibilities and duties only when the PTL is absent.

4.4. SPECIAL POSITION JOB DESCRIPTIONS

- 4.4.1. **AEROSPACE CLUB COMMANDER:** He/she is supervised by the SASI, reports to the Squadron Commnader for Performance, and is responsible for:
 - 4.4.1.1. Coordinating all the activities of the Model Rocketry Team and the Remote Control Aircraft Team.
 - 4.4.1.2. These activities include scheduling practices and competitions, determining supply and equipment requirements.
 - 4.4.1.3. Ensuring the safety of all club activities and recruiting new members.

- 4.4.2. **CYBER SECURITY:** He/she is responsible for:
 - 4.4.2.1. Coordinating Cyber Patriot issues.
 - 4.4.2.2. Helping provide information security for unit information systems.
 - 4.4.2.3. Helping handle any unit cyber/information technology issue.
 - 4.4.2.4. Is the POC for the unit web site.

- 4.4.3. **HISTORIAN:** The Historian is supervised by the SS/CC and is responsible for:
 - 4.4.3.1. Maintaining the unit scrapbook.
 - 4.4.3.2. The historian must coordinate closely with P.
 - 4.4.3.3. Ensure all unit activities are documented and included in the unit scrapbook.

- 4.4.4. **FINANCIAL MANAGEMENT OFFICER (FM):** The FM is supervised by SS/CC and is responsible for:
 - 4.4.4.1. Assisting the cadet group staff and the SASI/ASI in planning, organizing, coordinating, and controlling unit fund raising activities.
 - 4.4.4.2. Assisting the ASI with preparing the group budget, including cost of field trips, base visits, transportation, equipment and supplies, military balls, picnics, etc.
 - 4.4.4.3. The FM must maintain close coordination with other staff officers.

- 4.4.5. **DRILL TEAM COMMANDER:** The Drill Team Commander is supervised by the ASI, and reports to the Squadron Commander for Performance. He/she is responsible for:
 - 4.4.5.1. Planning and coordinating all Drill Team activities and competitions.
 - 4.4.5.2. Ensuring that all Drill Team equipment is on hand and in good repair.
 - 4.4.5.3. Recruiting for the Drill Team.
 - 4.4.5.4. Working with the ASI to organize and train the Cadet Drill Team.

- 4.4.6. **ROCKETRY TEAM COMMANDER:** The Cadet Model Rocketry Team Commander is supervised by the Aerospace Club Commander, reports to the Squadron Commnader for Performance, and is responsible for:
 - 4.4.6.1. Planning, organizing and coordinating all Rocket Team activities.
 - 4.4.6.2. Training all team members for knowledge and safety requirements.

- 4.4.6.3. Certifying all Rocket Team members for knowledge and safety.
 - 4.4.6.4. Maintaining and storing all rocketry supplies and equipment.
 - 4.4.6.5. Safety of all practice and competition activities, scheduling practices.
 - 4.4.6.6. Selecting competitors for competitions.
- 4.4.7. REMOTE CONTROL (R/C) AIRCRAFT TEAM COMMANDER: The Cadet Remote Control Aircraft Team Commander is supervised by the Aerospace Club Commander., reports to the Squadron Commnader for Performance, and is responsible for:
- 4.4.7.1. Planning, organizing and coordinating all R/C Aircraft Team activities.
 - 4.4.7.2. All team members are trained and certified in safety requirements and R/C flight operations.
 - 4.4.7.3. Maintaining and storing all R/C aircraft supplies and equipment.
 - 4.4.7.4. Safety of all R/C Aircraft Team practices and performances.
- 4.4.8. KITTY HAWK AIR SOCIETY COMMANDER (KH/CC): The KH/CC is attached to the GP/CCs staff but is supervised by and responsible to the SASI for:
- 4.4.8.1. Commanding the Kitty Hawk Air Society.
 - 4.4.8.2. Planning and organizing special projects assigned by the SASI.
 - 4.4.8.3. Ensuring all eligible cadets are informed of and enrolled.
 - 4.4.8.4. Organizing all Kitty Hawk activities such as special dances, contests, competitions, visits to Senior Citizens homes, hospitals, shelters, etc.
 - 4.4.8.5. Maintaining all Kitty Hawk records and meeting notes and organizing the Kitty Hawk staff.
 - 4.4.8.6. Will be authorized to wear light blue staff arch.
- 4.4.9. AWARENESS PRESENTATION TEAM COMMANDER (APT/CC): The APT/CC is supervised by the ASI, reports to the PS/CC, and responsible for:
- 4.4.9.1. Coordinating with the ASI on selecting topics.
 - 4.4.9.2. Conducting appropriate research.
 - 4.4.9.3. Preparing presentations for approval.
- 4.4.10. AFJROTC CHOIR COMMANDER: The AFJROTC Choir Commander is supervised by the SASI, and reports to the PS/CC and responsible for:
- 4.4.10.1. Coordinating with the SASI on scheduling practices.
 - 4.4.10.2. Maintaining choir membership.
 - 4.4.10.3. Selecting members.
 - 4.4.10.4. Preparing music selections for performances.
- 4.4.11. ACADEMIC TEAM COMMANDER: The Academic Team Commander, supervised by the SASI, reports to the OPS/CC, and responsible for:
- 4.4.11.1. Is the JLAB Team captain
 - 4.4.11.2. Coordinating team participation.
 - 4.4.11.3. Provide academic study materials for academic competitions.
 - 4.4.11.4. Schedule all practices depending on the format of the competitions.

- 4.4.12. RHYTHMIC SQUAD COMMANDER: The Rhythmic Squad, supervised by the SASI, reports to the PS/CC and responsible for:
 - 4.4.12.1. Coordinating with the SASI in planning and design dances
 - 4.4.12.2. Teach the cadet corps during scheduled CH&W.
 - 4.4.12.3. Scheduling all meetings outside of of CH&W.

- 4.4.13. COLOR GUARD COMMANDER: The Color Guard Commander is supervised by the ASI, reports to the PS/CC and responsible for:
 - 4.4.13.1. Planning and coordinating all activities
 - 4.4.13.2. Planning and coordinating all competitions.
 - 4.4.13.3. Ensuring that all equipment is on hand at activities & competitions.
 - 4.4.13.4. Ensuring that all equipment is in good repair.
 - 4.4.13.5. Recruiting team members
 - 4.4.13.6. Training the Cadet Color Guard.

- 4.4.14. PHYSICAL TRAINING COMMANDER (PT): The PT Commander is supervised by the SASI, reports to the PS/CC and responsible for:
 - 4.4.14.1. Planning and coordinating all activities.
 - 4.4.14.2. Planning and coordinating all competitions.
 - 4.4.14.3. Creating and executing workouts and exercise.
 - 4.4.14.4. Promoting the Health and Wellness program.

- 4.4.15. FLIGHT SIMMULATOR COMMANDER: The Flight Simmulator Commander is supervised by the SASI, reports to the PS/CC and responsible for:
 - 4.4.15.1. Coordinating and planning all events and practices.
 - 4.4.15.2. Teaching safety and parts of planes, jets, etc.
 - 4.4.15.3. Responsible of all Flight Simmulator equipment.

- 4.4.16. MARKSMANSHIP COMMANDER: The Marksmanship Team Commander is supervised by the SASI/ASI, reports to the PS/CC, and is responsible for:
 - 4.4.16.1. Recruiting, training, and supervising members
 - 4.4.16.2. Arranging practice times.
 - 4.4.16.3. Coordinating with the ASI and other school/organizational officials for use of gym annex for competitions and practices.
 - 4.4.16.4. Ensuring SAFETY from shooting accidents is a priority
 - 4.4.16.5. Ensures rifles are kept clean and securely put away after use.
 - 4.4.16.6. Maintaining a contact list of everyone on the team.

4.5. CADET CORPS ORGANIZATION:

- 4.5.1. The organizational unit of the AFJROTC Cadet Corps at Willis High School is the Det TX-200210 Cadet Group. The Cadet Group is organized similar to an active duty Air Force Group and is the highest organizational command and administrative level of Det TX-200210.

- 4.5.2. CADET RESPONSIBILITIES: All cadets are responsible for:
 - 4.5.2.1. Adhering to the rules and instructions contained in this Cadet Guide, and

for AFROTC Instructions governing the AFJROTC program.

4.5.2.2. Following directions and obeying orders of superior cadet officers and NCOs appointed over them.

4.5.2.3. Volunteering for and assuming additional duties without being directed by cadet leaders or instructors.

4.5.2.4. Striving to become leaders and demonstrating leadership potential.

4.5.2.5. Have the responsibility of their flight once every six weeks, in order of flight A,B,C ,etc, raising the flag Monday mornings.

4.6. OFFICER/NCO RESPONSIBILITIES

4.6.1. BRIEF ALL FLIGHTS:

4.6.1.1. Officers and NCOs in command positions will present briefings as necessary to keep cadets under their command informed of all activities for which they are responsible.

4.6.1.2. This requirement will not be delegated.

4.6.1.3. Timing of the briefings will be approved by the SASI/ASI.

4.6.1.4. At times, this briefing may be accomplished by letter, if approved by the SASI/ASI.

4.6.2. **SET THE EXAMPLE:** All officers and NCOs must set the proper example and live up to high standards, especially proper wear of the uniform and wearing civilian clothing in accordance with school dress code. Also, appropriate treatment of fellow cadets, students, teachers, and all school staff are moral responsibilities. As in the Air Force, being a cadet Officer/SNCO in the Cadet Group is a 24 hour-a-day seven day a week job. Officers/SNCO's who do not properly wear the uniform will receive a letter of reprimand from their respective supervisor. **REPEATED UNIFORM VIOLATIONS** by a cadet Officer /SNCO will result in the cadet's removal from his/her group position and possible disenrollment from the Cadet Corps.

4.6.3. **PROFICIENCY:** Officers and NCOs should constantly strive to do a better job. They should know your subordinate's responsibilities, and learn more about AFJROTC policies and procedures by reviewing applicable regulations. Officers/NCO's will ensure that subordinates remain proficient in their areas of responsibility.

4.6.4. **SUPERVISE, ADVISE AND LEAD:** As subordinates depend on senior officers and NCOs for guidance, officers and NCO's should constantly strive to be better supervisors, managers, leaders, cadets, and team players. In this way, everyone benefits from the strength of the group. Teamwork generates bonds of friendship and camaraderie.

4.6.5. **WORKDAYS:** Schedule workdays as required for performing required duties.

CHAPTER FIVE

POLICIES AND PROCEDURES

5.1. FLAG DETAIL

- 5.1.1. A detail of cadets will be responsible for raising the flags at the beginning of the week.
- 5.1.2. This will be assigned to each flight on a weekly basis. The flag detail will consist of a minimum of four cadets.
- 5.1.3. A detail from Advanced Honors Course will retire the flags at the end of the week.
- 5.1.4. Flags will not be raised during bad weather and should be lowered as soon as possible before bad weather begins.
- 5.1.5. Each cadet that is present and participating during raising or lowering of flags will be awarded 15 minutes of community service for that week.

5.2. BULLETIN BOARD

- 5.2.1. Every cadet is required to check all bulletin boards in the classroom for information pertaining to him/her each day they are scheduled for class.
- 5.2.2. Cadets are required to read and initial each notice containing their names on the bulletin board to indicate they have read and understood all the information pertaining to them.

5.3. CLASSROOM CONDUCT

- 5.3.1. To receive permission to speak, cadets will raise their hands and wait to be recognized by the instructor.
- 5.3.2. Cadets will use the term “sir/ma’am” when speaking to instructors, and cadet officers.
- 5.3.3. Before leaving the classroom, cadets will ensure that desks are in proper alignment, the area is neat, clean and all materials are secured.

5.4. CLASSROOM PROCEDURES

- 5.4.1. Prior to entering classroom no phones, chargers, and earbuds are visible and will remain out of sight until you exit the room.
- 5.4.2. Upon entering classroom each cadet will place all belongings on floor underneath desk.
- 5.4.3. The first cadet in the classroom will distribute all name placards for the desk and uniform inspection sheet if it is Wednesday.
- 5.4.4. The second cadet in the room will distribute all class folders
- 5.4.5. The third cadet in the classroom will distribute the correct book for the day.
- 5.4.6. At the warning bell all cadets move to the middle of the classroom in line formation and wait while standing at rest
 - 5.4.6.1. The ELs will determine who is missing from their element
- 5.4.7. After the tardy bell rings
 - 5.4.7.1. The Flight Chief closes the door and lets no-one in until the Roll Call procedures are complete.

- 5.4.7.2. The FL/CC will command “FLIGHT ATTENTION”.
- 5.4.8. The FL/CC will lead the flight in reciting;
 - 5.4.8.1. AF Core Values
 - 5.4.8.2. Cadet Honor Code
 - 5.4.8.3. The first verse of the Air Force Song by stating “one, two, ready sing”.
- 5.4.9. Once completed, the FL/CC or Flight Chief will command “FIRST ELEMENT REPORT”.
- 5.4.10. ROLL CALL: (Every Flight Member is at ATTENTION)
 - 5.4.10.1. The First EL will state “All present and/or accounted for” and give names of those absent and/or tardy.
 - 5.4.10.2. The FL/CC will command “SECOND ELEMENT REPORT”
 - 5.4.10.3. The Second EL will state “All present and/or accounted for” and give names of those absent and/or tardy.
 - 5.4.10.4. The FL/CC will command “THIRD ELEMENT REPORT”
 - 5.4.10.5. The Third EL will state “All present and/or accounted for” and give names of those absent and/or tardy.
 - 5.4.10.6. The FL/CC will command “FORTH ELEMENT REPORT”
 - 5.4.10.7. The Forth EL will state “All present and/or accounted for” and give names of those absent and/or tardy.
- 5.4.11. The FL/CC will command AT EASE.
- 5.4.12. All cadets will remain at their position
- 5.4.13. The FL/CC will appoint an EL to read the slide show for the day events.
- 5.4.14. The FL/CC will record all absences and tardies into the attendance book
- 5.4.15. The Flt Chief will report to the SASI/ASI office for recording.
- 5.4.16. After the EL reads the announcements the FL/CC will command Flight ATTENTION and then command FALLOUT.
- 5.4.17. All cadets will go and have a seat

5.5. ACADEMIC GRADING POLICY

- 5.5.1. Grades from the Aerospace Science portion of the course consists of major and daily grades and graded by the SASI/ASI.
- 5.5.2. The leadership education portion of the course consists of major and daily grades and graded by the SASI/ASI.
- 5.5.3. The CHWP portion of the program also has major and daily grades based on weekly participation and scheduled assessments.
- 5.5.4. Drill is evaluated by the SASI/ASI.
- 5.5.5. Cadets earn 4 marking period grades, 2 semester grades, and 1 final grade during the school year.
- 5.5.6. Grades are computed in accordance with Willis ISD (WISD) grading policy.

5.6. MAKE-UP

- 5.6.1. After an absence, it is the cadet’s responsibility to check with his/her FL/CC or Flight Sergeant for any missed work or assignments.
- 5.6.2. DO NOT ask the instructors for assignments or missed work.
- 5.6.3. Missed assignments and tests may be made-up with approval of the SASI/ASI and

in accordance with school policy.

- 5.6.4. However, after an absence, it is the responsibility of the cadet to request and schedule any make-up work. All make-up work must be completed within 2 school days after return to class.

5.7. UNIFORM INSPECTION(MAJOR GRADE)

- 5.7.1. Uniform wear is a large part of the AFJROTC program and an Air Force Headquarters requirement. .
- 5.7.2. ALL cadets are required to wear the appropriate uniform each Wednesday, from the start of the school day until released.
- 5.7.2.1. Cadets may not change out of the uniform during the school day unless approved by the SASI and ASI.
- 5.7.2.2. If approved to change out for a particular class the cadet must change back to the uniform for the remainder of the day.
- 5.7.3. Make-up day for excused absences on uniform day is the following Thursday (Friday as well if absent Thursday also) The major grade will not be effected if an excused absent is determined.
- 5.7.4. Failing to wear the uniform on assigned days, you were present, will result in a major grade of “0%”.
- 5.7.4.1. You can improve you grade if you wear it on Thursday but you will receive a maximum major grade of “75%”.
- 5.7.4.2. Failing to wear the uniform on a makeup day will result in a uniform grade of 0%”.
- 5.7.4.3. Failing to wear the uniform can lead to disenrollment from the course.
- 5.7.5. Failure to turn in uniforms by the end of the course/year will result in an overall “I” incomplete grade for the course and the assisstant principal notified
- 5.7.6. Additionally the student will be placed on the “Fines/Holds” list until the uniforms are paid for/returned.
- 5.7.7. Three unexcused uniform wear days in each semester is sufficient grounds for immediate dismissal (failing) from AFJROTC program.

Note: HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM.

MAJOR GRADES (60% of overall grade)	DAILY GRADES (40% of overall garde
Uniform wear	Class Attendance, preparation and participation
Exams (Midterm & Final)	Quizzes
Projects	Class work
CHWP Assessments	Drill, Parades and Special Events

5.8. CADET SALUTING

- 5.8.1. The subordinate cadet always salutes first and holds the salute until it is returned by the superior cadet officer.
- 5.8.2. Saluting is an absolute requirement and an indispensable part of leadership

training.

- 5.8.3. When done properly, it is the highest form of military discipline.
- 5.8.4. Cadets are expected to render the salute with snap and precision reflecting great pride in them.
- 5.8.5. Always salute from the position of attention, whether you are standing or moving.
- 5.8.6. All cadets, regardless of cadet rank will salute the SASI and all other military officers.
- 5.8.7. Saluting is only done outdoors. However, cadets will salute when reporting to the SASI/ASI in the classroom or in their office and when reporting to the president of a cadet board.

5.9. AUTHORITY

- 5.9.1. Cadet Officers/NCOs in leadership positions in the classroom have the authority of the instructor when absent from the room.
- 5.9.2. Cadets in leadership positions may excuse a cadet from a class or formation momentarily only in an emergency. The instructor will be informed immediately of these actions.
- 5.9.3. Cadets will not change existing orders, directives, or regulations at any time.

5.10. ORDERS AND DIRECTIVES

- 5.10.1. Cadet Officers/NCOs should correct cadets whether in or out of uniform if they are engaged in unacceptable behavior.
- 5.10.2. If the cadet refuses to correct his/her conduct, the offence will be reported, in writing, to the cadets's FL/CC for review and action.
- 5.10.3. Reports must ensure the offense is officially documented.

- 5.11. **HAZING:** Hazing, degrading, or deliberately embarrassing cadets for "FUN" is not fun and will not be tolerated from any cadet at anytime. This applies from classroom to field trips and anywhere in between, **INCLUDING OFF CAMPUS**. Cadets in leadership positions are constantly reminded to ensure subordinate cadets are not subject to unreasonable physical training or mental hazing of any type. Any cadet who believes he/she has been a victim of hazing, degrading, or intentional embarrassment will report the offense to his/her chain of command (EL, FL/CC, Sq/CC, etc.). The Sq/CC may request clarification of the circumstances before taking action. If the affected cadet feels that the incident is so serious, he/she may report it directly to the SASI/ASI. No matter what the circumstances are the SASI/ASI must be notified.

- 5.12. **HARASSMENT AND/OR DISCRIMINATION: NO FORM OF SEXUAL HARASSMENT WILL BE TOLERATED FROM MALES OR FEMALES AT ANY TIME.** Any of the following may constitute sexual harassment or discrimination:

- 5.12.1. Physical Contact: Uninvited touching, squeezing of a person's shoulder, massages, or unwanted embrace.
- 5.12.2. Gestures: Puckering one's lips suggestively or making obscene signs towards another with one's hands, or other parts of the body.
- 5.12.3. Jokes: Telling off-color, ethnic, cultural, or racial jokes.
- 5.12.4. Pictures: Displaying pin-ups, particularly those of scantily-clad individuals.
- 5.12.5. Comments: Unflattering generalities that lump certain groups together or denigrate others.
- 5.12.6. Terms of Endearment: Calling anyone "honey bun," "dearest," "sweetheart," or similar expressions may be perceived as harassment. The effect on the other person is the primary issue rather than one's intent. Even if a cadet has "used the term for years," he/she should be aware that these expressions may offend someone.
- 5.12.7. Questionable Compliments: examples: "Nice legs!" "You look hot in that outfit!" and other compliments like these can make individuals feel uncomfortable or worse.

5.13. CADET EVALUATION BOARD (CEB)

- 5.13.1. CEB meets at the direction of the SASI. The purpose of the CEB is a fact-finding body for the SASI. The findings and recommending of the CEB may be forwarded to the ASI for comment before forwarding to the SASI. The SASI must approve all recommendations before any action is taken against a cadet. Among the issues the CEB may be used to evaluate are, but not limited to:
- 5.13.2. Determine if a cadet failed to comply with Air Force standards or has engaged in unethical, immoral or otherwise unacceptable behavior.
- 5.13.3. Recommend appropriate disciplinary action or dismissal from the corps for threats, insubordination, intimidation, disobedience or immoral conduct. This applies to any act prejudicial to good order and discipline in the corps.
- 5.13.4. Recommend cadets for demotion in rank or removal from a leadership position for inappropriate behavior or conduct unbecoming a cadet.
- 5.13.5. Investigate alleged violations of the Cadet Honor Code (lying, cheating or stealing) and recommend disciplinary action.
- 5.13.6. The SASI (ASI if not available) will appoint members for a CEB from the Gp/CC, Gp/CV, Sq/CCs and other senior ranking cadets.
- 5.13.7. The CEB will convene with three (3) members. The Gp/CC or Gp/CV must chair the board.
- 5.13.8. The chair of the CEB will appoint a member to take minutes and complete the report within 24 hours after the CEB completes its duties.
- 5.13.9. Additional time may be required to complete the report depending upon cadet workload.
- 5.13.10. No changes or substitution of the above CEB members will be made without prior approval of the SASI (ASI if not available)

CHAPTER SIX

RANK AND PROMOTION

6.1. CADET PROMOTION SYSTEM

- 6.1.1. Rank is awarded based on a cadet's leadership potential, NOT just for doing a good job.
- 6.1.2. Awards and decorations are given for outstanding performance.
- 6.1.3. Rank is evidence of leadership and standing among cadets.
- 6.1.4. Rank reflects a cadet's increase in maturity, effectiveness in motivating others, ability to lead, and willingness to accept additional responsibility.
- 6.1.5. The SASI is the sole authority for all cadet promotions and demotions.
- 6.1.6. Cadet promotions are made to fill vacant positions from the cadet corps.
- 6.1.7. Cadet promotions to the next higher grade may be permanent or temporary as follows:

6.2. PROMOTIONS

- 6.2.1. Promotions may occur at any-time as authorized by the SASI.
- 6.2.2. Regular promotion cycles will normally be held at the end of each semester.
- 6.2.3. Promotions will be announced soon after the close of the semester.
- 6.2.4. Cadet receiving promotions during each cycle must meet the following criteria
 - 6.2.4.1. Leadership potential,
 - 6.2.4.2. Academic grades,
 - 6.2.4.3. FL/CC recommendation,
 - 6.2.4.4. Involvement in corps Leadership Development Requirement activities,
 - 6.2.4.5. Compliance with standards,
 - 6.2.4.6. Attendance at Leadership School.

6.3. PERMANENT PROMOTION

- 6.3.1. All cadets will have a permanent grade based on the number of completed years of AFJROTC service.
 - 6.3.1.1. Cadet Airman for the successfully completing the first semester is awarded at the beginning of the second semester.
 - 6.3.1.2. Cadet Airman First Class will be awarded at the beginning of their second year for successfully completing the entire first year.
 - 6.3.1.3. Cadet Senior Airman will be awarded at the beginning of their 3rd year for successfully completing all of the second year.
 - 6.3.1.4. Cadet Staff Sergeant will be awarded at the beginning of their fourth year for successfully completing of the third year.

- 6.3.2. Permanent promotion may or may not require a change of rank.
- 6.3.3. All temporary promotions require a change in rank.
- 6.3.4. Attending the Summer Cadet Leadership Course dictates a permanent rank of second lieutenant.
- 6.3.5. Another form of permanent promotions available to the cadets is illustrated in the Cadet Promotion Guide.

6.4. TEMPORARY PROMOTION: Temporary promotions are normally awarded when cadets are selected for a new position. Temporary grades are based on demonstrated leadership potential, or level of assignment and position. These promotions are indicated as Temporary. Cadets will return back to previous rank if they no longer occupy that position.

6.5. PROMOTION INELIGIBILITY

- 6.5.1. A cadet who receives a failing semester grade in any school subject is not eligible for promotion.
- 6.5.2. A student who fails AFJROTC will be ineligible for promotion to any grade for that school year.
- 6.5.3. REDUCTION IN RANK:
 - 6.5.3.1. Cadets are subject to a reduction in rank at any time.
 - 6.5.3.2. Demotions may be made for;
 - 6.5.3.3. Failure to carry out responsibilities.
 - 6.5.3.4. Failure to meet standards of performance.
 - 6.5.3.5. For violations of regulations and or the Honor Code.
 - 6.5.3.6. If a cadet receives a failing semester grade in any subject, he/she will be demoted to their appropriate permanent rank until a passing grade is received.
 - 6.5.3.7. Cadets who fail Aerospace Science cannot hold rank.
- 6.5.4. FUTURE PROMOTION: Cadets initially assigned to an Officer or NCO position normally will not be promoted to the highest rank authorized for that position. This allows for growth and maturity for future promotion based on actual performance in the position.
- 6.5.5. SPECIAL ORDERS: Promotions, demotions, position selections, and appointments to staff or flight positions will be formalized by Special Orders. Special Orders are drafted and filed by the OPS/CC. Orders must be signed by the Gp/CC, and approved/signed by the SASI.
- 6.5.6. CADET OFFICER/NCO SELECTION REQUIREMENTS
 - 6.5.6.1. Selection as a Cadet Noncommissioned Officer: To be selected as a cadet noncommissioned officer, a cadet
 - 6.5.6.2. Should have completed at least one year of AFJROTC (Exceptions include special teams)
 - 6.5.6.3. Must have demonstrated exceptional leadership potential.
 - 6.5.6.4. Must have been passing all subjects the prior semester

6.5.7. SELECTION AS A CADET OFFICER

- 6.5.7.1. To be selected as a cadet officer, the cadet should
- 6.5.7.2. Must have completed at least an entry level AFJROTC Cadet Leadership
- 6.5.7.3. Course or approved by SASI.
- 6.5.7.4. Must have demonstrated exceptional leadership potential.
- 6.5.7.5. Must have been passing all subjects the prior semester

6.6. APPOINTMENT ROTATION SYSTEM

6.6.1. CADET POSITION ROTATION

- 6.6.1.1. In order to provide leadership training and experience to the maximum number of cadets, all cadet staff positions WILL be rotated during the school year.
- 6.6.1.2. Selection will be based on each cadet's strengths and leadership potential.
- 6.6.1.3. Cadets may apply for staff positions by completing and submitting a job resume through the cadet chain of command.
- 6.6.1.4. Cadet candidates for staff positions are carefully considered so that they may gain the greatest possible leadership experience while fulfilling the functions of those positions.
- 6.6.1.5. Element leader positions may be changed as required.
- 6.6.1.6. Position changes will normally be made when a cadet has demonstrated leadership and qualification for a higher level of responsibility.
- 6.6.1.7. A cadet will be removed when his/her performance fails to meet acceptable standards or expectations of the SASI.

CHAPTER SEVEN

STAFF MEETINGS, SPECIAL ACTIVITIES, TEAMS, AND CLUBS

7.1. GROUP STAFF MEETINGS

- 7.1.1. The staff meeting will be under the control of the Gp/CC or Gp/DC.
- 7.1.2. Military customs and courtesies will be followed at all times.
- 7.1.3. The SASI/ASI will be present to ensure compliance with established policies and procedures.
- 7.1.4. It is the responsibility of the Gp/CC to ensure that time is made available for any briefings.
- 7.1.5. Staff Cadets will present progress reports on plans, programs, and projects they are responsible for.
- 7.1.6. Meeting minutes will be recorded and published and distributed to the Group Staff within two days following the meeting.

7.2. TEAM MEETINGS

- 7.2.1. Team Commander's will chair each meeting.
- 7.2.2. Team meetings are an integral part of a commander's responsibilities. They are normally after school.
- 7.2.3. Cadets who are required to attend will be notified of the meeting as far in advance as possible, but not later than two days before the meeting.
- 7.2.4. A notice will be placed in the bulletin board not later than two days before the meeting.
- 7.2.5. Those required to attend must be present unless prior absence is approved and granted by the SASI/ASI.
- 7.2.6. All meetings will begin and end with the staff being called to attention as the Team Commander enters the room and ends the meeting.
- 7.2.7. Meeting minutes will be recorded and published and distributed to the Group Staff within two days following the meeting.

NOTE: MEETINGS WILL NOT BE CANCELED WITHOUT PRIOR APPROVAL FROM THE SASI.

- 7.3. **LEADERSHIP DEVELOPMENT REQUIREMENT ACTIVITIES:** In addition to normal class activities, Det TX 200210 cadets will be involved in many leadership development requirement activities. Participation in competitive activities depends on school attendance, disciplinary status and requires passing grades in all subjects.

- 7.3.1. **FIELD TRIPS:** Periodically, cadets will have the opportunity go on field trips to Air Force bases, NASA (Johnson Space Center), science museums, confidence courses, weather facilities, flight simulator facilities, and other service military installations. Participation in these trips depends on school attendance, disciplinary status and requires passing grades in all classes.
- 7.3.2. **COLOR GUARD AND DRILL TEAM:** These activities are the “spit-and-polish” activities of the cadet corps. Cadets participate in various performances in the school and community, as well as compete in drill competitions. Cadets chosen for these teams must be outstanding in conduct, attitude, performance, and academics. Practices will be held as directed by the ASI (SASI when ASI is absent). Unexcused absences from practices and/or scheduled events may result in removal from the drill team or color guard. No one will be removed without prior approval of the ASI in charge of the Drill team. Cadets participating in said teams will not get service coats or any team benefits until they participate in a Color guard/ Drill Team event.
- 7.3.3. **KITTY HAWK AIR SOCIETY:** The Kitty Hawk Air Society is the counterpart to the National Honor Society for AFJROTC cadets who excel academically. To be considered for membership, cadets must maintain a 90 average in all AFJROTC courses, have an overall weighted GPA of 3.5 and must have passed all classes in the semester immediately preceding their consideration for membership. The SASI will approve all new members prior to nomination and induction. Members who fail to maintain the appropriate academic standards will be placed on probation and be subject to removal from Kitty Hawk. The Kitty Hawk Air Society members also participate in academic competitions and perform community service activities.
- 7.3.4. **MODEL ROCKETRY TEAM:** The Model Rocketry Team is organized for cadets interested in constructing and flying model rockets and other aerospace vehicles. The model rocketry team meets on a regular basis and competes in rocket meets. Unexcused absences from practices and/or scheduled events may result in removal from the team. Members who attend the required number of rocket meets can earn their Model Rocketry Badge.
- 7.3.5. **RADIO CONTROL AIRCRAFT TEAM:** The R/C Aircraft Team is organized for cadets interested in learning how to fly R/C aircraft. The team meets on a regular basis and will participate in local fly-ins. Unexcused absences from practices and/or scheduled events may result in removal from the team. Members who solo will earn their AMA silver wings.
- 7.3.6. **AWARENESS PRESENTATION TEAM (APT):** The APT is an academic endeavor designed to provide positive role models for elementary and middle school students. It provides a practical application of skills learned in the leadership education portion of the AFJROTC curriculum. The APT is composed of cadets selected by the SASI/ASI based on military bearing, writing and

speaking skills and professional appearance. Team members will provide brief presentations on topics of current interest that can include, but are not limited to, flag honors, drug use/abuse, gangs and high school drop outs. The SASI has overall responsibility for APT but has delegated day-to-day leadership and management of team activities to the ASI. The high school principal must clear and approve all APT presentations.

- 7.3.7. **AFJROTC CHOIR:** The AFJROTC Choir is organized for cadets who are interested in participating in the opening ceremonies for the unit Military Ball, Awards Ceremony, district athletic events, local community activities and for assemblies at school district campuses.
- 7.3.8. **ACADEMIC TEAM:** The Academic Team organized for cadets interested in competing in academic competitions. The team is provided review materials that can be used to prepare for competitions—drill meet testing, individual unit competitions, online JROTC’s President’s Academic Challenge, etc... Team members are normally selected from the Kitty Hawk Air Society. Individual competing in actual competitions will depend on availability and eligibility.
- 7.3.9. **PHYSICAL TRAINING TEAM:** The PT team is team of cadets aspiring to know and learn how to live a healthy and active lifestyle. They promote health and wellness through their various workouts. One must attend two meetings each week to receive any benefits the team may have been granted. ABUs are earned with participation, good conduct, and attendance at all home football games, absences with reason and other school activities are excusable, flag detail is a mandatory event to keep your ABU and must attend wearing your ABU. ABUs can be worn on Fridays only.
- 7.3.10. **MARKSMANSHIP TEAM:** The Marksmanship Team is for cadets interested in competitive shooting of air pellet rifles. Competitions against local schools and also a JROTC wide postal competition is done each year. Cadets must take a safety class and sign a safety pledge before being allowed to shoot.
- 7.3.11. **FLIGHT SIMULATOR TEAM:** The Flight Simulator Team is for cadets interested in learning about how different aircraft works. They learn the parts of a plane, what they do and the history of the planes. Cadets on this team will also participate in simulated flights through a flight simulator on the computer.
- 7.3.12. **RYTHMIC SQUAD:** The Rhythmic Squad is a group of cadets who seek a way of exercise through dance. They dedicate their time to be prepared to line dance for the annual military ball and possible recruitment videos.
- 7.3.13. **FLAG DETAILS:** Det TX-200210 Corps of Cadets volunteers at Willis High School’s Varsity football games raising and lowering the flags, each cadet gets two hours, one for raising and one for lowering the flags, of community service, if a cadet is to attend all home football games to raise/lower the flags in that school

year they will get a dark blue arch to wear in their uniform.

7.3.14. PARADES: Det TX-200210 Corps of Cadets will/required to participate in the Willis High School Homecoming Parade (Sept) and the Willis Christmas Parade (Dec). All other possible parades will be on a volunteer basis.

7.3.15. FIELD DAY: Field Day is an all-day event held during the second semester. During Field Day, all flights compete against each other in various athletic events.

CHAPTER EIGHT

CADET HEALTH AND PHYSICAL FITNESS

8.1. CADET HEALTH AND WELLNESS PROGRAM

- 8.1.1. The goals are to create individualized training plans, identify areas of improvement for each cadet and incorporate physical training to meet national standard goals.
- 8.1.2. This program is an exercise program called the Presidential Fitness Challenge. Cadets will perform five (5) exercises
 - 8.1.2.1. 1 mile run,
 - 8.1.2.2. pushups,
 - 8.1.2.3. curl ups/partial curl up,
 - 8.1.2.4. v-sit reach, pull up/flexed arm hang
- 8.1.3. to get a baseline (initial assessment) from which to build an exercise plan
- 8.1.4. A final assessment will be given in the second semester.
- 8.1.5. Parents are provided a permission slip on which they state any health concerns or limitations regarding participation in this program.
- 8.1.6. In addition to the above exercises, group activities (ex. kickball, soccer, capture-the-flag, etc.) will be included.
- 8.1.7. Cadet grades are based on participation and effort.
- 8.1.8. Based on performance, cadets can receive either the Presidential Physical Fitness Award, the National Physical Fitness Award or the Participant Physical Fitness Award.

8.2. PHYSICAL FITNESS All cadets are encouraged to participate in unit physical fitness and wellness activities as much as possible.

8.3. APPEARANCE

- 8.3.1. Personal appearance is very important in wearing the AFJROTC uniform or civilian clothing.
- 8.3.2. Always present a neat, clean, appearance.
- 8.3.3. There are several factors that contribute to good health and affect personal appearance while wearing the uniform.
- 8.3.4. Some of these are good posture, proper weight, good muscle tone, and good grooming

8.4. GOOD HEALTH

- 8.4.1. Two of the most important factors in appearance and good health are size and shape.
- 8.4.2. Whether you are tall or short is not all that important.
- 8.4.3. A far more important factor is your weight and how it is distributed.
- 8.4.4. The mental and physical comfort enjoyed as a result of keeping your weight at the proper level makes every effort worthwhile.
- 8.4.5. Proper diet helps to maintain your weight at the appropriate level and to keep your body nourished.

- 8.4.6. Another important factor which adds to good health and appearance is keeping your muscles toned through regular exercise.
- 8.4.7. Exercise each day.

8.5. HYGIENE

- 8.5.1. A basic element of good health is personal hygiene.
- 8.5.2. A daily bath or shower is a must.
- 8.5.3. Do not neglect your feet; be smart about the shoes you wear.
- 8.5.4. Take care of your teeth by brushing after each meal when possible.
- 8.5.5. And above all, get the amount of sleep your body needs each day.
- 8.5.6. If your body is not rested, your appearance will not be at its best.

Physical fitness is maintained through exercise and diet. Diet is important because eating the right foods is the key to controlling your weight. A balanced diet is one that provides the body with all the required nutrients it needs in the right amounts

CHAPTER NINE

AIR FORCE UNIFORM AND APPEARANCE STANDARDS

THE UNIFORM: AFJROTC cadets will wear the standard Air Force uniform in accordance with [AFI 36-2903](#) and AFJROTC regulations and guidelines. The uniform symbolizes order, organization, and unity of the cadet corps. It is the universal symbol of all military forces.

9.1. RESPONSIBILITIES

- 9.1.1. While members may differ in physical characteristics, uniforms are meant to be standardized and are a unique distinction that an individual is a member of the Cadet Corpse.
- 9.1.2. A professional military image has no room for the extreme, the unusual, or the faddish.
- 9.1.3. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image.
- 9.1.4. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force.
- 9.1.5. The fifth standard, military image is also very important, military appearance is subjective, but necessary.
- 9.1.6. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.
- 9.1.7. Each cadet must maintain all mandatory clothing items per AFI 36-3014.

9.2. CADET APPEARANCE AND GROOMING GUIDELINES

- 9.2.1. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image.
- 9.2.2. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do.
- 9.2.3. A professional military image has no room for the extreme, the unusual, or the faddish.
- 9.2.4. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image.
- 9.2.5. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force.
- 9.2.6. The fifth standard, military image is also very important, military appearance is subjective, but necessary.
- 9.2.7. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

9.3. PERSONAL GROOMING STANDARDS

- 9.3.1. Commander's discretion may be used to determine if individual's personal grooming is within standards of this instruction.
- 9.3.2. Commanders do not have authority to waive grooming and appearance standards

except as identified in this instruction.

- 9.3.3. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive.
- 9.3.4. Although cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image is for cadets.
- 9.3.5. Except for minor variations based on gender differences, all Cadet Corps personnel must comply with the same personal grooming standards.
- 9.3.6. SASI/ASI have the responsibility to determine compliance with the letter and intent of this AFI and to correct the obvious violations regardless of whether the situation identified is clearly written in this AFI.
- 9.3.7. **HAIR-MALE AND FEMALE**
 - 9.3.7.1. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements.
 - 9.3.7.2. 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.
 - 9.3.7.3. Dyes, tints, bleaches and frostings must result in natural hair colors.
 - 9.3.7.4. Hair color must complement the member's complexion and skin tone.
 - 9.3.7.5. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.
 - 9.3.7.6. SASI may temporarily authorize cancer patients to wear approved caps (black/tan) or maintain baldness due to a temporary medical condition (i.e., radiation/chemotherapy).

9.4. SPECIFIC FEMALE CADET GROOMING GUIDELINES

- 9.4.1. **HAIR-FEMALE** (See Figure (9.2. & 9.3.))
 - 9.4.1.1. There is no minimum hair length, to a maximum bulk of 3 ½ inches from scalp and allows proper wear of headgear.
 - 9.4.1.2. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground.
 - 9.4.1.3. When in doubt, assess correct length of hair with Airman standing in the position of attention. Exception: While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.
- 9.4.2. Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).
- 9.4.3. Hair accessories. If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins). See Figure 9.1.

(Figure 9.1.)



- 9.4.4. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. (see Figure 9.3.)
- 9.4.4.1. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs.
- 9.4.4.2. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color.
- 9.4.4.3. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance.
- 9.4.4.4. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see figure 3.2). Headgear must fit properly.
- 9.4.4.5. All locs braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance.
- 9.4.4.6. When worn, multiple locs/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 fused/interwoven to present a neat, professional appearance.
- 9.4.4.7. A loc, braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 7.9.3 above. Exception: Micro-braids or twists are not required to continue to the end of the hair.
- 9.4.5. Unauthorized: Mohawk, mullet or etched design. See Figure 9.4. (photos of unauthorized female hair styles)

Figure (9.2.)



Figure (9.3.)



Figure (9.4)



9.4.6. FINGERNAILS

9.4.6.1. Fingernail polish, if worn by female cadets, will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors.

9.4.6.2. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors.

9.4.6.3. Do not apply designs to nails or apply two-tone or multi-tone colors.

9.4.6.4. However, white-tip French manicures are authorized.

9.4.6.5. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed.

9.4.7. SKIRTS

9.4.7.1. The length of your skirt may not vary beyond the top and bottom of the kneecap.

9.4.7.2. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt.

9.4.7.3. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

9.4.8. EARRINGS

9.4.8.1. Female cadets may wear small round or square white diamond, gold, white pearl, or silver earrings.

9.4.8.2. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes.

9.4.8.3. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

9.5. SPECIFIC MALE CADET GROOMING GUIDELINES

9.5.1. MEN'S HAIR

9.5.1.1. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair.

9.5.1.2. Men's Hair will be tapered appearance on both sides and the back of the head, both with and without headgear.

9.5.1.2.1. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking.

9.5.1.2.2. A block-cut is permitted with tapered appearance.

9.5.1.3. Hair will not exceed 1¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar.

9.5.1.4. Hair will not touch the ears or protrude under the front band of headgear.

9.5.1.5. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized.

9.5.1.6. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are not authorized hair extensions.

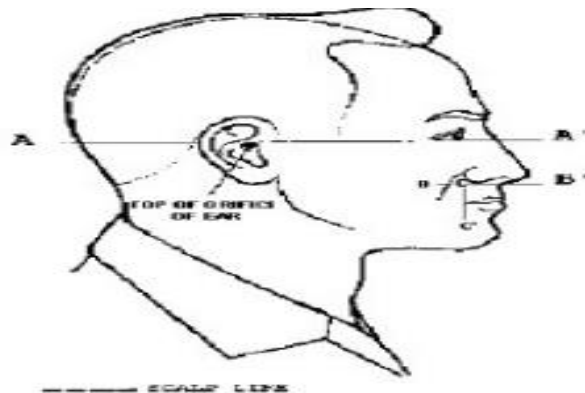


Figure 1-2
Male Grooming Standards (Side View)



Figure 1-3
Male Grooming Standards (Front View)

9.5.2. SIDEBURNS

9.5.2.1. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening.

9.5.2.2. Sideburns will end in a clean shaven horizontal line. See Figure 3-1, orifice of the ear opening is at reference point A.

9.5.3. MUSTACHES

9.5.3.1. Male cadets may have mustaches; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and

9.5.3.2. will not extend downward beyond the lip line of the upper lip or

9.5.3.3. extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 3-1, reference points B, C, and D.

9.5.4. BEARDS

9.5.4.1. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official.

9.5.4.2. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board.

9.5.4.3. Members will keep all facial hair trimmed not to exceed ¼ inch in length.

9.5.4.4. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.

9.5.5. Fingernails, male cadets are not authorized to wear nail polish.

9.5.6. EARRINGS

9.5.6.1. Male cadets in uniform may not wear earrings or any other type of facial piercings.

9.6. UNIFORM OF THE DAY

9.6.1. The most commonly worn uniform combination will consist of:

9.6.1.1. Light blue short-sleeve shirt,

9.6.1.2. Dark blue pants and hat. Females may wear a skirt instead of the pants.

9.6.1.3. Proper insignia,

9.6.1.4. Rank,

9.6.1.5. Name tag

9.6.1.6. All authorized ribbons will be properly worn on the shirt.

9.6.1.7. Shirts will be tucked in the pants or skirt.

9.6.1.8. Males may wear the necktie (female may wear the neck tab) with the short sleeve shirt but the tie/tab is not required unless directed by the SASI/ASI.

9.6.1.9. Military creases are not authorized in the light blue shirt. See Atchs for proper placement of ribbons, badges and insignia.

9.7. SERVICE DRESS UNIFORM:

9.7.1. The service dress uniform consists of:

9.7.1.1. Service coat

9.7.1.2. Short sleeve shirt

- 9.7.1.3. Necktie or neck tab
- 9.7.1.4. Pants or skirts
- 9.7.1.5. All authorized insignias, rank, badges and ribbons will be worn with the service coat.
- 9.7.1.6. The difference between a service dress uniform and a service uniform is the wearing of the Service Coat and a tie/tab is mandatory for the service dress uniform.
- 9.7.1.7. See Atchs for proper placement of ribbons, badges, and insignia.

9.8. MENS BLUE SERVICE UNIFORM (See Figure 9.5.)

9.8.1. SHORT-SLEEVE BLUE SHIRT

- 9.8.1.1. will be light blue in color with two pleated pockets and epaulets.
- 9.8.1.2. With arms bent at a 90 degree angle, the short-sleeved shirt should barely touch or come within 1 inch of the forearm.
- 9.8.1.3. The blue shirt will be neatly tucked into the trousers.
- 9.8.1.4. The shirt may be altered for a tapered fit. Military creases are not authorized with the shirt.
- 9.8.1.5. A V-neck or athletic style, white tank top undershirt will be worn under the blue shirt.

9.8.2. ACCOUTERMENTS

- 9.8.2.1. Nametag. The name tag will be blue plastic with the last name engraved in white lettering. The name tag will be centered, resting on, but not over the edge of the pleated pocket on the wearer's right.
- 9.8.2.2. Ribbons. All ribbons and devices will be worn.
- 9.8.2.3. Ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.

9.8.3. TROUSERS

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

9.8.4. BELT AND BUCKLE.

- 9.8.4.1. The belt will be blue, cotton web or elastic, solid or woven.
- 9.8.4.2. The belt will have a silver (chrome finish) tip and a buckle.
- 9.8.4.3. The silver tip of the belt will extend beyond the buckle facing the wearer's left; however, no blue fabric will be visible between the silver tip and silver buckle.

Figure 9.5



9.9. WOMENS BLUE SERVICE UNIFORM (see Figure 9.6.)

9.9.1. SHORT-SLEEVE BLUE SHIRT

- 9.9.1.1. will be light blue in color with two pleated pockets and epaulets.
- 9.9.1.2. With arms bent at a 90 degree angle, the short-sleeved shirt should barely touch or come within 1 inch of the forearm.
- 9.9.1.3. The blue shirt will be neatly tucked into the trousers.
- 9.9.1.4. The shirt may be altered for a tapered fit. Military creases are not authorized with the shirt.
- 9.9.1.5. A white sports bra may be worn in lieu of a V-neck or athletic style, white tank top undershirt and will be worn under the blue shirt.
- 9.9.1.6. The sports bra may not protrude into the open collar.

9.9.2. NAMETAG

- 9.9.2.1. The name tag will be blue plastic with the last name engraved in white lettering.
- 9.9.2.2. The name tag will be centered on the wearer's right within 1 ½ inches above or below the first exposed button.

9.9.3. RIBBONS

- 9.9.3.1. All ribbons and devices will be worn.
- 9.9.3.2. Center ribbons on wearer's left, parallel with ground.
- 9.9.3.3. Align bottom of the ribbons with the bottom of the name tag.

9.9.4. TROUSERS

- 9.9.4.1. Trousers will be blue and trim-fitted with no bunching at the waist or

bagging at the seat.

9.9.4.2. The trousers will be full cut, straight hanging and without cuffs or additional alterations to further taper the leg.

9.9.4.3. The front of the trouser legs will rest on the front of the shoe or boot with a slight break in the crease.

9.9.4.4. The back of the trouser legs will be $\frac{7}{8}$ inch longer than the front.

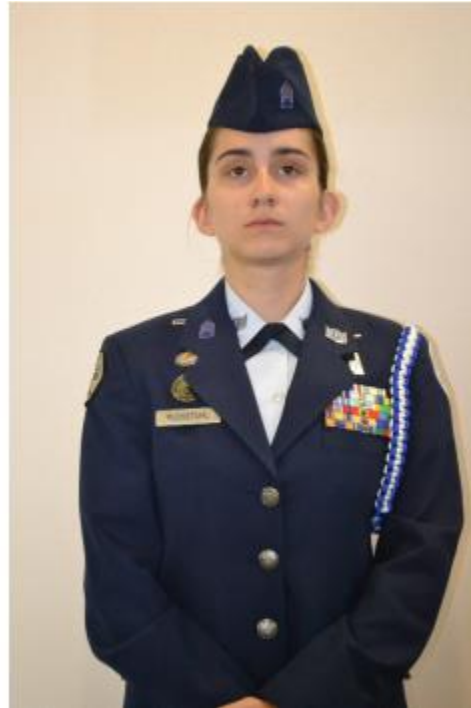
9.9.5. BELT AND BUCKLE

9.9.5.1. The belt will be blue, cotton web or elastic, solid or woven.

9.9.5.2. The belt will have a silver (chrome finish) tip and a buckle.

9.9.5.3. The silver tip of the belt will extend beyond the buckle facing the wearer's right; however, no blue fabric will be visible between the silver tip and silver buckle.

Figure 9.6



9.10. CARE OF BLUE SERVICE UNIFORM

9.10.1. After two consecutive wears uniforms must be cleaned professionally at a dry cleaner, unless uniform is in need after one wear. This will prevent ring around the collar, foul odors, and spots to accumulate onto the uniform. The LWBJ, Service Coat, and Hat only need to be dry cleaned as needed.

9.10.1.1. Shirt—recommended dry cleaned

9.10.1.2. Trousers---must be dry cleaned

9.10.1.3. Light Weight Blue Jacket---must be dry cleaned

9.10.1.4. Service Coat---must be dry cleaned

9.10.1.5. Flight Cap—must be dry cleaned

9.11. LIGHTWEIGHT BLUE JACKET

- 9.11.1. Can only be worn with the service uniform.
- 9.11.2. Females may wear the male version of the lightweight blue jacket.
- 9.11.3. Blue short-sleeved shirts cannot be visible around the bottom of the male or female version of the lightweight blue jacket.
- 9.11.4. The jacket will be waist length with the zipper worn no lower than halfway between the collar and the waistband.
- 9.11.5. The jacket may be worn with or without an insulated liner.
- 9.11.6. If worn, the insulated liner will not be visible. (DO NOT LEAVE IT UNATTENDED EVER).

9.12. DRILL TEAM, COLOR GUARD, AND EXHIBITION UNIFORMS

- 9.12.1. Uniforms WILL NOT be worn on regular uniform days.
- 9.12.2. It is important that AFJROTC cadets properly represent the Air Force during events and competitions.
- 9.12.3. All drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform.
 - 9.12.3.1. A combination of the normal Air Force blue pants/skirts, light blue shirt, and/or blue service dress coat or,
 - 9.12.3.2. Airman Battle Uniform (ABU). Normal blue or ABU uniforms are visually depicted in this Cadet Guide
 - 9.12.3.3. Units may accessorize their blue drill team, color guard or exhibition uniforms with the following items only. No waiver is needed for any of the items listed below. Additionally, NO WAIVER will be granted for any items not listed below.
- 9.12.4. Headgear for Drill Team, Color Guard, and Exhibition Uniforms
 - 9.12.4.1. BERETS
 - 9.12.4.1.1. Solid-color berets, white, dark blue and/or black ONLY, with officer or enlisted rank insignia.
 - 9.12.4.1.2. Berets may be worn on regular uniform days.
 - 9.12.4.1.3. No other color berets may be worn and no waiver will be granted for any other color.
 - 9.12.4.2. SERVICE CAPS (wheel and bucket hats)
 - 9.12.4.2.1. Females are authorized to wear the male Service Cap.
 - 9.12.4.2.2. Silver braid headband straps may only be worn on the Service Cap while the cadet is performing in a color guard or drill team competition ONLY.
 - 9.12.4.2.3. Cadets will wear the black headband strap during regular uniform days.
 - 9.12.4.2.4. Service Caps will be a solid color and free of any embroidery. No waiver will be granted to change the color or authorize the use of embroidery on the Service Cap.
 - 9.12.4.2.5. Cadets will wear the highly polished/chrome Hap Arnold Wings or the large Cadet Officer insignia on the Service Cap.

9.12.4.3. Chrome helmets may be worn with blue drill team, color guard or exhibition uniform combinations only and are not authorized for wear on regular uniform days.

9.12.5. ASCOTS

- 9.12.5.1. Colors may be locally-determined,
- 9.12.5.2. Must be one solid color, conservative, and in good taste,
- 9.12.5.3. Defined in the Cadet Guide or Unit Operations Instruction.
- 9.12.5.4. Ascots will not be worn on regular uniform days.

9.12.6. GLOVES

- 9.12.6.1. Colors may be solid but, no more than two colors.
- 9.12.6.2. Colors will be locally-determined,
- 9.12.6.3. Must be conservative and in good taste,
- 9.12.6.4. Defined in the Cadet Guide or Unit Operations Instruction.
- 9.12.6.5. Will not be worn on regular uniform days.

9.12.7. SHOULDER CORD

- 9.12.7.1. One “infantry” style shoulder cord may be worn.
- 9.12.7.2. Will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch.
- 9.12.7.3. Colors are locally-determined,
- 9.12.7.4. Must be conservative, in good taste
- 9.12.7.5. Defined in the Cadet Guide or Unit Operations Instruction.
- 9.12.7.6. May be worn on regular uniform days.

9.12.8. Blue pants may be modified to have a ¾ inch stripe (braid) on the outside length of the pants, silver, dark blue, and/or black only. These items will not be worn on regular uniform days.

9.12.9. Service Dress Jacket may be modified to have a ¾-inch silver, dark blue, and/or black only braid sewn 3 inches from bottom of sleeve. These items will not be worn on regular uniform days. No Air Force funds may be used.

9.12.10. Wear of Color Guard and Saber harnesses, i.e., Sam Brown belt with shoulder strap is authorized only when performing color guards or commanding during a drill segment. Harness must be removed when not performing a color guard or a segment of drill and cannot be worn during awards ceremonies.

9.12.11. Belts for trousers must be blue in color only. No waiver will be granted for wear of any other color.

9.12.12. Units may wear the USAF Honor Guard Ceremonial Belt, with the Hap Arnold Wings during color guard performances only. These items will not be worn on regular uniform days. No Air Force funds may be used to purchase these belts.

9.12.13. Wing and Star Buttons on the Service Dress uniform may NOT be highly polished (chrome). Buttons will have the standard satin finish only. No waiver will be granted for wear of any other style and/or finish on the buttons.

9.12.14. Items NOT to be worn on Drill Team, Color Guard, and Exhibition Uniforms.

No waivers will be granted for such items listed below.

9.12.14.1. Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke. No waiver will be granted for wear of such items.

9.12.14.2. Specialized unit rank, stars or other unit made rank/shoulder boards are not authorized. Example: Team or school name on shoulder boards, or a custom unit rank for drill team members. No waiver will be granted for wear of such items.

9.12.14.3. Arm wrist/sweat bands are not authorized. No waiver will be granted for wear of such items.

9.12.14.4. Spats (shoe covers) will not be worn with any uniform combination, drill, color guard or any type of ceremonial uniform. No waiver will be granted for wear of such items.

9.12.14.5. Service Caps (wheel and bucket hats) will be a solid color. No embroidery on the service cap is authorized. Additionally, no “thunder and lightning” on the hat brim is authorized for wear by cadets.

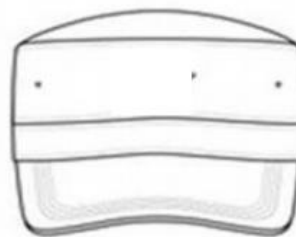
9.13. AIRMAN BATTLE UNIFORM (ABU) (see Figure 9.7.)

9.13.1. ABUs may be worn as Drill Team, Color Guard, and Exhibition Uniform. Berets, shoulder cords, ascots and gloves will not be worn with the ABU uniform, waivers will not be authorized.

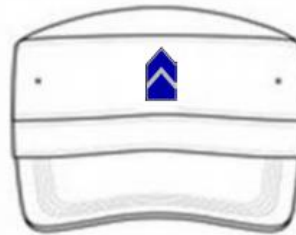
9.13.2. Cadets may wear a Unit T-Shirt with the ABU uniform. The Unit T-Shirt will be standardized and a solid color. Unit T-Shirt may be worn without ABU Blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition.

9.13.3. ABUs will be worn only with the garrison ABU cap and sage green boots. ABU pants must always be properly bloused over the sage green boots. NO berets, shoulder cords, ascots and gloves will be worn with the ABU uniform.

Figure 9.7.



Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

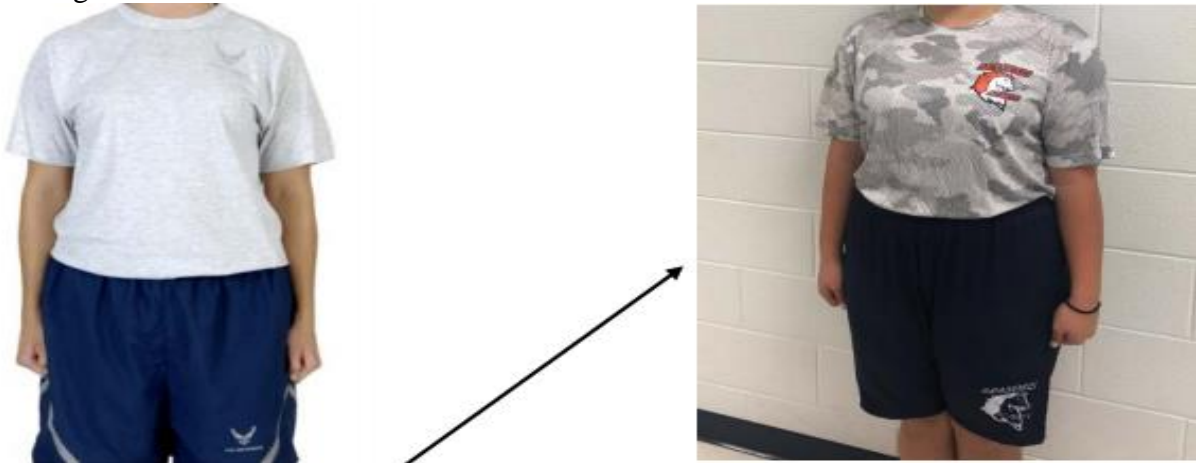
9.14. SEMI-FORMAL DRESS UNIFORM

- 9.14.1. Semi-formal dress uniform is worn for social functions of a semi-formal and/or official nature as prescribed by the SASI.
- 9.14.2. When in semi-formal dress, saluting is not required.
- 9.14.3. Semi-formal dress uniform is to be worn only during special events as determined by the SASI and not during regular weekly uniform days.
- 9.14.4. The semi-formal dress uniform coat is the service dress uniform coat without a name tag.
- 9.14.5. Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, awards ceremonies, picture day or other formal events as specified by the SASI. Additionally,
- 9.14.6. AFJROTC ribbons will not be worn with the semi-formal dress uniform.
- 9.14.7. Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket.
- 9.14.8. Cadets may wear either the blue or white Long-Sleeve Shirt.
 - 9.14.8.1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
 - 9.14.8.2. Shirts will be tucked into the trousers. Female cadets may wear a white long-sleeved blouse similar in style to the men's white long-sleeve shirt.
- 9.14.9. Tie/Tab. Either a blue polyester or silk, herringbone twill tie/tab or may be worn with either the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the long-sleeve white shirt, with the semi-formal dress uniform only.
- 9.14.10. Trousers or skirts. The semi-formal dress uniform trousers and/or skirt are the same as the service dress uniform trousers and/or skirt. No stripes (braiding) on the outside length of the trousers is authorized for wear on the semi-formal dress uniform.
- 9.14.11. Belt and Buckle. The semi-formal dress uniform belt and buckle are the same as the service dress belt and buckle.
- 9.14.12. Cadets will not wear headgear with the semi-formal dress uniform

9.15. PHYSICAL TRAINING GEAR (PTG) & PHYSICAL FITNESS TRAINING (PFT) GEAR

- 9.15.1. PTG refers to the Air Force Physical Training Uniform.
- 9.15.2. Units may locally design and purchase PFT gear that is customized for esprit-de-corps within a unit (usually school colors). Air Force PTG may not be mixed with local purchased PTG within a unit. (see Figure 9.8)

Figure 9.8.



9.15.3. SHORT-SLEEVED PTG/PFT SHIRT

9.15.3.1. The short-sleeve shirt will be tucked into shorts at all times.

9.15.3.2. Do not remove or cut sleeves.

9.15.3.3. PTG undershirts, short and long-sleeved solid white, black or light gray form fitting undershirts, (i.e. Spandex, Lycra™ or elastic material) may be worn and visible under the short-sleeved PTG shirt.

9.15.3.4. Undershirt must be tucked in.

9.15.3.5. There is no color restriction on the form fitting undershirt; undershirt may have visible small trademark logo.

9.15.4. SHORTS

9.15.4.1. The PTG/PFT shorts waistband will rest at or within two inches of the natural waistline. The lining in the PTG shorts may be removed.

9.15.5. FOOTWEAR

9.15.5.1. Socks are mandatory. Socks will be white or black and may have small trademark logos.

9.15.5.2. Athletic style shoes are mandatory. There are no restrictions on the color of the athletic shoes.

9.15.6. HEADGEAR

9.15.6.1. The SASI may authorize wear of an optional solid color, that is conservative and in good taste, baseball/sport cap with the PTG/PFT uniform. If authorized, caps are to be worn outdoors only and cadet officer rank will be worn. Enlisted cadets will not have any rank on their headgear.

9.15.6.2. Bandanas and other similar head-scarves/headgear are not authorized.

9.16. SPECIAL UNIFORM AND APPEARANCE RULES

9.16.1. JEWELRY

9.16.1.1. While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.

9.16.1.2. RINGS. Cadets may wear a total of no more than three rings; wedding

sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and will not be worn on the thumb.

9.16.1.3. NECKLACES. Will not be visible at any time. If worn, will be concealed under a collar or undershirt.

9.16.1.4. BRACELETS

9.16.1.4.1. Ankle bracelets are not authorized.

9.16.1.4.2. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing.

9.16.1.4.3. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish).

9.16.1.4.4. Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized).

9.16.1.4.5. Colored/rubber bracelets that support a cause are not allowed to be worn in uniform.

9.16.2. EYEGLASSES OR SUNGLASSES.

9.16.2.1. Must not have any ornaments on the frames or lenses.

9.16.2.2. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation.

9.16.2.3. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited.

9.16.2.4. Sunglasses are not allowed while in a military formation.

9.16.2.5. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

9.16.3. TATTOOS OR BRANDS. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.

9.16.4. BODY PIERCING. 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). Cadets may not cover any of these articles with make-up, band aids, or

wearing clear post pins to hide body piercings.

9.16.5. **BACK PACKS.** Cadets may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

9.16.6. **TECHNOLOGY**

9.16.6.1. Wear/use of an earpiece, any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited.

9.16.6.2. Specifically authorized for the execution of official duties.

9.16.6.3. Headphones and earphones [iPods, MP3-type players, etc.] are authorized during travel on public transportation i.e., bus, train or air travel.

9.16.7. **COSMETICS**

9.16.7.1. Male Cadets are not authorized to wear cosmetics.

9.16.7.2. Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste.

9.16.7.3. Female Cadets will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors.

9.16.7.4. Examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.

9.16.7.5. Cosmetics will not be worn during field conditions.

9.17. RULES WHILE IN UNIFORM

9.17.1. All cadets must adhere to this instruction and supplement(s) at all times.

9.17.2. All cadets must ensure uniform items and civilian clothing (in official capacity) are maintained, clean, and in serviceable condition (that is, not frayed, worn out, torn, faded, patched, etc.), correct in design and specifications, and fit properly. Uniform items are to be zipped, snapped or buttoned unless otherwise defined in this instruction.

9.17.3. All cadets must meet personal grooming standards while in uniform

9.17.4. All cadets should inform any Cadet Corps member that is in violation of uniform and appearance standards.

9.17.5. When in uniform Cadets must not engage in public displays of affection including, but not limited to, holding hands (except when holding a young child's hand), walking arm-in-arm, embracing, caressing, and kissing. Public displays of affection are inappropriate as they violate a long-standing custom of the service and may be service discrediting since indiscriminate displays of affection detract from the professional image the Air Force intends to project to the public.

9.17.6. Brief displays of affection, such as a modest kiss or embrace, may be permitted in situations where physical contact is commonly accepted etiquette.

9.17.7. When in uniform or civilian clothes (in an official capacity) the following actions are prohibited while walking or in a formation, including organized or unit PT.
Note: Members should also consult AFI 34-1201, Protocol and AFPAM 36-2241, Professional Development Guide, for protocol, customs and courtesies.

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

item.

9.17.9. Do not smoke or use smokeless products.

9.17.10. Do not consume food and/or beverage while walking in uniform. Exception:
Beverages may be authorized during wear of PT uniform and commanders may
authorize food and/or beverage consumption during special functions.

Note: 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.

CHAPTER TEN

ACCOUTERMENTS, AWARDS AND DECORATIONS

10.1. BADGES

10.1.1. Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide.

10.1.2. GROUND SCHOOL BADGE

10.1.2.1. 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.

10.1.2.2. Flight Suits are authorized for those cadets currently enrolled in or that have successfully completed aviation honors ground school, been awarded a flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.

10.1.3. FLIGHT SOLO BADGE

10.1.3.1. Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.

10.1.3.2. Flight suits are authorized for those cadets that have received their flight solo badge.

10.1.4. FLIGHT CERTIFICATE BADGE

10.1.4.1. Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.

10.1.5. CERTIFICATE BADGE

10.1.5.1. Flight suits are authorized for those cadets that have received their flight certificate badge (see Attachment 7-12).

10.1.6. AWARENESS PRESENTATION TEAM BADGE

10.1.6.1. Awarded for participation on an Awareness

10.1.7. PRESENTATION TEAM

10.1.7.1. Criteria for becoming a member of the team will be published in the Cadet Guide or the Unit Operating Instructions.

10.1.8. KITTY HAWK AIR SOCIETY BADGE

10.1.8.1. Awarded to cadets who are members of the Kitty Hawk Air Society.

10.1.8.2. The unit's Kitty Hawk charter will spell out the requirements for entry into the society.

10.1.9. ACADEMY OF MODEL AERONAUTICS (AMA) WINGS

10.1.9.1. Awarded to cadets who are members of a local AMA chartered model airplane club.

10.1.9.2. Contact the AMA to obtain badge for qualifying cadets.

10.1.10. DISTINGUISHED AFJROTC CADET BADGE

10.1.10.1. This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge.

10.1.10.2. The award recognizes one outstanding second- year cadet (third-year cadet in a 4-year program) selected at the end of each school year.

10.1.10.3. This allows the recipient to wear the award their final year in the AFJROTC program.

10.1.10.4. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence.

10.1.10.5. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award.

10.1.10.6. The recipient will hold the following awards prior to selection:

10.1.10.6.1. Leadership Ribbon

10.1.10.6.2. Achievement Ribbon

10.1.10.6.3. Superior Performance Ribbon

10.1.10.6.4. Academic Ribbon

10.1.10.6.5. Leadership Development Requirement

10.1.10.6.6. Service Ribbon

10.1.11. AEROSPACE EDUCATION FOUNDATION (AEF) ACADEMIC CADET BADGE

10.1.11.1. Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript.

10.1.12. MODEL ROCKETRY BADGE

10.1.12.1. Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS.

10.1.13. OTHER BADGES OR PINS

10.1.13.1. CyberPatriot and Stellar Explorer pins are issued to participating cadets by the host organization.

10.1.13.2. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination.

10.1.14. MARKSMANSHIP AWARDS

10.1.14.1. Marksmanship competition awards/badges may be worn on the AFJROTC uniform.

10.1.14.2. 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.

10.1.14.3. Females wear the badges above the ribbons on both uniforms.

10.1.14.4. Marksmanship badges will not be worn with medals.

10.2. SHOULDER ITEMS

10.2.1. AFJROTC PATCH

10.2.1.1. Wear of the AFJROTC official shoulder patch is mandatory on the left sleeve of all uniforms except the raincoat, overcoat, all-weather coat, ABU (front left pocket only) and flight suit (above front right pocket area) .

10.2.1.2. 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 sleeve.”

10.2.2. UNIT PATCH

10.2.2.1. Optional.

10.2.2.2. If worn, must be on the right shoulder only

10.2.2.3. ABU on front right pocket only

10.2.2.4. Unit patches are paid for by non-Air Force Funds and must be approved by HQ AFJROTC via the waivers module in WINGS prior to purchase or use.

10.2.3. SHOULDER CORDS

10.2.3.1. Cadets are authorized to wear one shoulder cord (double knot, single cord – no aiguillettes or citation cords) on the left shoulder.

10.2.3.2. This will be a single “infantry” style cord, without metal tips, no more than 1-inch wide.

10.2.3.3. Wear the shoulder cord only on the light blue shirt & service dress coat.

10.2.3.4. The SASI will designate criteria on who may wear shoulder cords.

10.2.3.5. Colors to denote different honors or leadership positions may be used.

10.2.3.6. Criteria for wear and shoulder cord colors will be described in the Cadet Guide or Unit Operating Instructions.

10.2.3.7. On the service dress coat, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.

10.2.3.8. On the blue shirt, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.

10.2.4. SHOULDER TABS

10.2.4.1. Shoulder tabs are either cloth or metal arches denoting participation in an AFJROTC activity.

10.2.4.2. Shoulder tabs are optional.

10.2.4.3. If worn, cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam.

10.2.4.4. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.).

10.2.4.5. If no unit patch is worn, tab will be worn no lower than 1 inch below the shoulder seam.

10.2.4.6. If a unit patch is worn, shoulder tab will be centered between the unit patch and the shoulder seam.

10.2.4.7. The SASI will designate which activities will be denoted by shoulder

tabs and set the criteria for each.

10.3. AWARDS AND DECORATIONS

- 10.3.1. The Cadet Awards and Decorations Program fosters morale, esprit-de-corps, and recognizes achievements of AFJROTC cadets.
- 10.3.2. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available.
- 10.3.3. Only Awards and Decorations approved by Holm Center/JR and listed in this guide may be worn.
- 10.3.4. Only medals specifically designated within this Operational Supplement and depicted on the AFJROTC Ribbon Chart are approved.
- 10.3.5. Units may not create or purchase local awards (ribbon and/or medals) for wear on the uniform.
- 10.3.6. Ribbons will not be worn with medals.
- 10.3.7. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.)
- 10.3.8. Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence (see para 7.6.3.1).
- 10.3.9. Units are authorized to impose additional criteria (more stringent) to meet local standards and needs without diminishing minimum standards (example: limiting the number of cadets who may earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specifically stated in the Cadet Guide or Unit Operating Instructions.

10.4. PRESENTATION

- 10.4.1. Present awards at appropriate ceremonies.
- 10.4.2. Invite school officials, local civil authorities and parents when practical.
- 10.4.3. Representatives from organizations sponsoring awards will be offered the opportunity to make the award presentation.
- 10.4.4. Display awards when possible for the benefit of the cadet corps.
- 10.4.5. The SASI will ensure that Air Force endorsement of any agency's product or service is neither stated nor implied.

10.5. ORDER OF PRECEDENCE OF AFJROTC MEDALS AND RIBBONS

AFJROTC Awards.

1. Gold Valor Award (Medal/Ribbon)
2. Silver Valor Award (Medal/Ribbon)
3. Cadet Humanitarian Award (Ribbon)
4. Silver Star Community Service with Excellence Ribbon
5. Community Service with Excellence Ribbon
6. Air Force Association Award (Medal/Ribbon)
7. Daedalian Award (Medal/Ribbon)

8. American Legion Scholastic Award (Medal/Ribbon)
9. American Legion General Military Excellence Award (Medal/Ribbon)
10. American Veterans Award (Medal/Ribbon)
11. Reserve Officers Association Award (Medal/Ribbon)
12. Military Order of World Wars Award (Medal/Ribbon)
13. Military Officers Association Award (Medal/Ribbon)
14. Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
15. Military Order of the Purple Heart Award (Medal/Ribbon)
16. Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
17. Tuskegee Airmen Incorporated AFJROTC Cadet Award (Ribbon)
18. The Retired Enlisted Association Award (Medal/Ribbon)
19. The Celebrate Freedom Foundation Award (Medal/Ribbon)
20. Air Commando Association Award (Medal/Ribbon)
21. Distinguished Unit Award with Merit (Ribbon)
22. Distinguished Unit Award (Ribbon)
23. Outstanding Organization Award (Ribbon)
24. Outstanding Flight Ribbon
25. Top Performer Ribbon
26. Outstanding Cadet Ribbon
27. Leadership Ribbon
28. Achievement Ribbon
29. Superior Performance Ribbon
30. Academic Ribbon
31. Cadet Leadership Course Ribbon
32. Special Teams Placement Ribbon
33. All Services National Competition (Medal/Ribbon)
34. Air Force Nationals Competition (Medal/Ribbon)
35. Orienteering Ribbon
36. Leadership Development Requirement (LDR) Leadership Ribbon
37. Drill Team Ribbon
38. Color Guard Ribbon
39. Saber Team Ribbon
40. Marksmanship Ribbon
41. Good Conduct Ribbon
42. Service Ribbon
43. Health and Wellness
44. Recruiting Ribbon
45. Activities Ribbon
46. Attendance Ribbon
47. Dress and Appearance Ribbon
48. Longevity Ribbon
49. Bataan Death March Memorial Hike Ribbon
50. Patriotic Flag Ribbon

- 10.5.1. AFJROTC cadets are not authorized to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs.
- 10.5.2. Cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program.
- 10.5.3. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.
- 10.5.4. Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform.
- 10.5.5. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.

10.6. DESCRIPTIONS AND CRITERIA OF AFJROTC MEDALS AND RIBBONS

- 10.6.1. Ribbons will not be worn with Medals (only the medals will be worn).

NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

10.6.2. GOLD VALOR AWARD

10.6.2.1. Awards consist of a medal, ribbon, and certificate.

10.6.2.2. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.

10.6.2.3. Forward recommendations for valor awards through HQ-
OpsSupport@afjrotc.com for review and approval within 6 months of the incident.

10.6.2.3.1. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility.

10.6.2.3.2. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval.

10.6.2.4. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation.

10.6.2.5. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.6.2.6. Medals will not be worn on regular uniform days or during any type of competition.

10.6.3. SILVER VALOR AWARD

10.6.3.1. Awards consist of a medal, ribbon, and certificate.

10.6.3.2. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

10.6.3.3. Forward recommendations for valor awards through HQ-
OpsSupport@afjrotc.com for review and approval within 6 months of the

incident.

10.6.3.4. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility.

10.6.3.4.1. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to HQ AFJROTC Director for final approval.

10.6.3.5. Upon approval, HQ-OpsSupport@afjrotc.com distributes the citation, medal, and ribbon for presentation.

10.6.3.6. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.6.3.7. Medals will not be worn on regular uniform days or during any type of competition.

10.6.4. CADET HUMANITARIAN AWARD

10.6.4.1. Award consists of a ribbon and certificate.

10.6.4.2. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens.

10.6.4.3. This award is not to be used to recognize day-to-day service in the community.

10.6.4.4. Forward recommendations for humanitarian awards to HQOpsSupport@afjrotc.com for review and approval within 6 months of the incident.

10.6.4.5. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility.

10.6.4.6. In addition, submit a proposed citation to accompany the award.

10.6.4.7. Upon approval, HQ-Ops Support distributes the citation and ribbon for presentation.

10.6.5. SILVER STAR COMMUNITY SERVICE WITH EXCELLENCE AWARD

10.6.5.1. Award consists of a ribbon with a Silver Star device and certificate.

10.6.5.2. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps.

10.6.5.3. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010.

10.6.5.4. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year).

10.6.5.5. HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award.

10.6.5.6. Instructors at the Top 5% units will determine which of their cadets have

contributed to the unit earning the new award.

10.6.6. COMMUNITY SERVICE WITH EXCELLENCE AWARD

10.6.6.1. Award consists of a ribbon and certificate.

10.6.6.2. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community.

10.6.6.3. This is not an award given to participants but to the key leader(s) of the project.

10.6.6.4. Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project.

10.6.6.5. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility.

10.7. NATIONAL-LEVEL AWARDS

10.7.1. These Items may be issued to cadets, but medals from these organizations WILL ONLY be worn during events such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.

10.7.2. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.3. Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

10.7.4. Cadets may only receive one National-level Award for each year they are in AFJROTC.

10.7.5. Guidelines for National-level Awards will be followed to the fullest extent possible.

10.7.6. Deviations from established award criteria will not be the norm, but based on a case, by case basis. Unit must uphold the "spirit of intent" of an award.

10.7.7. AIR FORCE ASSOCIATION (AFA) AWARD

10.7.7.1. Cadets may only receive this award once.

10.7.7.2. This AFA-sponsored award and is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program).

10.7.7.3. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.7.4. Medals will not be worn on regular uniform days or during any type of competition.

10.7.7.5. The award recipient must possess/meet the following personal characteristics and eligibility criteria:

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

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

10.7.8. DAEDALIAN AWARD

- 10.7.8.1. Cadets may only receive this award once.
- 10.7.8.2. The Order of Daedalin's is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position.
- 10.7.8.3. This award is offered to encourage the development of these traits in cadets and to interest them in a military career.
- 10.7.8.4. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers.
- 10.7.8.5. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 10.7.8.6. Medals will not be worn on regular uniform days or during any type of competition.
- 10.7.8.7. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:
 - 10.7.8.7.1. Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
 - 10.7.8.7.2. Indicate the potential and desire to pursue a military career.
 - 10.7.8.7.3. Rank in the top 10% of their AFJROTC class.
 - 10.7.8.7.4. Rank in the top 20% of their school class.
- 10.7.8.8. The SASI selects the recipient and requests the award from the nearest Daedalian Flight.
- 10.7.8.9. A minimum of 90 days' notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award.

10.7.9. AMERICAN LEGION SCHOLASTIC AWARD

- 10.7.9.1. Cadets may only receive this award once.
- 10.7.9.2. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 10.7.9.3. Medals will not be worn on regular uniform days or during any type of competition.
- 10.7.9.4. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements.

10.7.9.5. Each cadet must:

10.7.9.5.1. Rank in the top 10% of the high school class. •

10.7.9.5.2. Rank in the top 25% of their AFJROTC class. •

10.7.9.5.3. Demonstrate leadership qualities. •

10.7.9.5.4. Actively participate in student activities.

10.7.9.6. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April.

10.7.9.7. The award devices and presenter can be requested from the nearest American Legion Post.

10.7.9.8. If there is no local post, contact the American Legion Headquarters.

10.7.10. AMERICAN LEGION GENERAL MILITARY EXCELLENCE AWARD

10.7.10.1. Cadets may only receive this award once.

10.7.10.2. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.10.3. Medals will not be worn on regular uniform days or during any type of competition.

10.7.10.4. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence.

10.7.10.5. Each cadet must:

10.7.10.5.1. Rank in the top 25% of their AFJROTC class.

10.7.10.5.2. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

10.7.10.6. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April.

10.7.10.7. The award devices and presenter can be requested from the nearest American Legion Post.

10.7.11. AMERICAN VETERANS (AMVETS) AWARD

10.7.11.1. Cadets may only receive this award once.

10.7.11.2. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.11.3. Medals will not be worn on regular uniform days or during any type of competition.

10.7.11.4. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

10.7.11.4.1. A positive attitude toward AFJROTC programs and service in the Air Force. Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).

10.7.11.4.2. Personal attributes (initiative, dependability, judgment, and self-confidence).

10.7.11.4.3. Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).

10.7.11.4.4. Obtained a grade of "A" (or the numerical equivalent) in their AS class.

10.7.11.4.5. Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

10.7.11.5. The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located.

10.7.11.6. An AMVETS representative will make the presentation if a participating local post or department representative is available.

10.7.12. RESERVE OFFICERS ASSOCIATION (ROA) AWARD

10.7.12.1. Cadets may only receive this award once.

10.7.12.2. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.12.3. Medals will not be worn on regular uniform days or during any type of competition.

10.7.12.4. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program).

10.7.12.5. The recipient must possess individual characteristics contributing to leadership such as:

10.7.12.5.1. Be in the top 10% in the AFJROTC program.

10.7.12.5.2. Be in the top 25% in academic grades.

10.7.12.5.3. Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.

10.7.12.6. The SASI with the ASI, selects the recipient of the award.

10.7.12.7. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes.

10.7.12.8. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association.

10.7.13. MILITARY ORDER OF WORLD WARS AWARD

10.7.13.1. Cadets may only receive this award once.

10.7.13.2. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.13.3. Medals will not be worn on regular uniform days or during any type of competition.

10.7.13.4. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

10.7.13.5. The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit.

10.7.13.6. The citation and request for the medal, certificate, and ribbon are sent

to the nearest local chapter of the MOWW.

10.7.13.7. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters.

10.7.13.8. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

10.7.14. MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA) AWARD

10.7.14.1. Cadets may only receive this award once.

10.7.14.2. This award, formerly known as The Retired Officers Association Award.

10.7.14.3. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.14.4. Medals will not be worn on regular uniform days or during any type of competition.

10.7.14.5. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership.

10.7.14.6. Each cadet must:

10.7.14.6.1. Be a member of the junior class.

10.7.14.6.2. Be in good academic standing.

10.7.14.6.3. Be of high moral character.

10.7.14.6.4. Show a high order of loyalty to the unit, school, and country.

10.7.14.6.5. Show exceptional potential for military leadership.

10.7.14.7. The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter.

10.7.14.8. The SASI requests the award devices from the nearest MOAA chapter.

10.7.14.9. A MOAA representative will make the award presentation.

10.7.14.10. If a MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters.

10.7.15. VETERANS OF FOREIGN WARS (VFW) AWARD

10.7.15.1. Cadets may only receive this award once.

10.7.15.2. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.15.3. Medals will not be worn on regular uniform days or during any type of competition.

10.7.15.4. This award presented annually to an outstanding second or third-year cadet in a 3-year program (third or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership.

10.7.15.5. Each cadet must:

10.7.15.5.1. Positive attitude toward the AFJROTC program

10.7.15.5.2. Must be enrolled as a 10th-12th grade AFJROTC student

10.7.15.5.3. Must maintain a "B" average in AFJROTC curriculum

and a “C” average in all remaining subjects with no failing grades in the previous semester

10.7.15.5.4. Active in at least one other student extracurricular activity (music, athletics, government, etc.)

10.7.15.5.5. Not a previous recipient of this award.

10.7.15.6. The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter.

10.7.15.7. The SASI requests the award from the nearest local post in February for presentation in April or May.

10.7.15.8. A VFW representative will present the award at an appropriate ceremony.

10.7.15.9. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States.

10.7.16. MILITARY ORDER OF THE PURPLE HEART AWARD

10.7.16.1. Cadets may only receive this award once.

10.7.16.2. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days.

10.7.16.3. Medals will not be worn on regular uniform days or during any type of competition.

10.7.16.4. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible)

10.7.16.5. Each cadet must:

10.7.16.5.1. Have a positive attitude toward AFJROTC and country.

10.7.16.5.2. Hold a leadership position in the cadet corps.

10.7.16.5.3. Be active in school and community affairs.

10.7.16.5.4. Attain a grade of “B” or better in all subjects for the previous semester.

10.7.16.5.5. Not a previous recipient of this award.

10.7.16.6. The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May.

10.7.16.7. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony.

10.7.16.8. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

10.7.17. AIR FORCE SERGEANTS ASSOCIATION (AFSA) AWARD

10.7.17.1. Cadets may only receive this award once.

10.7.17.2. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days.

10.7.17.3. Medals will not be worn on regular uniform days or during any type of competition.

10.7.17.4. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program).

10.7.17.5. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

10.7.17.6. Each cadet must:

10.7.17.6.1. Be in the top 10% of the AFJROTC class.

10.7.17.6.2. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

10.7.17.6.3. Not a previous recipient of this award.

10.7.17.7. The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April.

10.7.17.8. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter.

10.7.17.9. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters; (please send an email to AFSA HQ at bhill@hqafsa.org) to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

10.7.18. TUSKEGEE AIRMEN INCORPORATED (TAI) AFJROTC CADET AWARD

10.7.18.1. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.18.2. This award is presented annually to two cadets.

10.7.18.3. Cadets may be first-year, second year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

10.7.18.3.1. Attain a grade of "B" or better in their AS class.

10.7.18.3.2. Be in good academic standing.

10.7.18.3.3. Actively participate in cadet corps activities.

10.7.18.3.4. Participate in at least 50% of all unit service programs.

The SASI and ASI select the recipients.

10.7.18.4. The Tuskegee Airmen (TAI), Inc. AFJROTC Cadet Award ribbon is mailed to every AFJROTC unit from AFJROTC NC20022, Vance High School.

10.7.18.5. AFJROTC units do not need to contact this unit to receive their allotted two ribbons per year.

10.7.18.6. AFJROTC units requesting replacement ribbons must send a check for \$2.00 to cover the cost of mailing up to two ribbons.

10.7.18.7. The Tuskegee Airmen, Inc. AFJROTC Cadet Award certificate is posted in WINGS at WINGS - Published Files - Directory - JROTC - Certificates.

10.7.18.8. The TAI AFJROTC Cadet Award certificate, as well as other important certificates, are posted in the folder.

10.7.19. THE RETIRED ENLISTED ASSOCIATION (TREA) AWARD

10.7.19.1. Cadets may only receive this award once.

10.7.19.2. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank.

10.7.19.3. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year.

10.7.19.4. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.19.5. Medals will not be worn on regular uniform days or during any type of competition.

10.7.20. THE CELEBRATE FREEDOM FOUNDATION (CFF) AWARD FOR EXCELLENCE IN ACADEMIC PROGRAMS

10.7.20.1. Cadets may only receive this award once.

10.7.20.2. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC programs.

10.7.20.3. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.20.4. Medals will not be worn on regular uniform days or during any type of competition. SASI may go on line at www.gocff.org/jrotc to nominate cadets for this award.

10.7.20.5. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

10.7.20.5.1. Outstanding personal appearance (uniform and grooming)

10.7.20.5.2. Display personal attributes such as initiative, judgment and self-confidence

10.7.20.5.3. Courteous demeanor (promptness, obedience and respect for customs)

10.7.20.5.4. Growth potential (capacity for responsibility, high productivity and adaptability to change)

10.7.20.5.5. Possess the highest personal and ethical standards and strong positive convictions

10.7.20.5.6. Shows the potential and desire to pursue a military career

10.7.20.5.7. Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent

10.7.20.5.8. Rank in the top 15 % of his/her academic class

10.7.20.5.9. Demonstrates a positive attitude (toward AFJROTC & school)

10.7.21. AIR COMMANDO ASSOCIATION AWARD

10.7.21.1. Cadets may only receive this award once.

10.7.21.2. Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength.

10.7.21.3. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10.7.21.4. Medals will not be worn on regular uniform days or any competition.

10.7.22. DISTINGUISHED UNIT AWARD WITH MERIT (DUAM)

10.7.22.1. Award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA.

10.7.22.2. Both criteria must occur during the same academic year.

10.7.22.3. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

10.7.23. DISTINGUISHED UNIT AWARD (DUA)

10.7.23.1. Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA.

10.7.23.2. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

10.7.24. OUTSTANDING ORGANIZATION AWARD (OOA)

10.7.24.1. Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA.

10.7.24.2. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

10.7.24.3. OOA recipients do not receive a streamer.

10.7.25. OUTSTANDING FLIGHT RIBBON

10.7.25.1. Awarded each academic semester to members of the outstanding flight.

10.7.25.2. The outstanding flight is the flight that excels in 5 measured categories, uniform wear, flight's academic exam average, pt wear, and average community service hours per cadet.

10.7.26. TOP PERFORMER AWARD

10.7.26.1. The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel.

10.7.26.2. This award is only presented during a visit by HQ AFJROTC personnel.

10.7.26.3. The award is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount).

10.7.26.4. Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

10.7.26.5. Consideration for the Top Performer Awards.

10.7.26.6. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance.

10.7.26.7. The Regional Director may select (SASIs may nominate) a maximum of 2% of a units cadets based on a cadet's performance in the following key areas:

10.7.26.7.1. Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment.

10.7.26.7.2. Leadership qualities: involvement and positions held in Leadership Development Requirement activities.

10.7.26.7.3. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

10.8. CADET AWARDS AND DECORATIONS

10.8.1. The Cadet Awards and Decorations program fosters morale, incentive, esprit de corps, and recognizes the achievements of AFJROTC Cadets.

10.8.2. Presentations for national and special organizational awards are normally made at the Annual Award Night.

10.8.3. At the discretion of the SASI, presentations may be made at other times during the school year.

10.8.4. See the AFJROTC consolidated operational supplement for details on specific awards and criteria.

10.8.5. Awards requiring local criteria established by the SASI are listed below.

10.8.6. OUTSTANDING CADET RIBBON

10.8.6.1. Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets.

10.8.6.2. 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.

10.8.7. LEADERSHIP RIBBON

Awarded for outstanding performance in a position of leadership as an AFJROTC cadet.

10.8.7.1. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

10.8.8. ACHIEVEMENT RIBBON

10.8.8.1. Awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period.

10.8.9. SUPERIOR PERFORMANCE RIBBON

10.8.9.1. Awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC.

10.8.9.2. Present the ribbon for a single or sustained performance of a superior nature.

10.8.9.3. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

10.8.10. ACADEMIC RIBBON

10.8.10.1. 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.

10.8.11. CADET LEADERSHIP COURSE (CLC) RIBBON

10.8.11.1. Awarded for completion of an approved leadership school program of at least 5 days in duration.

10.8.11.2. For each additional CLC completion an additional bronze star will be awarded.

10.8.11.3. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star.

10.8.11.4. Limit the Silver Star to 10% of the class.

10.8.12. SPECIAL TEAMS COMPETITION RIBBON

10.8.12.1. Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.

10.8.12.2. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

10.8.13. JOINT/ALL-SERVICE NATIONAL COMPETITION AWARD

10.8.13.1. Awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.

10.8.13.2. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

10.8.13.4. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

10.8.14. AIR FORCE NATIONALS COMPETITION AWARD

10.8.14.1. Awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.

10.8.14.2. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

10.8.14.4. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

10.8.15. ORIENTEERING RIBBON

10.8.15.1. Awarded to team members for completing a unitspecific Orienteering program as part of unit curriculum.

10.8.16. LEADERSHIP DEVELOPMENT REQUIREMENT (LDR) LEADERSHIP RIBBON

10.8.16.1. Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.)

10.8.17. DRILL TEAM RIBBON

10.8.17.1. Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill competitions.

10.8.17.2. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

10.8.18. COLOR GUARD RIBBON

10.8.18.1. Cadets must perform at least 5 color guards to receive this ribbon. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

10.8.19. SABER TEAM RIBBON

10.8.19.1. Cadets must perform at least 3 saber team events to receive this ribbon. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

10.8.20. MARKSMANSHIP TEAM RIBBON

10.8.20.1. Cadets must be on the marksmanship team for an entire year season to be eligible to qualify and must have competed in at least 1 marksmanship postal competition.

10.8.20.2. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

10.8.21. GOOD CONDUCT RIBBON

10.8.21.1. Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award.

10.8.21.2. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

10.8.22. SERVICE RIBBON

10.8.22.1. Awarded for distinctive performance in school, community, or AFJROTC service projects.

10.8.22.2. Limit to members whose active participation in a service project contributed significantly to the goals of the organization.

(NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded.

10.8.23. HEALTH AND WELLNESS RIBBON

10.8.23.1. Awarded for participation in the unit health and wellness physical fitness program.

10.8.23.2. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon.

10.8.23.3. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award.

10.8.23.4. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device.

10.8.23.5. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed.

10.8.23.6. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon.

10.8.23.7. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn.

10.8.23.8. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

(NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)

10.8.24. RECRUITING RIBBON

10.8.24.1. Awarded for outstanding effort in support of unit recruiting activities.

10.8.24.2. Cadets must have directly contributed to the recruitment of one new member who at least stays for one semester in AFJROTC.

10.8.25. ACTIVITIES RIBBON

10.8.25.1. Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons.

10.8.25.2. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams.

10.8.25.3. An oak leaf cluster will be added to this ribbon for each year of

membership beginning with the second year.

10.8.26. ATTENDANCE RIBBON

10.8.26.1. Awarded to cadets who have no more than 9 excused absences (no unexcused) from AFJROTC classes during an entire school year.

10.8.26.2. No more than 5 tardies in AFJROTC.

10.8.27. DRESS AND APPEARANCE RIBBON

10.8.27.1. Awarded to cadets who maintain a 90% or higher average on weekly uniform grades.

10.8.27.2. All inspection scores 80 and above.

10.8.27.3. Cadets receiving this award will maintain the highest grooming and dress standards possible.

10.8.28. LONGEVITY RIBBON

10.8.28.1. Awarded for successful completion of each AFJROTC school year (semester with a 4X4 block schedule).

10.8.29. BATAAN DEATH MARCH MEMORIAL HIKE RIBBON

10.8.29.1. Awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike.

10.8.29.2. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.,).

10.8.29.3. May complete the full hike in a span of 1 to no more than 3- days.

10.8.29.4. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount.

10.8.29.5. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon.

10.8.29.6. No fees can be charged to participate in the Memorial March.

10.8.29.7. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc.

10.8.30. PATRIOTIC FLAG RIBBON

10.8.30.1. Awarded for participation in non-color guard events specifically designed to honor our nation's flag.

10.8.30.2. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations.

10.8.30.3. In order to receive this award, cadets must have participated in a minimum of 5 flag events.

CHAPTER ELEVEN

SOCIAL FUNCTIONS

11.1. SOCIAL FUNCTIONS

11.1.1. MILITARY BALL

11.1.1.1. The Military Ball is a **MANDATORY** attendance event for all cadets.

11.1.1.2. The most formal of all AFJROTC Leadership Development Requirement activities.

11.1.1.3. Cadets will be required to observe strict military protocol and engage in formal dining etiquette.

11.1.1.4. Females may wear civilian formal gown or evening dress.

11.1.1.5. Males will wear Service Dress — AFJROTC uniform with service coat, white shirt and blue service tie or blue short sleeve shirt and blue service tie.

11.1.1.6. Parents are not permitted to attend.

11.1.1.7. If you have a competing function (Sports, Band, Drill team, etc), please contact the SASI and explain your situation.

11.1.2. ANNUAL AWARDS NIGHT

11.1.2.1. AFJROTC Annual Awards Night is **MANDATORY** attendance event and is held during the second academic semester.

11.1.2.2. Cadets will be presented with AFJROTC and national awards they have earned during the year.

11.1.2.3. All family members and friends are invited and encouraged to attend.

Attachment 1

ACRONYMS

ABU- Airman Battle Uniform
ADPE- Automated Data Processing Equipment
AF- Air Force
AFI- Air Force Instruction
AFJROTC- Air Force Junior Reserve Officer Training Corps
AMA- Academy of Model Aeronautics
APT- Awareness Presentation Team
AS- Aerospace Science
ASI- Aerospace Science Instructor
CC- Commander
CEB- Cadet Evaluation Board
CV- Deputy
Det- Detachment
DP- Personnel Officer
EL- Element Leader
FL- Flight
FM- Financial Management
Gp- Group
GPA- Grade Point Average
HQ- Headquarters
IMO- Information Management Officer
JROTC- Junior Reserve Officer Training Corps
KH- Kitty Hawk
LE- Leadership Education
LG- Logistics Officer
LWBJ- Lightweight Blue Jacket
NASA- National Aeronautics and Space Administration
NCO- Non-Commissioned Officer
OPS- Operations Squadron
PA- Public Affairs
PS- Performance Squadron
PT- Physical Training
R/C- Remote Control
SA- Special Assistant to the SASI
SASI- Senior Aerospace Science Instructor
SS- Support Squadron
Sq- Squadron
US- United States
USAF- United States Air Force
WISD- Willis Independent School District

Attachment 2

Shoulder Cords

<u>Shoulder Cord Color</u>	<u>Position</u>
Dark Gold	SASI Advisor
Old Gold	Cadet Group/CC
Buff Gold	Cadet Deputy Group/CC
Teal	Cadet Group Superintendent
Gold	Operations Squadron/CC
Gold	Support Squadron/CC
Gold	Performance Squadron/CC
Jay Blue	Kitty Hawk/CC & Members
Orange	Public Affairs Officer
Purple	Flight/CC
Green/White	Model Rocketry/CC & Members
Red/White	Marksmanship/CC & Members
Black/White	Drill Team/CC & Members
Purple/White	Exhibition Drill Team/CC & Members
White	Color Guard/CC & Members
Royal Blue/White	PT Team/CC & Members

Attachment 3

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



Optional
Enlisted/Officer
Service Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



ACADEMY OF
MODEL AERONAUTICS
SILVER WINGS







KITTY HAWK
AIR SOCIETY
BADGE





DISTINGUISHED
CADET BADGE



SHOULDER TAB
METAL OR CLOTH

 <p>GROUND SCHOOL BADGE</p>	 <p>FLIGHT SOLO BADGE</p>	 <p>FLIGHT CERTIFICATE BADGE</p>	 <p>AEF BADGE (NEW)</p>
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 <p>Marksmanship Shield</p>	 <p>JUNIOR ROTC APT</p>
<p>Choose <u>one</u> only. Follow APT pl...teria. May NOT wear Marksmanship...la Marksmanship Badge.</p>	

 <p>MARKSMANSHIP</p>	 <p>SHARPSHOOTER</p>	 <p>EXPERT</p>
<p>Choose <u>one</u> only. Place directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge. Do not wear Marksmanship badges with medals.</p>		

Attachment 4

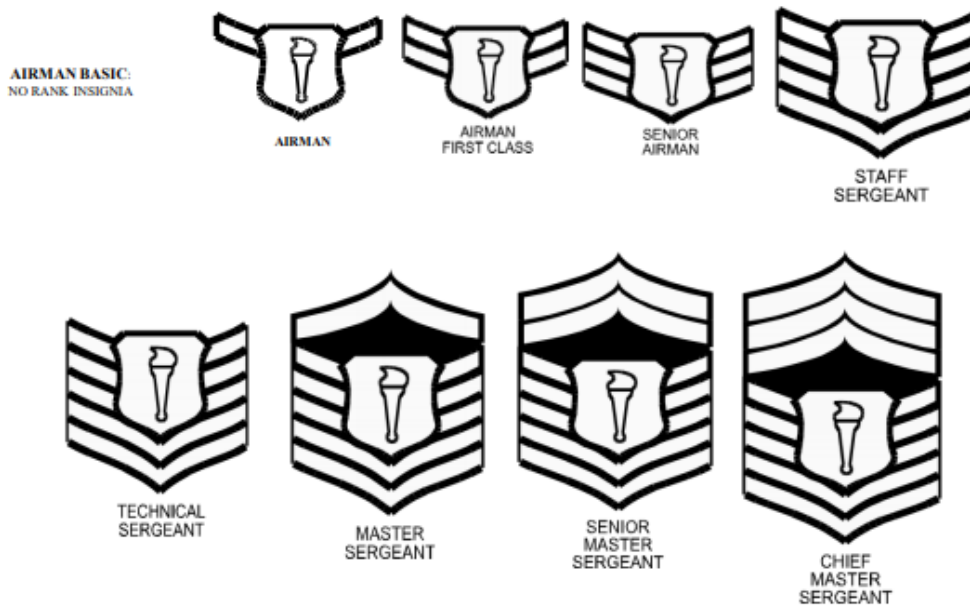
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK

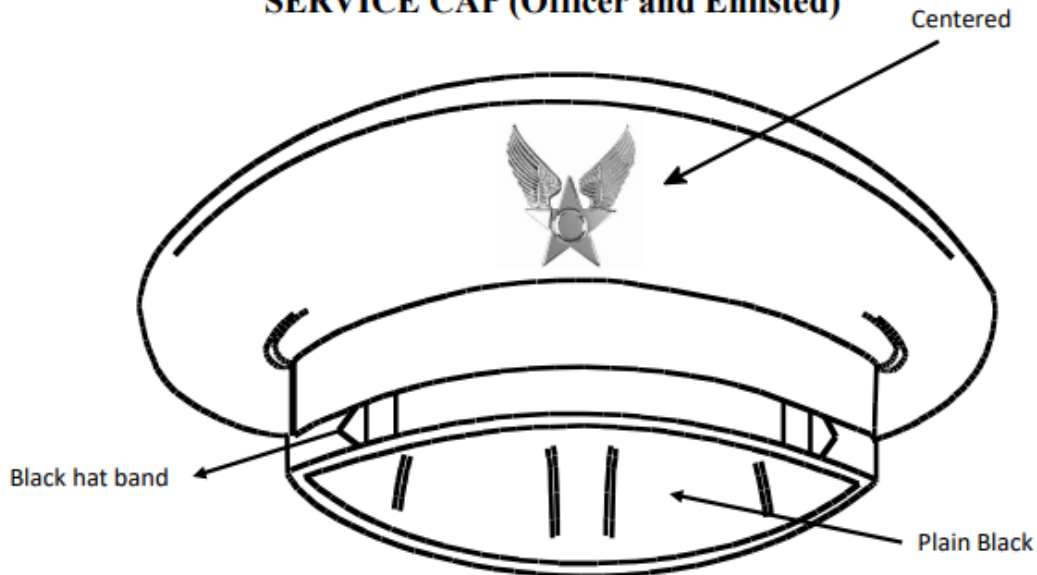


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

Attachment 5

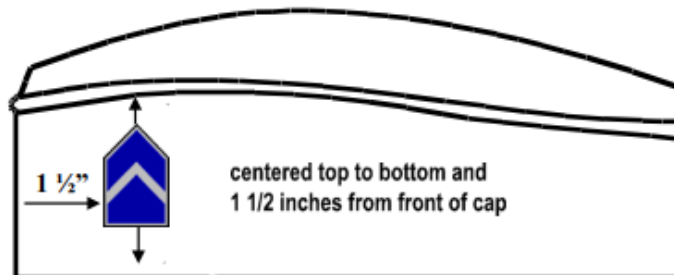
CADET MALE HEADGEAR

SERVICE CAP (Officer and Enlisted)



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

FLIGHT CAP* (Officer and Enlisted)



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

Attachment 6

CADET FEMALE HEADGEAR

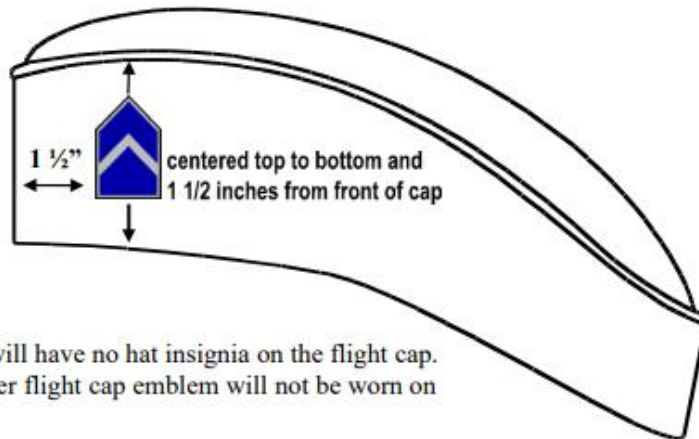
SERVICE CAP (Officer Only)

Solid Blue Color with no embroidery



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

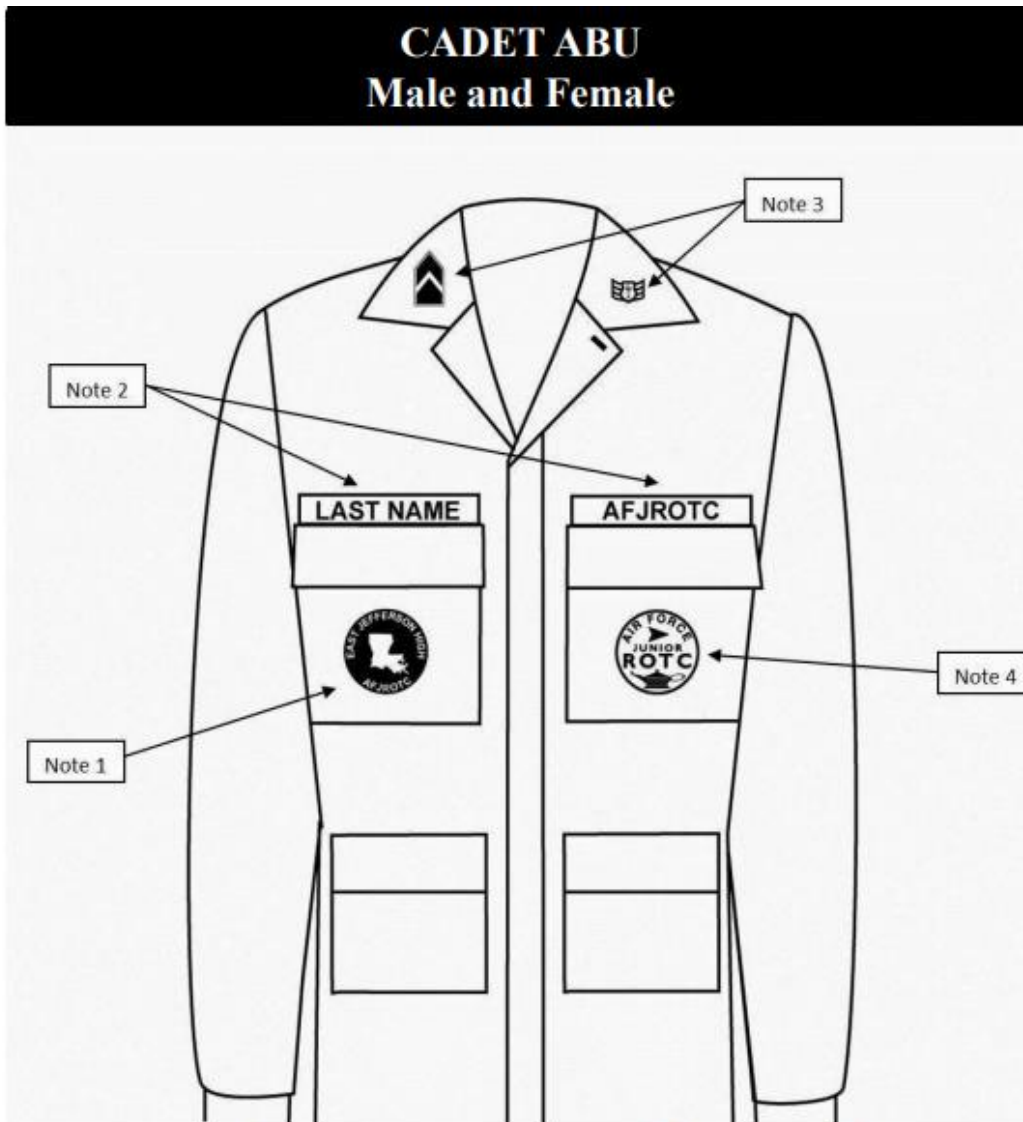
FLIGHT CAP* (Officer and Enlisted)



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

Attachment 7

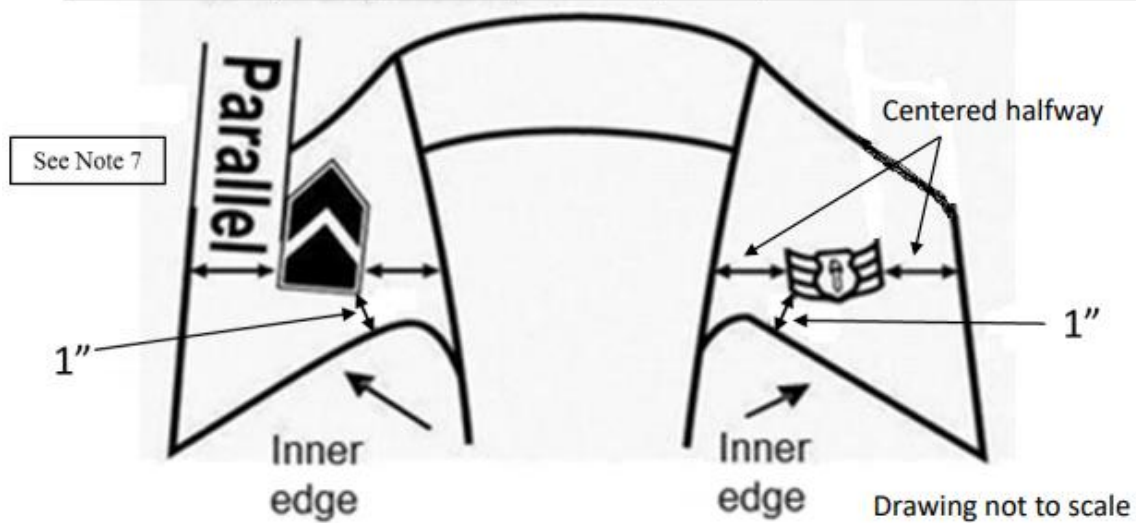
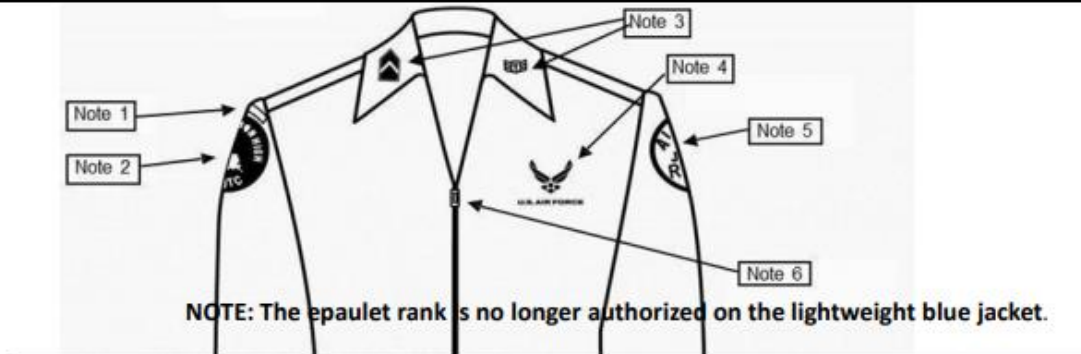
CADET ABU Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes, dark blue (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.

Attachment 8

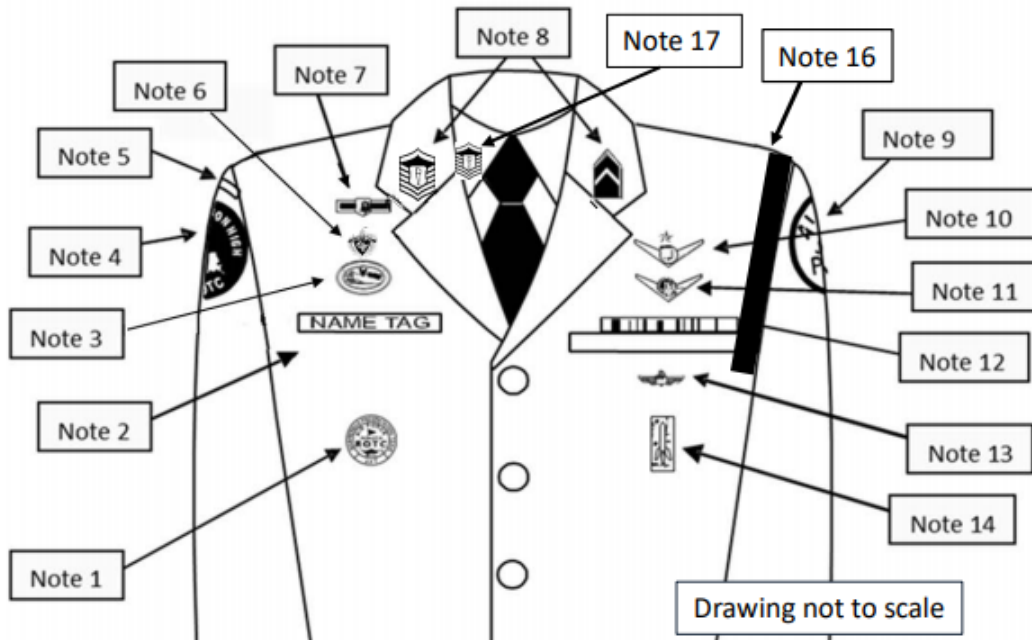
CADET LIGHTWEIGHT BLUE JACKET



1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve $\frac{1}{2}$ to 1 inch below shoulder seam centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.

Attachment 9

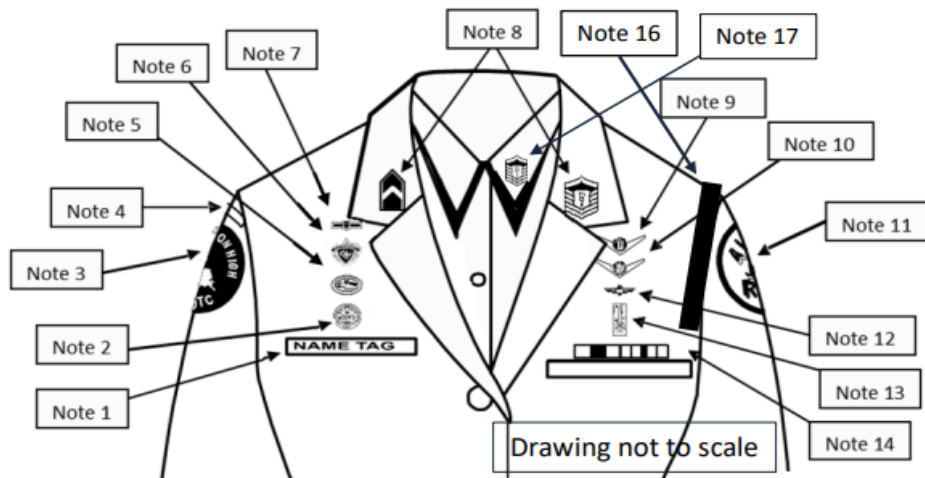
CADET MALE SERVICE DRESS



1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Place $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
10. Flight Solo or Flight Certificate Badge. See Note 15 below.
11. Ground School Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
13. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
14. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed $\frac{1}{2}$ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
- 18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

Attachment 10

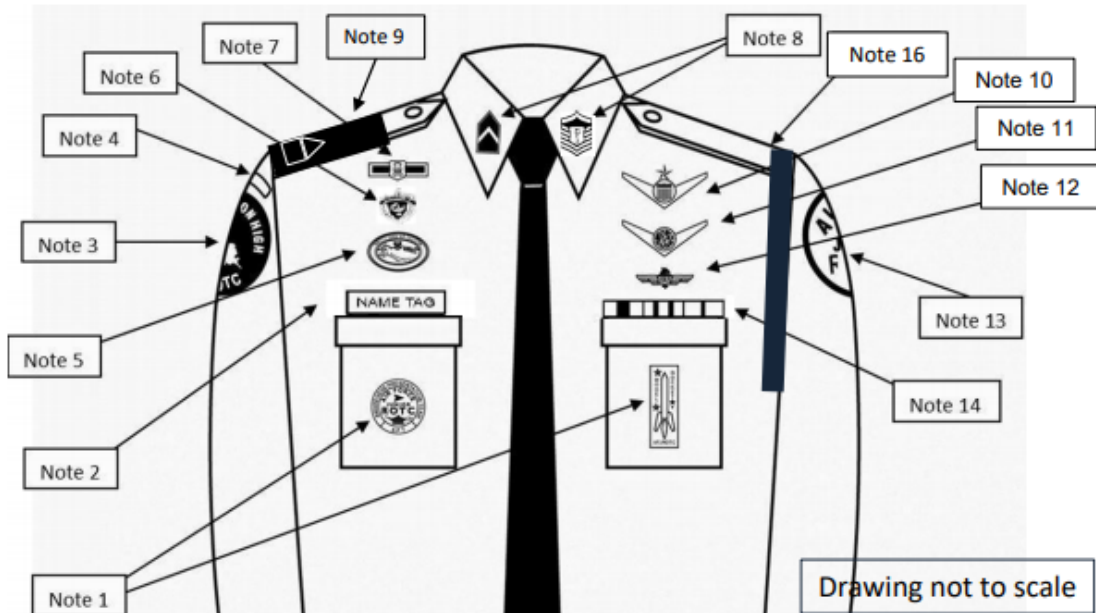
CADET FEMALE SERVICE DRESS



1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ½ inch higher or lower than the first exposed button.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge. See Note 15 below.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch, mandatory. Center ½ to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
13. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

Attachment 11

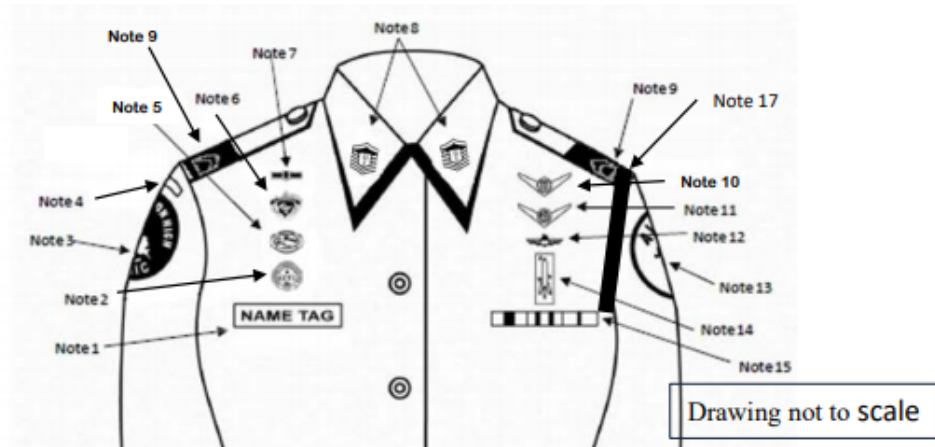
CADET MALE BLUE SHIRT



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

Attachment 12

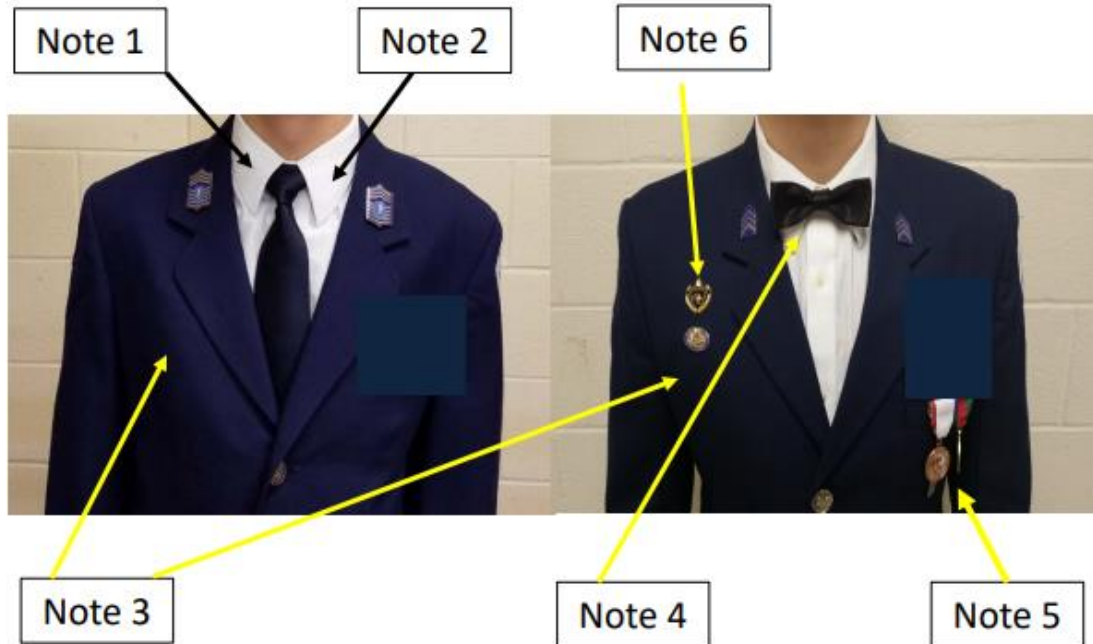
CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch, mandatory. Center on sleeve ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. First badge is centered ½ inch above name tag or ribbons (as appropriate).
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

Attachment 13

Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Ribbons will not be worn on the semi-formal uniform. Large medals may be worn on the Service Dress coat only, directly under ribbon rack.
6. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
7. Headgear is not worn with the semi-formal dress uniform.

Attachment 14

Sample Exhibition Uniform



1. Berets. Solid Color, white, dark blue and/or black ONLY, with AFJROTC officer and/or enlisted rank insignia and mini-Hap Arnold Insignia. The former officer flight cap emblem will not be worn on the beret.
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, dark blue, and/or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn, colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**

Attachment 15

Sample Exhibition Uniform



1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's . Service Caps (wheel and bucket hats) will be a **solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. Cords may be any color.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, dark blue, and/or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn, colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**

Attachment 16



AIR FORCE JUNIOR ROTC

 1. Air Force JROTC Gold Valor Award	 2. Air Force JROTC Silver Valor Award	 3. Cadet Humanitarian Award	 4. Silver Star Community Service with Excellence Award	 5. Community Service with Excellence Award
 6. Air Force Association Award	 7. Daedalian Award	 8. American Legion Scholastic Award	 9. American Legion General Military Excellence Award	 10. American Veterans Award
 11. Reserve Officers Association Award	 12. Military Order of World Wars Medal	 13. Military Officers Association Award	 14. Veterans of Foreign Wars (VFW) Award	 15. Military Order of the Purple Heart
 16. Air Force Sergeants Association	 17. Tuskegee Airman Inc. AFJROTC Cadet Award	 18. The Retired Enlisted Association Award	 19. Celebrate Freedom Foundation Award	 20. Air Commando Association Award
 21. Distinguished Unit Award With Merit	 22. Distinguished Unit Award	 23. Outstanding Organization Award	 24. Outstanding Flight Ribbon	 25. Top Performer Award
 26. Outstanding Cadet Ribbon	 27. Leadership Ribbon	 28. Achievement Ribbon	 29. Superior Performance Ribbon	 30. Academic Ribbon
 31. Cadet Leadership Course (CLC) Ribbon	 32. Special Teams Placement Ribbon	 33. Joint/All-Service National Competition Ribbon	 34. Air Force Nationals Competition Ribbon	 35. Orienteering Ribbon
 36. Leadership Development Requirement (LDR) Leadership Ribbon	 37. Drill Team Ribbon	 38. Color Guard Ribbon	 39. Sabre Team Ribbon	 40. Marksmanship Ribbon
 41. Good Conduct Ribbon	 42. Service Ribbon	 43. Health and Wellness Ribbon	 44. Recruiting Ribbon	 45. Activities Ribbon
 46. Attendance Ribbon	 47. Dress and Appearance Ribbon	 48. Longevity Ribbon	 49. Bataan Death March Memorial Hike Ribbon	 50. Patriotic Flag Ribbon

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Attachment 17

Cadet Assigned Rank Positions

Rank For Positions

Position	Rank
Special Assistant to SASI	C/Col
Group Commander	C/Lt. Col
Deputy Group Commander	C/Maj
Operation Squadron Commander	C/Cap
Support Squadron Commander	C/Cap
Performance Squadron Commander	C/Cap
Kitty Hawk Commander	C/Cap
Public Affairs Officer	C/1st Lt
Color Guard Commander	C/1st Lt
Rocketry Commander	C/1st Lt
PT Commander	C/1st Lt
Flight Simulation Commander	C/1st Lt
Marksmanship Commander	C/1st Lt
Drill Team Commander	C/1st Lt
Personnel Officer	C/2nd Lt
Logistics Officer	C/2nd Lt
Flight Commander	C/2nd Lt
Superintendent	C/CMSgt
Color Guard NCO	C/MSgt
Rocketry NCO	C/MSgt
PT NCO	C/MSgt
Flight Simulation NCO	C/MSgt
Marksmanship NCO	C/MSgt
Drill Team NCO	C/MSgt
Flight Sergeant	C/MSgt
Logistics NCO	C/SSgt
Personnel NCO	C/SSgt
Flight PTL	C/SSgt
Flight PTLA	C/SrA
Element Leader	C/A1C