

AFJROTC GA-938

CADET HANDBOOK (GUIDE)



1 AUGUST 2022 (V. 1)

EFFINGHAM COUNTY HIGH SCHOOL

"CITIZENSHIP THROUGH SERVICE"

FOREWORD

Congratulations on your decision to enroll in Air Force Junior ROTC (AFJROTC) program! The GA-938 Cadet Group was established at Effingham County High School in the Fall of 1993 by an agreement between the Effingham County School District (ECSD) and Headquarters, Air Force JROTC.

The Cadet Guide was developed to familiarize you with the AFJROTC requirements and assist you in becoming an effective member of the GA-938 Cadet Group. I recommend you study this guide thoroughly. You will be held responsible for its contents on a daily basis during classroom instruction, exams, and cadet activities.

The ultimate goal is for our cadet corps to be recognized as one of the finest AFJROTC units. This objective can only be reached through you, and all the other cadets enrolled in our program. Your academic achievement, leadership, and pride in the wearing of the AFJROTC uniform will determine whether or not this unit is recognized as a Distinguished Unit with Merit.

The Senior Aerospace Science Instructor (SASI) is a retired Air Force officer and the Aerospace Science Instructor (ASI) is a retired Air Force non-commissioned officer (NCO). Instructors have extensive professional military education and training, as well as, many years of military experience.

The AFJROTC curriculum includes aerospace science, leadership education, and health and wellness studies. Cadets organize and run the cadet corps as they learn and develop leadership and management skills. Our mission is to build better citizens of character dedicated to serving their nation and community. This guide may also be informative to principals, administrators, teachers, and parents/guardians. **Be assured that enrollment in AFJROTC in high school in no way obligates a student for military service.**

//SIGNED//

ANDREW S.R. WICHES, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor

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NATHANIEL BROWN, JR, CMSgt, USAF (Ret)
Aerospace Science Instructor

This guide establishes the AFJROTC course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives by outlining cadet responsibilities, cadet conduct, uniform and personal appearance standards, and the cadet corps' organization, operation and extracurricular activities. This guide supplements leadership texts, Air Force and AFJROTC instructions. All cadets will read this guide, know its contents, and comply with its' standards to satisfactorily meet AFJROTC course objectives. The Cadet Corps Commanders will review this guide annually and recommend changes to the SASI.

TABLE OF CONTENTS (ToC)

Contents

AIR FORCE JR. ROTC SYLLABUS – EFFINGHAM COUNTY HIGH SCHOOL, UNIT GA-938, SY 2022-23	5
CHAPTER 1 – ELIGIBILITY, ENROLLMENT, PROBATION, DISENROLLMENT & ADVANCEMENT (MILESTONES)	13
CHAPTER 2 – HISTORY OF AFJROTC	16
CHAPTER 3 – AFJROTC: MISSION, PURPOSE, VISION, CORE VALUES, CADET CREED	17
CHAPTER 4 – CADET CONDUCT	18
CHAPTER 5 - AFJROTC CLASSROOM PROCEDURES	22
CHAPTER 6 - GOVERNMENT PROPERTY	24
CHAPTER 7 – WEARING THE AFJROTC UNIFORM	26
CHAPTER 8 - UNIFORM WEAR AND GROOMING STANDARDS	29
AUTHORIZED FEMALE PONYTAILS/EQUIVALENT AND LONG BRAID(S) HAIR STYLESEXAMPLES	33
UNIFORM OPTION 1 – (CLASS A's)	38
UNIFORM OPTION 2 & 3 - (CLASS B's)	40
UNIFORM OPTION 4 – KHAKIS & POLO (CADET UNIQUE CLOTHING)	42
<i>Unauthorized Wear of the AFJROTC Modified Khaki's and Polo</i>	43
UNIFORM OPTION 5 – CADET PT UNIFORM	44
UNIFORM OPTION 6 – CADET AIRMAN BATTLE UNIFORM (ABU)	45
CADET HEADGEAR	46
CADET UNIFORM INSPECTION WEEKLY WORKSHEET	49
CADET UNIFORM VISUAL AIDS (WHERE DO ALL THE INSIGNIAS, BADGES, RIBBONS AND PATCHES GO?)	51
CHAPTER 9 - CADET PROMOTION SYSTEM	67
9.1 CADET RANK AND PROMOTION (PERMANENT V. TEMPORARY RANK):	67
9.2. CADET PROMOTION CYCLE, EVALUATIONS AND PROMOTION BOARD:	68
CHAPTER 10 – CADET AWARDS, DECORATIONS, CERTIFICATES OF COMPLETION AND TRAINING	74
10.1 CRITERIA AND ORDER OF PRECEDENCE OF MEDALS AND RIBBONS	75
10.2. CERTIFICATES OF COMPLETION AND TRAINING	82
10.3 GA-938 UNIT AWARDS (CADET OF THE MONTH, QUARTER, YEAR; HONOR FLIGHT)	82
10.4 EFFINGHAM COUNTY HIGH SCHOOL AFJROTC VARSITY LETTER	84
10.5 GRADUATION HONOR STOLE, HONOR CHORD AND AFJROTC MEDAILLON	85
CHAPTER 11 - CORPS COMMUNICATIONS	88
CHAPTER 12 - COMMUNITY SERVICE POLICY	89
CHAPTER 13 - AFJROTC LEADERSHIP DEVELOPMENT REQUIREMENT ACTIVITIES/CADET LEADERSHIP COURSE/COMMUNITY SERVICE/FIELD TRIPS	90
CHAPTER 14 - CADET WELLNESS PROGRAM AND PHYSICAL FITNESS TEST	92
CHAPTER 15 - DRILL AND CEREMONIES	98
CHAPTER 16 – ACTIVITIES FEES AND OTHER COSTS	99
CHAPTER 17 – CADET DISCIPLINE MANAGEMENT PLAN	100
CHAPTER 18 – COMMUNICATION	101
CHAPTER 19 - CORPS STAFF SELECTION/JOB DESCRIPTIONS/MANNING DOCUMENT/ORGANIZATIONAL CHART	102
CHAPTER 20 - BASIC CADET KNOWLEDGE	109

ATTACHMENTS.....	112
ATTACHMENT 1: 30-STEP DRILL SEQUENCE.....	112
ATTACHMENT 2: HOW TO FOLD THE U.S. FLAG.....	116
ATTACHMENT 3: PHONETIC ALPHABET AND NATIONAL ANTHEM	117
ATTACHMENT 4: HOW TO TIE A TIE	118
ATTACHMENT 5: COMMUNITY SERVICE SIGN-UP SHEET	119
ATTACHMENT 6: CADET STAFF LEADERSHIP POSITION APPLICATION.....	120
ATTACHMENT 7: CADET LETTER OF COUNSELING.....	121
ATTACHMENT 8: CADET LETTER OF REPRIMAND	122
ATTACHMENT 9: CADET LETTER OF PROBATION STATUS	123
ATTACHMENT 10: CADET APPLICATION AND CONTRACT	125
ATTACHMENT 11: CADET UNIFORM INSPECTION GRADING RUBRIC	127
ATTACHMENT 12: CADET PHYSICAL FITNESS TRAINING GRADING RUBRIC	128
ATTACHMENT 13: PHYSICAL TRAINING MAKE UP ASSIGNMENT LETTER	129
ATTACHMENT 14: LEADERSHIP DEVELOPMENT REQUIREMENT TIERS	130
ATTACHMENT 15: RESERVE PROGRAM AGREEMENT CONTRACT	131
ATTACHMENT 16: UNIFORM ITEM PRICE LIST	132
ATTACHMENT 17: CAREER PROGRESSION CYCLE	133
ATTACHMENT 18 - ACTIVITY POINTS AND GA-938 LETTER TRACKER CHECKLIST	134
<i>GA-938 Letter Tracker Checklist.....</i>	<i>135</i>

AIR FORCE JR. ROTC SYLLABUS – EFFINGHAM COUNTY HIGH SCHOOL, UNIT GA-938,
SY 2022-23

Welcome to the Effingham County High School (ECHS) Air Force Junior ROTC (AFJROTC) program! Air Force Junior ROTC is an incredible program and our mission is “To develop citizens of character dedicated to serving their nation and community.” Our program is completely voluntary and no student can be forced to take Air Force Junior ROTC, but the support and encouragement you give your student to “try” the program is incredibly important. There are a few important points we want to ensure are very clear to our families.

1. If a student takes Air Force Junior ROTC in high school, **there is never any obligation to join the military.**
2. Air Force Junior ROTC emphasizes “life skills” which will help students long after high school.
3. Air Force Junior ROTC will help prepare your student for success following high school.

The **mission** of the AFJROTC program is to “Develop citizens of character dedicated to serving their nation and community.” The **goals** of the AFJROTC program are to instill the values of citizenship, Service to the United States, Personal responsibility, and a sense of accomplishment. The **objectives** of AFJROTC are to educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals and the Air Force's core values of "Integrity First, Service Before Self and Excellence In All We Do." Although it is an academic course, training in drill, ceremonies, marksmanship, aviation and physical fitness are included. **This course satisfies the Georgia State Requirement for one (1) credit unit of physical education. All subsequent credits are elective credits. Cadets attending summer leadership school at The Citadel may receive .5 elective credit for each year attended.**

****NOTE**:** All Cadets enrolled in AFJROTC at Effingham County High School must maintain acceptable standards of academic achievement, conduct, and grooming as prescribed by governing directives for continued participation, as determined by the Senior Aerospace Science Instructor (SASI) and Aerospace Science Instructor (ASI).

Equipment and Supplies: Course Description: The entire AFJROTC Curriculum is automated and available to every cadet and instructor through Google Classroom, and TurningPoint Cloud (TPC). Additional Information is available on the school website known as “ECHS AFJROTC”(<https://www.effinghamschools.com/domain/239>). Core and Unit level classroom books are available both in class and online on the AFJROTC Portal homepage and in each student's Google Classroom Account. Instructors use a variety of computer-based equipment to include interactive video and audio materials to supplement and conduct classroom instruction. Each classroom has a Classroom Performance System and other interactive activities and programs are provided throughout the Program of Instruction to assist instructors in presenting both the core and advanced curriculum. The Instructor's lesson plan also provides links to additional interactive programs and supplemental resources for optional use in the course. Marksmanship equipment includes Daisy Pellet Compressed Air Rifles and associated shooting equipment. Supplies include all military equipment, uniforms and accouterments issued to cadets.

Program Objectives and Mission:

The AFJROTC program prepares Effingham County High School cadets for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program will provide a quality citizenship, character, and leadership development program, which has the mission to “To develop citizens of character, dedicated to serving their nation and community.”

Desired Learning Outcomes:

- Maximize potential for success through learning and self-management
- Develop leadership skills
- Incorporate principles of mental and physical wellness into behaviors and decisions
- Build effective relationships with peers, co-workers, and the community
- Apply physical and political geography to building global awareness
- Correlate the rights and responsibilities of citizenship to the purposes of the U.S. government
- Relate events in U.S. history to choices and responsibilities Americans have today
- Characterize the role of the military and other national service organizations in building a democracy and maintaining peace in a democratic society

Turning Point Cloud (TPC): The TPC instructional system is provided by HQ AFJROTC and will be used during all instructional lessons. Cadets will be expected to learn how to use the TPC remotes or use their electronic device with the “App” installed.

Program of Instruction:

AFJROTC I History of Flight

1 unit each

Course Code: 28.4110091-1

Prerequisite: Pass initial physical fitness test with physical exam along with an interview by Senior Aerospace Science Instructor and maintain a C average (subject to waiver by SASI). These courses introduce the United States Air Force. Major emphasis is placed on citizenship, close order drill (COD), physical training (PT), Air Force customs and courtesies, personal growth and responsibilities, uniform clothing and equipment. Cadets will be required to wear the prescribed Air Force uniform while adhering to the proper Air Force grooming standards. In addition to normal class work, the ROTC program sponsors several after school programs throughout the year including Cadet Color Guard, Drill Teams, and Marksmanship Teams that represent the school during numerous community events throughout the year. Cadets may also pursue co-curricular activities in Model Rocketry, flying Drones (Unmanned Aerial Vehicles), Raider and Orienteering Teams. These teams compete with other school JROTC programs. This course is accepted by the state of Georgia as a replacement/substitute for the physical education requirement for graduation.

AFJROTC II The Science of Flight**1 unit each****Course Code: 28.4120092-1**

Prerequisite: For advancement to this level, a cadet must have successfully completed AFJROTC I with a final grade of "C" or better. These courses provide the Cadet an opportunity to build on the knowledge and skills previously taught. From the *Science of Flight*, students will become acquainted with the aerospace environment, weather, the human requirements of flight and the principles of navigation. The course also includes intensive in depth study in leadership techniques. Students are placed in positions of increased responsibility that contribute directly to the daily functioning of the Squadron. Cadets will continue to wear their uniforms once a week while meeting the Air Force uniform and grooming standards.

AFJROTC III Cultural Studies, Space Exploration, Life Skills and Career Opportunities 1 unit each**Course Code: 28.4150093-1**

Prerequisite: For advancement to this level, a cadet must have successfully completed AFJROTC II with a final grade of "C" or better. Through cultural studies, students will learn to see their world through many different perspectives. This course introduces students to the study of world affairs, regional studies, and cultural awareness. Students will learn to explore and discover the processes that shape the Earth, the relationships between people and environments, and the links between people and places. Space exploration will equip students with the latest information available in space exploration and space science. The Life Skills and Career Opportunities course it is designed to prepare students for life after high school in the high-tech, globally oriented, and diverse workplace of the 21st century. Cadets will continue to be placed in situations of increased responsibility while being assigned to billets on the Squadron staff. Cadets will continue wear the prescribed uniform on a weekly basis while adhering to Air Force uniform and grooming standards. Cadets will be required to organize, supervise, and conduct weekly scheduled uniform and personnel inspections.

AFJROTC IV Management of the Cadet Corps and Principles of Management 1 unit each**Course Code: 28.4192090-1**

Prerequisite: For advancement to this level, a cadet must have successfully completed AFJROTC III with a final grade of "C" or better. This course provides exposure to the fundamentals of management with an increased expectation in the supervision of the junior cadets under their command. Cadets will know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader. Cadets are placed in positions of increased responsibilities and are expected to organize and run the Squadron in accordance with Air Force regulations and school policies with supervision and advice provided by the Senior Aerospace Science Instructor. Cadets will directly supervise all facets of training within ROTC and are expected to meet and exceed the Air Force grooming standards while setting the example for junior Cadets in accordance with current Air Force JROTC rules and regulations.

AFJROTC DRILL**Course Code: ROTC Drill A/B 28.4193090-1 28.4193090-2**

Cadets concentrate on the elements of military drill, and are taught Drill and Ceremonies:

1. Know the importance of drill and ceremonies.
2. Know basic commands and characteristics of the command voice.
3. Apply and execute the concepts and principles of basic drill positions and movements.
4. Know when and how to salute.
5. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron. accordance with TC 3-21.5 (FM 3-21.5) Drill and Ceremonies, January 2012.

Wellness and Physical Fitness:

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Create an individualized training program based on national standards by age and gender.
3. Identify areas of improvements for each cadet and provide guidance for improvement.
4. Incorporate a physical training program to reach fitness goals.

UNIFORM DAY: WEDNESDAY OR THURSDAY and “Special Events” such as Military Ball, Veterans Day, Pass-in-Review, etc. Cadets are required to wear their Physical Training Gear on FRIDAYS.

Science, Technology, Engineering, and Math (STEM)

STEM is curriculum-based subject areas designed for students to better understand science and math related curriculum, improve critical thinking skills, and to help cadets be competitive in the 21st century learning environment. AFJROTC has established partnerships with organizations such Air Force Association (AFA), Civil Air Patrol (CAP), National Association Rocketry (NAR), and Academy of Model Aeronautics (AMA) to include STEM opportunities in the AS curriculum.

<ul style="list-style-type: none">• AS STEM 1: Unmanned Aerial Vehicles (UAV)/Quadcopters• AS STEM 2: Model and Remote Control Aircraft• AS STEM 3: Weather Station “Air Environment”• AS STEM 4: Astronomy• AS STEM 5: Flight Simulator• AS STEM 6: StellarXplorers	<ul style="list-style-type: none">• AS STEM 7: CyberPatriot• AS STEM 8: Introduction to CyberSecurity• AS STEM 9: Cyber Literacy• AS STEM 10: Introduction to Robotics• AS STEM 11: Model Rocketry (Basic)• AS STEM 12: Model Rocketry (Advanced)
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Aviation Honors Ground School 1 Unit each (In partnership with Savannah Aviation)**Course Code: (TBA - To Be Announced)**

Aviation Honors Ground School (AHGS) is taught as the AS component of an AFJROTC course replacing other AS curriculum for third- and fourth-year cadets only. Since AHGS should be taught as an “honors” class, instructors may define this course in WINGS using the 60%-40% AS/LE mix. Enrollment is open to deserving third- and fourth-year honor students the AFJROTC instructor determines has earned the opportunity to take the course.

Additional Subjects: Cadets receive a total of 140 hours of the annual 180 hours. The remaining 40 hours include administration/testing/inspections (in/out processing, uniform issue/turn in, parade/briefing/demonstration rehearsals, inspections, award presentations, and promotion ceremonies).

Grading System: The grading system within the AFJROTC Department conforms to the Effingham County standardized grading system. Important factors included in grades include the cadet’s manner of performance during inspections, drill practices, parades and ceremonies. The cadet’s overall demonstrated courtesy, discipline and classroom decorum, not only in AFJROTC classes, but also throughout the school is also considered. AFJROTC is a Uniformed Program, which requires all cadets' to wear the appropriate Air Force

JROTC uniform weekly and be inspected for a grade. Proper wear of the uniform is necessary to be successful in the program. Evaluations are made of authorized haircuts/hairstyles, grooming/shaves, presence of all clothing items, brass polished, clean and pressed uniforms, and proper placement of insignia, name tags, and wearing the authorized cadet awards and decorations.

Grading Procedures: Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade and will be graded by the SASI. The Leadership Education portion of the grade counts 40% of the final grade and will be graded by the ASI. The wellness portion of the program counts for the remaining 20% of the final grade and will be graded by the SASI and/or ASI. Drill will be evaluated by the ASI and the SASI. Grades will be computed in accordance with standard district grading policy.

Major Summative	Minor Summative
Uniform Wear	Physical Training (PT)
Major Tests	Quizzes
Major Events such as 9/11 Ceremony,	Class work and Drill Evaluations
Cadet Pass & Review, Formations, etc)	Weekly Readiness and Behavior (R&B)

Student Assessments Include:

<ul style="list-style-type: none"> • Unit tests (written, oral & performance) • Weekly Uniform Inspection • Weekly Quizzes • Individual Drill Performance • Class Assignments 	<ul style="list-style-type: none"> • Individual/Group Presentations • Quarterly Project/Worksheets/Leadership Assignments • Conduct & Class Participation • Extracurricular Participation • End of Course Tests/Exams
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Participation in extracurricular teams and community service is also considered in determining the cadet's final grade. Student grades and attendance may be viewed at any time through the Parent Portal.

Community Activities and Extracurricular Activities: Cadets are encouraged to participate in parades, community and school events as members of the Corps of Cadets as requested by the city, school and outside units and agencies. Extracurricular teams include rifle team, drill team, color guard, and honor guard. Opportunities to participate in variety extracurricular activities are available throughout the school year.

Make-Up Policy: Cadets are responsible for work missed when absent and must contact the instructor to make arrangements for completing the missed work within one week of the date of absence or upon their return to school. All AFJROTC instructors are available for make-up work after school, during prep periods, and at other times if necessary.

Classroom Discipline: The mission of the AFJROTC program is to "Develop citizens of character dedicated to serving their nation and community." We believe the cornerstone to this effort is self-discipline. In AFJROTC, our cadets are expected to conduct themselves at all times in a manner, which will reflect great credit upon themselves, their families, Effingham County High School and the community. The AFJROTC Program values include: character, student achievement, fitness, leadership, teamwork, personal and social responsibility, selfless service to the community and others, and American heritage and history.

Undisciplined cadets who are unwilling to properly conduct themselves will be encouraged to correct their deficiencies. The negative consequences of misbehavior in the classroom are in accordance with both school policy, the [ECHS AFJROTC Cadet Handbook](#) and the regulatory directions governing the conduct of the Air Force JROTC program.

Good behavior and performance in the program can result in the following positive actions:

- Awards, decorations and public recognition
- Field trip participation and administrative duties requiring trust
- Written or verbal commendations and positive calls to parents
- Promotion or assignment to increasingly higher duty positions
- Recommendation for advanced promotion upon entry to the Armed Forces, advanced placement credit in the Senior ROTC College Program and/or recommendation to a United States Military Academy or ROTC College Scholarship.

Grading Scale: As set by ECSD. Grade Percentage Required A 90 and above B 80 - 89 C 70 - 79 D 60 – 69 F 59 and below	Grading Procedures: Weight: Major Summative 60% Minor Formative 40% NOTE: Grade weight is based on ECHS policy.
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Uniform Wear (Major Grade): May earn up to 100 points, weighted 60%. Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate uniform each Wednesday or Thursday, from the start of the school day until released. Failure to wear the uniform as required will result in removal from AFJROTC. Below are three different scenarios regarding uniform wear grading:

- A. Cadet has an excused absence on uniform day: The cadet may wear the uniform the first day upon return to school for full credit. Two days later, maximum 80%. Three days or more = a zero.
- B. Cadet has an unexcused absence on uniform day: The cadet may wear the uniform the next school day for a maximum grade of 80%. If not completed then, the grade will be a zero.
- C. Cadet fails to wear the uniform on the designated day and is present in class: Grade will be a zero with no makeup opportunity.

Physical Training (PT) Uniform/Participation Grade (Minor Grade): May earn up to 100 points, weighted 40%. The cadet will earn 50 points for dressing in the issued PT Gear and 50 points for participation in that day's activities.

Major Tests (Major Grade): May earn up to 100 points, weighted 60%. As opposed to short quizzes, these tests will cover a larger volume of information. SOME TESTS WILL BE GIVEN USING THE TURNING POINT CLOUD (TPC) SYSTEM.

Major Events (Major Grade): May earn up to 100 points, weighted 60%. A cadet's grade for this activity is based on participation and wear of the appropriate uniform for the event.

Quizzes, Classwork And Drill Evals: May earn up to 100 points, weighted 40%. There may be times when cadets are given class time to work on a short assignment or quiz where grades may be given. Drill evaluations will be conducted throughout the year and grades are assigned based on individual effort and willingness to learn the movements.

Community Service: Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester.

Curriculum in Action Trips (CIA)/Field Trips: Throughout the semester, the cadets will have opportunities to participate in school-sponsored activities that serve as an extension of the AFJROTC curriculum. These trips may include military base visits, museums, BMT graduation, etc. Cadets must be in good academic and disciplinary standing to participate.

Readiness and Behavior (R&B): Cadets receive a weekly subjective/objective grade for compliance with the parameters listed below:

(1) Readiness (50 points): Cadets will come prepared to learn and bring the following items to class every day:

- (i) Fully charged tablet and battery charger. Failure to bring the District issued tablet or charger to class will result in 10 points being deducted for each daily occurrence
- (ii) Bringing a notebook or binder. Failure to bring a notebook or binder to class will result in 5 points being deducted for each daily occurrence.
- (iii) Bringing writing instrument(s) pencil/pen and paper. Failure to bring the required materials will result in 5 points being deducted for each daily occurrence.
- (iv) Wear of the Air Force blue uniform on uniform inspection days. Failure to wear the required uniform on designated days will result in 10 points being deducted for each occurrence
- (v) Wear of the Physical Training (PT) Uniform on designated PT days.

(2) Behavior (50 points): Cadets will comply with the following items:

- (i) Classroom rules (compliance with Cadet Handbook and BHS Student Handbook).
- (ii) Tardy. Cadets are allowed two tardy entries per quarter without a deduction. Any tardy recording above two will result in a five point deduction for each occurrence.
- (iii) Military Customs & Courtesies
- (iv) Any detention, suspension (ISS or OSS) will result in a "0" (zero) for the weekly R&B grade

(3) Therefore, a cadet can easily obtain a 100 in Readiness and Behavior at the end of each week

	<u>Readiness</u>	<u>Behavior</u>	<u>Daily Total</u>
Monday	10 points	10 points	= 20 points
Tuesday	10 points	10 points	= 20 points
Wednesday	10 points	10 points	= 20 points
Thursday	10 points	10 points	= 20 points
Friday	<u>10 points</u>	<u>10 points</u>	<u>= 20 points</u>
	50 points	50 points	100 points

Class Behavior: The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to higher standards than might be found among the student population. Inappropriate behavior, in or out of uniform, is prohibited while in participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks.

Electronic Devices: Electronic device policy is in accordance with Effingham County Schools district instructions. As a general rule, cell phones will not be used in AFJROTC. Only the instructor may allow a cadet to use their phone during classroom instructional time.

Expectations for Cadets

1. Always use sir or ma'am.
2. Always be on time.
3. Bring required items to class.
4. Wear the correct uniform on the appropriate day.
5. Place bags under desk / on shelf.
6. Follow Directions...Do not talk out of turn.
7. Treat instructors and other cadets with respect.
8. Wear your uniform with pride.
9. Get involved with the corps.
10. Finally, Never Quit!!

Classroom Procedures:

1. Enter the classroom and proceed directly to your desk.
2. Put up your backpacks.
3. Stand at ease at the behind your desk.
4. The flight commander/flight sergeant will call the class to "Attention".
5. The element leaders will report absent cadets to the Flight Commander—Flight Sgt Records it in the binder.
6. The flight commander will lead the flight in reciting the Pledges and Cadet Creed.
7. The flight commander reports attendance to the instructor.
8. The flight commander will give the cadets "seats" and "at ease" and then proceed with the daily briefing.
9. Approximately two minutes before the class dismissal bell rings, the instructor will direct the Flight Commander or Flight Sergeant to prepare the class for dismissal.
10. When the bell rings or at the signal of the instructor, the Flight Commander will call the flight to "ATTENTION". Cadets will come to the position of ATTENTION and dismiss.
11. The Flight Commander/Sergeant will check that all trash is picked up and the desks are aligned.

Office Hours:

Our standard duty hours are 0800 – 1700 hours. We are located in the back of ECHS in room 804. We have an open-door policy, and you can come by and discuss anything you need to if we are available.

CHAPTER 1 – ELIGIBILITY, ENROLLMENT, PROBATION, DISENROLLMENT & ADVANCEMENT (Milestones)

1. Eligible Students. All Effingham County High School students enrolled in a regular course of instruction and physically able to participate in AFJROTC activities may join AFJROTC. All AFJROTC students must be enrolled voluntarily and fully participate in the **full program** to include taking AFJROTC academic courses, participate in the cadet corps and wellness program, and wear the prescribed uniforms. Only high school students in the grade of 9-12 may enroll in AFJROTC. Cadets, with Parents and/or Guardians, will sign an application and contract for enrollment or continued enrollment.
2. Transfers. Students transferred from Army, Navy, Marine Corps, Coast Guard, or other AFJROTC units are authorized full credit for training received. Transfer of rank held and equivalent ribbons earned in another service program or Civil Air Patrol (CAP) is determined by the Senior Aerospace Science Instructor (SASI).
3. Non-discrimination. All enrollment and disenrollment decisions will be free from discrimination. The principal and instructors will ensure appropriate fitness of cadets to successfully participate in the AFJROTC Curriculum. This prohibition does not include denying enrollment into AFJROTC, or removing a student from AFJROTC, when that student does not agree to, or fails to meet and/or maintain AFJROTC standards of uniform wear, grooming and/or personal conduct.
4. Probation. Cadets may be placed on a probation status at any time during the academic semester with proper cause. Probation is tied to the unit's good order and discipline and based on student attendance and personal conduct.
5. Disenrollment. AFJROTC students may be removed **AT ANY TIME** during the academic semester with proper cause and used as a last resort. A student may be removed for:
 - a. Failure to meet and maintain acceptable standards (uniform wear, grooming, and/or personal conduct).
 - b. Inaptitude or indifference to training (includes failure to wear Physical Training gear with appropriate athletic shoes)
 - c. Disciplinary reasons and/or infractions and/or failure to maintain minimum conduct standards
 - d. Undesirable character traits and/or unwilling to perform drill and/or Physical Training
 - e. Failure to follow Effingham County, ECHS, and AFJROTC policy, rules, guidelines, and/or procedures.
 - f. Failure to **fully** participate in the program as required by AFJROTC, which includes community service and activities.
6. Disenrollment Process: AFJROTC students are advised concerning their choices and decisions. The intent is to support each cadet in making positive outcome decisions for themselves and their unit. Violations and/or failure to meet and maintain standards is cumulative and an overall grade of 50 (F) is assigned. The following process will be followed for cadet disenrollment:
 - a. 1st Step: Instructors, Parent/Guardian, and Cadet Conference; documented as appropriate
 - b. 2nd Step: Administration, School Counselor, Instructors, Parent/Guardian, and Cadet Conference and documented
 - c. 3rd Step: Cadet Disenrollment from the ECHS AFJROTC program, return of uniform items, and placed per Administration's decision. The disenrollment process should not take more than three (3) weeks.

7. Other Considerations.

- a. Special needs and handicapped students may participate in AFJROTC with the concurrence of the SASI and the principal. However, AFJROTC should not have a disproportionate number of any special groups of students as compared to the remainder of the student body.
- b. All students are eligible to participate in AFJROTC regardless of sexual orientation. AFJROTC instructors will provide an environment, which ensures the privacy of a cadet's sexual orientation is not infringed upon. All school policies as it relates to this subject must be upheld.
- c. Pregnant cadets are permitted to participate in AFJROTC. However, pregnant cadets may be limited in their participation in corps activities and selection for corps leadership positions.
- d. Cadets wishing to participate in after school Leadership Development Requirement (LDR) AFJROTC activities may do so at the discretion of the instructors and/or parents/guardians.
- e. Only students currently enrolled in the full AFJROTC program, or in Reserve status, may be issued uniforms.
- f. While AFJROTC instills self-discipline, it is **not** to be used as a remedy for chronic student disciplinary problems.

8. Reserve Cadets. A cadet successfully completed with a minimum of one academic semester and/or successfully completed the entire AFJROTC Academic Program and cannot participate in the AFJROTC academic program for the following semester may be designated as a Reserve Cadet. Active Reserve Cadets may participate in all AFJROTC activities (community service, special teams, LDR, color guard, CIA trips (Space Available), etc.). Each reserve cadet must sign the Reserve Agreement/Contract to be an active reserve cadet. Time in reserve status does not count towards the Certificate of Completion. Active Reserve Cadets may retain their uniform(s) for the entire academic semester and must comply with program requirements to include grooming and personal conduct expectations.

9. Advancement. For a cadet to advance from one Aerospace (AS) year-group to the next, each cadet must take and pass **(70% or higher)** each AFJROTC course. For example, an AS-2 is a second year cadet and successfully completed one semester and enrolled in a second semester. In addition, the following milestones must be met and documented in WINGS (AFJROTC Database System) **prior** to enrollment:

- a. Progress from AS-1 to AS-2, each cadet must pass with a minimum score of 65% the 20-Step Drill Sequence; completed **4 hours** of community service, and **4 hours** of Leadership Development Requirement activities.
- b. Progress from AS-2 into AS-3, each cadet must pass with a minimum score of 70% the 30-Step Drill Sequence, completed **10 hours** of community service and **10 hours** of Leader Development Requirement activities; Earned WINGS Certificate of Training; Served in at least one leadership and/or staff job/position or project leader as describe in this Cadet Guide to be a cadet noncommissioned officer; Completed a Cadet Leadership Course (provided during summer months) to be a cadet commissioned officer.
- c. Progress from AS-3 into AS-4, each cadet must submit a Staff Application (Attachment 6) to instructors during the spring prior to enrollment process; Be invited and approved by the Senior Aerospace Science Instructor (SASI) **PRIOR** to enrollment based on the application, cadet transcript (provided by WINGS), and overall performance (quarterly grades, personal conduct, participation, etc.) during AS years 1-3; Each cadet must pass with a minimum score of **80%** the 30-Step Drill Sequence; completed **20 hours** of Community Service and **20 hours** of Leadership Development Requirement activities. Each Cadet served in at least one leadership and/or staff job/position or project leader as describe in this Cadet Guide; and Completed a Cadet Leadership Course (provided during summer months) to be a cadet commissioned officer.
- d. *Exception: SASI retains authority on milestones and promotions/demotions to any rank on an individual case-by-case basis. This exception is used on very rare occasions to meet the needs of cadets and unit success and documented as appropriate.*

10. Cadet Owned Program. In a “cadet owned” program, the cadet leadership is responsible for leading and maintaining all the functional areas.
- a. These functional areas of responsibility include (but are not limited to) logistics inventory control and record keeping (to include uniform issue and return), cadet personnel records maintenance (to include keeping unit records on community service; individual 8 cadet awards and decorations, jobs, ranks and promotions, health and wellness activity documentation, and individual participation in unit activities and community service; financial records; etc.). Cadets utilize WINGS (under direct instructor supervision) to manage and operate the functional areas.
 - b. For the cadets to be true “owners” of the corps they must play key roles in promotions, awards and maintaining standards. Written procedures are in this cadet guide on how promotions are administered, awards are earned, and standards are maintained within the corps.
 - c. All programs in the cadet corps should be cadet initiated, planned, led, executed, and documented by cadets. Cadets need to fundraise as part of the planning process to fund projects and activities not reimbursed by the Air Force. Reference Cadet Operations Supplement Chapter 8 for all Air Force reimbursement information.

CHAPTER 2 – HISTORY OF AFJROTC

1. The Junior Reserve Officer Training Corps (JROTC) program began in 1911 in Cheyenne, Wyoming. The originator of this idea was Army Lieutenant Edgar R. Steevers, assigned the duty of inspector instructor of the organized military of Wyoming. The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools, and other non-preparatory school. The Army implemented Junior ROTC in 1916. Public Law 88-647, commonly known as the Reserve Officer Training Corps Vitalization Act of 1964 and directed the secretaries of each military service to establish and maintain Junior ROTC units at public and private secondary schools which apply for and are eligible according to the regulations established by each secretary. Such schools must provide a course of military instruction not less than 3 years in length as prescribed by the military department concerned.
2. In 1966, Air Force ROTC program started with 20 units and has grown to 900 units in high schools throughout the world, including units located in the Department of Defense Schools in Europe, the Pacific and Puerto Rico. Junior ROTC enrollment worldwide includes over 120,000 cadets.
3. The AFJROTC program provides citizenship training and an aerospace science program for high school youth. Host schools are selected upon the basis of fair and equitable distribution throughout the nation. Retired Air Force commissioned and noncommissioned officers who are full-time faculty members of the participating high school and employed by the local school board teach AFJROTC classes.
4. Unit activation of Effingham County High School, Air Force JROTC, GA-938, began in school year 1994. GA stands for Georgia, 93 stands for the year this unit was established, and the number 8 stands for the eighth unit to be established in Georgia in the year 1993.

CHAPTER 3 – AFJROTC: MISSION, PURPOSE, VISION, CORE VALUES, CADET CREED

Our Mission

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

Our Purpose:

Instill in students the value of citizenship, service to the United States, personal responsibility, character, and a sense of accomplishment. To make the greatest positive impact in the lives of our cadets as possible. This is perfectly encapsulated in our motto: “Building Better Citizens for America.”

Our Vision Statement:

Air Force Junior ROTC (AFJROTC) will provide a quality citizenship, character, and leadership development program, while fostering enduring partnerships and relationships with high schools, educational institutions, and communities that help meet our citizen development mission.

Air Force Mission and Core Values:

The mission of the United States Air Force is to fly, fight and win—in air, space and cyberspace.

Integrity first, Service before self, and Excellence in all we do.

AFJROTC (GA-938) Cadet Creed

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

CHAPTER 4 – CADET CONDUCT

NOTE: Paragraphs 1-6 in this chapter are excerpts from the LEADERSHIP EDUCATION 100 Curriculum

1. **Attitude** is a state of mind. It may be positive or it may be negative. Your attitude affects the success or failure of most of your activities. Your attitude reflects your personal philosophy of life as it is shown by your actions. Your attitude is the frame of mind in which you view yourself, your work, and others.
 - a. The Air Force Junior ROTC program is built around the individual. Every person in the program is a key to the success of his or her unit, and, therefore, is a key to the success of the entire unit. If you have a good attitude (that is, you will work to your potential while actively participating in the program), you will be doing your share in the cooperative operation of Air Force Junior ROTC.
 - b. Cadets should work up to their potential through active participation in AFJROTC activities. Under all circumstances, cadets should be courteous and respectful and seek responsibility. Cadets are expected to be considerate, mature young men and women. Cadets are responsible for their own attitude in any given situation and will not blame their attitude on someone else or circumstance beyond their control.
2. **Discipline** refers to instruction aimed at guiding a person toward proper conduct or action, or to the orderly conduct and action that result from such training. In much simpler terms, military discipline is that mental attitude and state of training that renders innate obedience and proper conduct under all conditions.
3. **Respect.** Respect for authority and discipline also reinforce one another. But you must first acquire discipline. Self-discipline involves full and voluntary acceptance of authority. Understanding that some things—both pleasant and unpleasant—simply must be done and that there must also be people to ensure that those things get done will help you to respect authority. An atmosphere of mutual respect means that students also treat each other properly. The result is a classroom where more learning takes place as students feel safe, motivated and, of course, respected.
4. **Etiquette.** Proper etiquette is “the customary rules of conduct or behavior in polite society”. Our civilized society operates smoother and is more pleasant to live, go to school and work in when all members practice proper etiquette and good manners. The axiom, “Treat Others as You Want to Be Treated”, is a good one to live by and is the desired behavior of all cadets. Cadets should: Say “Please” and “Thank You”. Use “Mr., Ms., or Mrs.” and last name when addressing civilians and “Military Grade” and last name when addressing military personnel. Use “Yes Sir/Ma’am” or “No Sir/Ma’am” when addressing AFJROTC instructors, military service members, school officials, teachers, visitors and senior officer cadets at all times.
5. **Integrity.** The term ethics suggests to some people a very personal, individual standard or philosophy. However, the basic principles of integrity and conduct are guided by a sense of right and wrong. A cadet’s sense of right and wrong must be so strong that his or her behavior and motives are above suspicion. Integrity is a firm adherence to a code of especially moral or artistic values. In other words, integrity is honesty.
6. **Ethics** as the rules of conduct that people should follow. Ethics deal with the struggle between good and evil—judging whether something we do, say, choose, or think is right or wrong. Some basic personal rules of ethics are:
 - a. Be honest.
 - b. Keep promises.
 - c. Obey and be loyal to proper authorities.
 - d. Be courageous.
 - e. Grow in knowledge.
 - f. Be willing to work.
 - g. Be moderate (don’t do anything to excess).

- h. Maintain and enhance your health.
- i. Don't harm people.

7. United States Air Force Core Values.

- a. **Integrity First.** Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the moral compass—the inner voice, the voice of self-control, the basis for the trust needed in today's military. Integrity is the ability to hold together and properly regulate all elements of one's personality. People of integrity, for example, are capable of acting on conviction, or their strong beliefs. They can control their impulses and appetites.
- b. **Service before Self.** This statement tells us that professional duties take precedence over personal desires.
- c. **Excellence in All We Do.** This expression directs us to develop a passion for continuous improvement and innovation that will propel the Air Force into a long term, upward spiral of accomplishment and performance.

8. Cadet Roles and Responsibilities.

- a. Cadets are required to follow regulations and instructions issued by the United States Air Force, Effingham County High School, the AFJROTC Instructors and cadet commissioned and noncommissioned officers.
- b. The task for you at each level is to learn the job, do the job as well as you can, prove you are ready for the next level of responsibility, set the best example and develop into a good leader by showing an honest understanding and respect for authority.
- c. Cadets are chosen for leadership positions based on demonstrated performance, job knowledge, leadership potential and potential to take on more responsibility.
- d. Cadet leaders are entitled to respect and courtesy from subordinates and junior ranking cadets will show respect to senior/higher ranking cadets.
- e. Cadet leaders are always required to provide a proper example and for maintaining good order and discipline. Whenever a cadet leader is absent, he/she will notify the next in command to take charge and explain his/her specific duties.
- f. Cadet leaders are authorized to give appropriate and reasonable orders to cadets under their supervision, but have no authority to excuse them from scheduled formations or classes or to change or modify existing orders without specific orders, instructions and/or approval from the SASI/ASI. Cadets will not abuse their rank or position.

9. **Titles of Address**—Civilians are addressed by the title Mr., Mrs., Ms., or Miss. Military persons, including instructors, will always be addressed by their rank and last name. Cadets should be addressed by their cadet rank and last name (always use the word *cadet* as to not confuse with active duty grades) or, it is always acceptable to address a cadet by the title of Mr. or Miss and their last name. Cadet Officers may also be addressed as Sir or Ma'am.

10. **Saluting**—The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outside when in uniform. The method of salute is described and illustrated in Air Force Manual (AFM) 36-2203. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI/ASI. Salutes are not required when cadets are not in uniform.

- a. **When to Salute**—Active Duty, Retired Officers, and Cadet Officers will be saluted outside in uniform on and off campus.
- b. The hand salute will be rendered while outside in uniform during the raising or lowering of the US Flag, the playing of the "National Anthem" or "To the Colors."
- c. **Pledge of Allegiance at School**—when at school, in or out of uniform, during the pledge of allegiance, cadets will stand at attention, place their hand over their heart and recite the pledge.

11. **Position of Honor.** This military courtesy began centuries ago, when warriors fought with swords. Since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders. While in uniform, a cadet should walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT. The position of honor also applies to displaying the US flag. That is, the US flag is positioned at the highest point or on the far right when displayed with other flags on poles of equal height.
12. **Calling rooms to Attention.** Calling a room to attention is a way to show respect for Officers and high ranking/distinguished visitors. When any officer enters a room, the room is called to attention. The exception is when a person of an equivalent rank or higher is already in the room, then the room will not be called to attention. In our learning environment, this courtesy of calling the room to attention will also be extended to the school principal, AFJROTC instructors from other schools, guest speakers, or any other identified individuals or groups. The first person in the room to notice the high ranking/distinguished visitor entering will call the room to attention and everyone inside will rise to attention and remain in the position until the person entering says "At Ease", "As You Were." Call the room to attention when in doubt.

Academic Standards—Your hard work, sincere interest, effort, and positive attitude are keys to your success. Initiative, enthusiasm, and cooperation will result in your development and improvement academically. You are expected to do your homework, turn in your class and home work, and pass your classes. The SASI and ASI will monitor your academic progress. Academic eligibility **is a requirement** for many of our activities and field trips. Promotions may also be based on academics. **A continued lack of school academic performance (inside and outside AFJROTC) may be consideration for removal from the AFJROTC program. Also, a cadet who does not receive blue and physical training uniform wear credits, FOR ANY REASON, three (3) or more times (earning grade of zero) during the semester earn an overall grade of "50" (F) for the semester and may be removed from the AFJROTC program.** The SASI and ASI are available at any time to assist you in reaching your objectives and goals.

13. **Standards**—After joining the cadet corps, new cadets should meet established grooming and personal conduct standards within the first week of school. If a cadet cannot or will not meet the standards, the individual may be dismissed from the corps. Each cadet is expected to set an example for other cadets, as well as other students. This means that as soon as AFJROTC standards are known and understood, each cadet must meet or exceed them.
14. **Competition**—Healthy competition in academics, wellness, and other activities are a vital part of the promotion and awards system. Keeping this in mind, aggressive and physically threatening behavior will **not** be tolerated and will be dealt with within the discipline guidelines of the unit and school (found in the Code of Conduct and school handbook).
15. **Public Display of Affection (PDA)** — PDA is **prohibited** between all cadets in uniform, **on campus or off campus** at a sponsored AFJROTC event. Cadet relationships will not distract from good order and discipline. Maintaining a healthy relationship among and between each cadet is vital. Cadets should limit touching others to social norms. Excess handholding and/or similar behavior must be avoided, which includes out of uniform while in a professional environment such as the classroom. Cadets may be dis-enrolled (removed) from AFJROTC if found to engage inappropriate or unhealthy relationship(s), which may bring discredit to the unit or breach good order and discipline.
16. **Inappropriate Behavior**—Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, fighting, derogatory remarks, insubordination (disobedient to authority with intent), disrespect, verbal threats, and physical and/or mental attacks. This type behavior will **not** be tolerated and will be dealt within the discipline guidelines of the unit and school. Being sent to CHOICE/ISS/OSS is grounds for removal from the AFJROTC program.

17. **Physical Discipline and Hazing is strictly forbidden.** It is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm. Cadets will not condone or encourage any type of physical discipline, hazing or initiation rituals such as:

- a. Requiring cadets to perform push-ups or any other physical activity as punishment is forbidden.
- b. Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned nor tolerated.
- c. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.

This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

18. **Unauthorized Clubs.** No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program. **This includes cyberspace (internet social mediums).**

19. **Bullying is strictly forbidden.** *Bullying* is a form of harassment. Bullying means the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted (e.g. **cyber-bullying**) or emotional abuse or through attacks on the property of another. Bullying may include, but is not limited to, verbal taunts, name-calling and putdowns, extortion of money or possessions, implied or stated threats, exclusion from peer groups, or acts reasonably perceived as being motivated by any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

CHAPTER 5 - AFJROTC CLASSROOM PROCEDURES

1. Prior to class:

- a. **Classroom Entrance**—Cadets will enter the classroom, place belongings in the storage room with exception of instructional material, greet the instructor, and stand beside their assigned seat at parade rest. If the class is unable to demonstrate self-discipline or enter the classroom appropriately, the entrance procedures will be repeated.
- b. **Cadet Creed**—After all cadets have entered, the Flight Commander/sergeant will call the room to attention. Recite the Cadet Creed (Chapter 3).
- c. **Report**—The Flight Commander will inform the instructor that the class is ready for instruction and report attendance with the following reporting statement: “Sir/Ma’am ____ Flight is prepared for instruction; all cadets are present and/or accounted for with the exception of _____ (state cadet and last name of absent cadets). The instructor will record any absences and begin instruction. If a cadet shows up after the tardy bell, the cadet must have a tardy pass, if not, the cadet must obtain a tardy pass from the front office or appropriate faculty or staff member.
- d. **Tardiness**—Excuses are not normally accepted for tardiness. An AFJROTC Instructor must be coordinated with and have permission prior to any tardiness. School tardy process and procedures will be followed. No person will be reported as present unless they are in the classroom.

2. The Flight Commander/sergeant, when appropriate, should notify the instructor when there is 5 minutes remaining in the block. At this time, the Flight Commander/sergeant will lead the class in preparing for dismissal, **straightening and aligning the desks, returning books to the shelves, etc. The flight will be at parade rest until dismissed by the Flight Commander/Sergeant or SASI/ASI.**


3. Conducting class in AFJROTC—All classes will be conducted in a military manner. The following classroom rules of conduct apply, cadets **will not**:

- a. Leave the classroom after tardy bell without instructor’s permission.
- b. Use an unauthorized electronic device, such as a cellphone, without an instructor’s prior permission.
- c. Leave their seat without instructor and/or cadet leadership permission.
- d. Talk when the instructor is speaking or someone else has the floor.
- e. Sit on desktops, step or jump through desks, tilt chair backward or put feet on tables or chairs.
- f. Throw anything in the classroom (excludes curriculum controlled activities).
- f. Write on or deface tables, chairs, walls, books, etc. (School and Air Force property).
- g. Eat, drink, chew gum, and/or bring in food into the classroom, unless given permission from instructors.
- h. Disturb pictures and/or bulletin board items.
- i. Read or work on material that does not apply to AFJROTC without permission from the instructors.
- j. Sit in any seat other than your assigned seat.
- k. Remove markers or erasers from the board tray.
- l. Make loud and/or distracting noises or participate in horse play in the classroom.
- m. Throw trash any place in the classroom besides in the appropriate trash receptacle.
- n. Sleep in class. If a cadet feels drowsy, they should leave their seat and stand quietly in the back of the room at parade rest. Once they feel refreshed they may return to their seat.

4. Academic Work—The AFJROTC curriculum is presented by the instructors in a variety of ways including teaching lectures, guided discussions, interactive activities and games, demonstration/performance method, etc. Cadets will be called upon for discussions, assigned tasks and written work, and at times broken into smaller groups for dynamic learning. At all times, cadets are expected to fully participate in classroom activities. For all written assignments, cadets will be required to label their work in the following cadet academic header format:

First Line: Cadet Rank, Last Name, First Initial
Second Line: Flight
Third Line: Military Date Format

Example

	c/TSgt Doe, J.
	A Flight
	23 Aug 21

NOTE: May be on left or right side top of paper

5. **Instructor Office Entrance Procedures**. For any cadet to enter the instructor office the following procedures apply.
- Knock **once loudly** on the door.
 - Once addressed, ask for permission to enter with the statement, “Sir/Ma’am, permission to enter.”
 - Once given permission, march smartly into the office at a place approximately 2 paces from the instructor’s desk, stop at attention, salute, and give the appropriate reporting statement.
 - If the cadet is initiating the conversation, “Sir/Ma’am, Cadet *Last name* reports.”
 - If the instructor directed the cadet to come to the office, “Sir/Ma’am, Cadet *Last name* reports as ordered.”
 - Stand at attention unless otherwise directed by the instructor.
 - At the end of the conversation, stand at attention, salute the instructor (nothing is said), execute an about face and march out of the office.
6. **Supply Room**—Cadets are **NOT** allowed in the Uniform supply room unless permitted or escorted by an ASI. Only the SASI, ASI, and Logistics Chief are allowed in the Uniform Supply Room.

CHAPTER 6 - GOVERNMENT PROPERTY

1. **Texts and Reference Books**—AFJROTC texts and workbooks are available to each cadet, but will not be issued. However, cadets may check the books out using a hand receipt. Any texts, books or other government property lost, damaged, or destroyed due to improper handling will be paid for by the individual cadet.

2. **Uniform Initial Issue**—within the first 6 weeks of school, parent's acceptance of responsibility, and cadets meeting established standards, each cadet will be issued an AFJROTC uniform.

a. Initial issue will include the following items:

Shoes (1 pair)	Lightweight Jacket (1)	Blue Plastic & Brushed Silver Nametag (1 each)
Pants (1 pair)	Black Socks (1 pair)	Belt and Buckle (1 each)
Tie/Tab (1)	Short-sleeve Shirt (1)	Air Force Sweatshirt and Sweatpants (1 each)
Service Coat (1)	V-neck T-shirt (1)*	Air Force PT Shirt and Shorts (1 each)
Flight Cap (1)	ABU Cap (1)	Black Wool Watch Cap (1)
ABU Trousers (1)	ABU Shirt (1)	Sand Color T-Shirt (1)
Belt – Riggers (1)	Green socks (1 pair)	

b. Any items that need alterations to ensure a proper fit (i.e., pants length, sleeve length, etc.) will be taken by the instructors for alterations and paid at government expense (Free of cost to all cadets).

c. Corps Unique Clothing. Once cadets pay the activities fee, they will be issued the unit unique clothing. The unit unique clothing will be worn at unit community service events, field trips and Tuesdays to display unit pride.

3. **Responsibilities**—Cadets will care for and properly maintain uniforms, equipment, textbooks and other AFJROTC or school facilities provided for their use. The cadet and his/her parent or guardian must understand that the equipment must be returned in good condition and by the specified due date. Payment for loss, damage, or cleaning of any item will be at the current market price.

4. Supply Discipline:

a. Purpose—The uniform represents our nation and its highest ideals. Persons wearing the uniform must maintain this respect by insuring his/her uniform is always correct and in good condition.

b. Maintenance:

- (1) Uniform items that become unserviceable (i.e., torn, frayed, stained, buttons missing, etc.) must be brought in for replacement as soon as the condition is discovered. Do not wait for uniform wear day.
- (2) If a uniform item no longer fits, the cadet must bring it in for replacement as soon as possible.
- (3) Cadets will not have items of issue altered by parents or tailors in any manner, without the permission of the SASI/ASI. Alterations will be made in accordance with Air Force standards.

5. **Uniform Turn-in**—When a cadet drops, dis-enrolls, or leaves the program or school for any reason, he/she will be required to turn in all issued uniforms and insignia (excluding socks, PT gear, nametag and ribbons) **immediately** (same or next day). Uniforms are issued in a clean condition; therefore, they must be returned in a clean condition. This means that the uniform must be professionally dry cleaned and the receipt attached to the or stapled to the clear plastic cover. A letter to cadet and parent/guardian may be provided with notice of school fees if uniform items are not returned. Cadets are responsible for the replacement costs of the uniform(s) – See Attachment 18 Uniform Price List

6. **Uniform(s) Loss and/or Damaged:** Cadets and parents/guardians will be held financially responsible for loss of or damage to their Air Force blue, Airman Battle, and/or Physical Training uniforms. Any lost or damaged item

must be paid for **before** a replacement item may be reissued. Cadets will also be held accountable for wearing the proper uniform, so lost or damaged items need to be replaced as soon as possible.

CHAPTER 7 – WEARING THE AFJROTC UNIFORM

1. Air Force Junior ROTC cadets generally wear the same uniforms worn by active duty personnel with the exception of special JROTC rank and patches. “Cadets are expected to honor the uniform—to wear it properly and with pride.” The wear of the Air Force uniform unites with and identifies you as an associate member of the finest Air Force in the world. The governing directives for uniform wear are Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*; Air Force Junior ROTC Instruction 36-2010, *Air Force Junior ROTC Operations Supplement*; *AFJROTC Guide* and the guidelines published in this Cadet Handbook. These directives provide information on grooming standards and uniform wear standards and will be complied and enforced.
2. The proper wearing of the uniform should be a matter of personal pride. Knowing that being properly groomed and your uniform is clean, pressed, neat, and conforming to instructions gives confidence and projects a positive image. Achieving this requires acceptance of personal responsibility to pay careful attention to detail when setting up your uniform, as well as cleaning, caring and storage of the uniform. At no time do we bring discredit to the Air Force uniform by wearing it improperly. **Cadets failing to meet grooming and/or uniform wear standards may be required to change out of uniform immediately and not receive credit and earn a grade of zero (0). Cadets may be provided a make-up uniform day during the same week provided all grooming and uniform standards are met with a reduced uniform grade as determined by the Instructors.**
3. Occasions for wearing. Cadets will receive instruction on the proper wear of all uniforms. It is the responsibility of each cadet to ensure his or her uniform is cared for and worn when required. The wear of the AFJROTC uniform other than the occasions designated is strictly prohibited without prior approval of the SASI or ASI. On uniform inspection days cadets are expected to adhere to the following.
 - a. Wear the complete uniform in the proper manner and be properly groomed from the time you depart your home.
 - b. Wear the complete uniform in the proper manner and be properly groomed throughout the school day.
 - c. Wear the complete uniform in the proper manner and be properly groomed until you return to your home following school.
 - d. If you participate in an extracurricular activity after school such as band, athletics, cheer, etc., that requires activities that may soil the uniform, you may elect to bring other clothes to change into AFTER SCHOOL.
 - e. At no time will a partial uniform be worn or uniform parts be worn with non-uniform clothing.
 - f. Civilian attire such as coats, sweaters, or windbreakers will **NOT** be worn with the uniform at any time.
 - g. The uniform policy of the Effingham County AFJROTC is strict and is not subject to compromise. Repeated failure to wear the uniform properly and/or when required may result in loss of credit and or disciplinary actions. Cadets are responsible for preparing their uniforms for inspections. Instructors fully understand that cadets, especially the younger cadets, often do not have the ability to send/retrieve their uniforms to/from the dry cleaners. Parents should contact the instructors if a cadet has a legitimate issue as to why they were unable to wear their uniform on the designated uniform inspection day. Waking late and rushing to catch the bus is not an excuse. At the very least, the uniform should be prepared for wear the night before. Should you have any questions concerning uniform inspection or wear requirements contact the ASI.
 - h. Cadets must get approval from an AFJROTC instructor to wear the uniform outside AFJROTC activities (picture taking, church, social events, etc.).
4. AFJROTC Cadets do not **“have”** to wear the great USAF uniform...they **“get”** the honor of wearing the uniform and are expected to wear it proudly. The AFJROTC uniform must be worn once per week as directed by Congress and Air Force contract. It is **your** responsibility to comply with this contract.
5. Wearing once per week is defined as wearing the uniform to school **ALL DAY (first bell to dismissal bell)**. It is understood that under special circumstances, it may be necessary for you to change out of your uniform during the school day. Examples of this include but are not limited to athletic or PE classes, ceramics, or cooking classes, or other groups that might require you to wear another school uniform. In these cases, you are required to wear the AFJROTC uniform up until the time you may be required to change out of your uniform. You are then required to change back into your uniform after that class is over (with the exception of last period of the

day.) If you fail to change back into your uniform as required per the above policy, you will be given a uniform grade of zero.

6. **Uniform Wear Make Ups**—Cadets will receive a weekly uniform grade, which is a major grade. Uniform Inspections are normally Wednesdays. The actual grade a cadet earns will be determined by a personal grooming and uniform wear inspection, which each weighted item carries a point value. If a cadet is not in uniform on the assigned day, a grade of zero will be entered into the grade book. If a cadet is making up a uniform wear, they must wear the full uniform the next day they attend school. It is the cadet's responsibility to seek and be inspected by an instructor. If a cadet knows in advance that they will be absent on the uniform wear day, they are responsible to either wear the uniform before or after the absence and will receive a full grade based on a personal inspection. Since uniform wear is a weekly event, 10 points will be deducted each day the cadet is late in wearing their uniform. **Any cadet who does not receive uniform credit, FOR ANY REASON, three (3) or more times (earning grade of zero) during the semester earn an overall grade of "50" (F) for the semester and may be removed from the AFJROTC program.**

Parents and/or Guardians maybe notified when a cadet is not in uniform on inspection day or following an absents. Cadets must wear their uniforms once per week. Cadets showing a trend (**2 or more days**) absent on uniform wear days will require an Instructor, Parent, Cadet conference to resolve. Administration and/or a School Counselor may be required to be present in the conference.

7. **Instructor Letter to Parents**—In addition to making up the uniform wear, cadets may be required to take home a letter for their parents to sign, acknowledging understanding of the cadet's failure to meet expectations and how it can affect their grade, current enrollment, and future enrollment.
8. **Physical Training (PT) Uniform (Gear)**—On published PT Days (days in which the class will have an organized workout), cadets will be required to wear the issued Air Force PT Uniform **to include appropriate athletic style shoes**. Cadets not appropriately dressed and/or not properly wearing athletic style shoes will not participate in PT activities and earn an overall grade of zero (0). **Any cadet who does not receive PT participation credit, FOR ANY REASON, three (3) or more times (earning grade of zero) during the semester earn an overall grade of "50" (F) for the semester and may be removed from the AFJROTC program** Cadets will be given time at the beginning of class and end of class to change into/out of PT Gear. During weeks where PT is conducted, wear of the PT Gear will be factored into the daily grade using the PT Rubric (Attachment 12) and as follows:
- a. Proper PT Gear, shoes, & best individual effort: Points = 10 (Max) weighed at 10 times (100 points)
 - b. **PT Make-up:** Cadets may be offered a Make-Up Physical Training using the **Make-Up Physical Training Worksheet**. Attachment 13 prescribes the requirements to make-up PT. ****All make up PT forms must be submitted prior to next PT session for full credit****

Please note on "sports" days (not an organized workout, but a "fun" activity day) cadets **will** wear the PT uniform (gear) with appropriate athletic shoes.

9. Uniform Wear Options—For communications purposes, GA-938 will always indicate which uniform is to be worn by indicating one of the following options ⁴:
- a. Option 1: (Class A's) Service Dress (Service Coat – the coat with buttons) with tie or tab
 - b. Option 2: (Class B's) Short Sleeve Blue Shirt, Open Collar (no tie or tab) ¹
 - c. Option 3: Short Sleeve Blue Shirt with Tie or Tab¹
 - d. Option 4: Khakis and Polo - Unit Unique Clothing
 - e. Option 5: PT Uniform with appropriate athletic style shoes
 - f. Option 6: ABUs (Airman Battle Uniform)

Note 1: The lightweight jacket may always be worn with Option 1, 2, or 4 unless otherwise specified.

Note 2: When the Unit Unique Clothing is worn as an authorized uniform or for a community service event it will be worn with nice blue jeans or other appropriate pants, tucked in, and **with a belt** (the blue AF belt may be used). Also, **grooming must be within AF Standards**. The *intent* is a reasonable Professional look.

10. **Uniform Inspection Procedures/Grading.** On uniform wear days (normally Wednesdays), an Open Ranks Inspection will be performed in each flight. During inclement weather, the inspection will be conducted in the hallway (Breezeway) or classroom. The inspection will be conducted by the Instructor, Flight Commander, or a Senior Staff member. While cadets may conduct the uniform inspection, the actual grade given for uniform wear will be determined by the instructor. Uniform wear violation point values are listed in Chapter 8.
11. **Major uniform or cadet grooming violations** that are due to direct refusal by the cadet to correct *may* result in the cadet being required to change out of the uniform into normal school clothes immediately. This may include but not be limited to cases of extreme out-of-standards appearance to include hair, facial hair, white socks, civilian items worn with the uniform, etc. While this may seem to place an unfair burden on the cadets, it is important to remember that cadets wear the same uniform as active duty Air Force members and will not be allowed to show disrespect to the uniform or become an embarrassment to the unit. This requirement may only be imposed by the instructors.
12. **Care of the Uniform.** All uniform items issued must be cared for and maintained by the cadet to whom it was issued. You will receive classes on the proper wear and care of your uniform to include washing, ironing, steaming, and sewing. You will also receive instruction on how to properly fold your pants and hang your uniform. Care of uniform items and other tips are described below. **Always read the care labels of ALL items.**
- a. You may wash the short sleeve blue shirt in a washing machine, dry it in a dryer and iron it to ensure it is wrinkle free.
 - b. The pants/slacks, service coat, lightweight jacket, flight caps, ties and neck tabs **MUST BE DRY CLEANED**.
 - c. *DO* place your name inside your **flight cap**...that way, when you lose it, we'll know whose it is.
 - d. Keep a lint brush at home and use it before you leave the house on uniform day.
 - e. Your shoes should always be clean and shined to a high-gloss appearance. Proper shoe-shining techniques will be taught in class. Carry a small cloth with you on uniform day to re-buff your shoes prior to inspection.

General care includes washing the shirt, especially around the collar and under the arm pits. Take care not to soil or stain your uniform(s) in any manner, and ensuring it is lint, dust and dirt free. You should hang your uniform appropriately...DO NOT stuff it in your backpack, cram it in your athletic locker, or chunk it on your floor or in your closet. If at any time a uniform item becomes unserviceable, you must attempt to fix it or bring it to the ASI's attention. If a button comes off, ask your parents to sew it back on.

CHAPTER 8 - UNIFORM WEAR AND GROOMING STANDARDS

1. AFJROTC Cadets do not **“have”** to wear the great USAF uniform...they **“get”** the honor of wearing the uniform and are expected to wear it proudly. AFJROTC cadets generally wear the same uniform—the standard Air Force service uniform—as that worn by active duty personnel in the Air Force. Cadets are expected to honor the uniform—to wear it properly and with pride. The uniform is an important aspect of Air Force Junior ROTC. Whenever you wear the uniform—during indoor and outdoor training periods, at cadet social functions, and during base visits—you represent the corps. How you wear the uniform exposes you and the Air Force to praise or fault from fellow cadets, fellow students, and the society at large.

2. Cadet Uniform Standards:

- a. Uniform Wear Restrictions—Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform in student demonstrations, for crowd control, political events, or for any other inappropriate activity. (However, AFJROTC cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc., at the discretion of the SASI/ASI). Speak with your instructor for more information on these types of activities and uniform wear.
- b. Uniform wear standards for cadets are based on two directives: AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and Air Force Junior ROTC Instruction (AFJROTCI) 36-2010, and *Air Force Junior ROTC Operations Supplement*.
- c. Fitting the Uniform—The male service dress uniform consists of the dark blue service coat and trousers, light blue shirt, and dark blue tie. The female service dress uniform consists of the dark blue service coat with slacks or skirt, light blue blouse, and tie tab. In both cases, the coat will be form fitted, meaning that it must not be tight in the shoulders, chest, and underarms. The sleeve length should extend to one-quarter inch from the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should extend 3 to 3.5 inches below the top of the thigh. The trousers for males must be trim-fitted with no bunching at the waist or bagging at the seat. Slacks for female cadets should fit naturally over the hips, with no bunching or bagging at the seat. The trousers or slacks should rest on the top of the shoe with a slight break in the crease. The backs of the trousers or slacks should be seven-eighths inch longer than the front. The proper length of the trousers or slacks can be determined while standing at attention.

Note: If the uniform does not fit properly, the cadet should see the Instructors immediately. Do not wait until someone else calls attention to it and/or wait until uniform inspection. Check appearance in a mirror and/or with an experienced fellow cadet (Wingman). Remember that how each cadet looks influences others.

- d. **Uniform Do's and Don'ts.** Here are a few general do's and don'ts about wearing the uniform.

Do's :

- Wear the Air Force service uniform, as prescribed in AFI 36-2903, properly and with pride.
- Wear the uniform on the day established by the SASI/ASI.
- Wear the uniform at other times specified by the SASI/ASI.
- Wear the uniform when you fly on military aircraft.
- Keep your shoes polished and shined, including the heels and edges of soles.
- Make sure your shoes are appropriate for the activity. For example, wear athletic shoes if you're playing sports or boots if walking through heavy foliage. Safety is the major concern.
- Ensure that badges, insignia, belt buckles, and other metallic devices are clean and free of scratches and corrosion.
- Keep ribbons clean and replace them when they become worn, frayed, or faded.

Don'ts :

- Do not wear the uniform with other clothing.
 - Do not lend your uniform to anyone who is not a member of the Air Force Junior ROTC program.
 - Do not allow articles such as cellphones, wallets, pencils, pens, watch chains, and combs to be visible. (You may allow parts of pens and pencils to be exposed when you carry them in the left shirt pocket of the ABUs)
 - Do not wear earphones or headphones while in uniform, unless required for duty.
- e. Uniform items (including AFJROTC-unique uniform items), accoutrements, devices, or awards not specifically approved by HQ AFJROTC are not authorized on the AFJROTC uniform. Exceptions will be made by the SASI/ASI.
- f. During prescribed uniform days or during official AFJROTC events, cadets are expected to be in proper uniform at all times.
- g. **Flight Caps/Hats** will always be worn with the uniform outside (outdoors) to include the school breezeways.
- h. **Airman Battle Uniforms (ABUs)/Flightsuits**—ABUs/Flightsuits may substitute for the standard service uniform no more than one uniform day per month and will be determined by the SASI/ASI in advance.
- i. **Air Force Physical Training (PT) Uniform (gear)**—The PT gear will be worn during Effingham County AFJROTC designated PT days. Appropriate athletic shoes **must** be worn during PT days.
- j. **Unisex Policy**—Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within AFI 36-2903. Female cadets are authorized to wear male uniform items. Male cadets are not authorized to wear female uniforms without proper cause.
- k. **Insignia Placement**—Insignia on the AFJROTC uniform will be worn according to the figures contained in the tables and visual aids in this chapter. Only rank, badges, insignia, ribbons, medals, etc. authorized by AFJROTC may be worn by cadets. See Chapter 10 for criteria for earning the awards, ribbons and badges.
- l. **Shoulder Patches**—Wear of AFJROTC official and ECHS shoulder patches are mandatory.
- m. **Shoulder Cords**. If properly earned, cadets are authorized to wear distinctive should cords with any blue service uniform combination (they will not be worn on the lightweight jacket or ABUs). At no time will shoulder cords be worn with civilian clothing. The authorized cords are described as follows.
- (1) Gold Cord for GP/CC; GP/CD/CCC/GP/IG/CCE;
 - (2) Blue/Green Knot for OPS/CC/CCF; Blue/Green for FLT/CC; Blue for FLT/SGT;
 - (3) Gray/White Knot for MSS/CC/CCF; Gray/White for MSS Officer; and White for MSS NCOIC.
 - (4) Shoulder Cord colors for teams are as follows: White for Color Guard, Red, White and Blue for Saber and Drill Team; Black and Yellow for Raider Team and Infantry Blue for the Rifle/Marksmanship Team. Gray will be for the Academic Team.
 - (5) Ascots (Navy blue) may be worn by special teams (Teams may embroider a logo/team name/mascot on the ascot). Colors may be locally-determined, but must be one solid color, conservative, and in good taste. Ascots will not be worn on regular uniform days..
3. **Cadet Appearance and Grooming Standards**—When a cadet wears the uniform, he/she is responsible for presenting a neat, safe, clean, and professional military image. 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. A professional military image has no room for the extreme, the unusual, or the faddish. **The standards for wearing the uniform consist of four elements: neatness, cleanliness, safety, and military image.** The first three are absolute, objective criteria for the efficiency, health, and well-being of the force. The fourth standard, military image is also a very important aspect of military appearance. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform. The following will assist you in maintaining standards:
- a. **Jewelry**—While in uniform, you may wear a conservative wristwatch and up to three rings at any one time. You may wear one bracelet if it is neat and conservative. However, the bracelet must not detract

from military image, maybe up to one-half inch in size, and must be safe to avoid potential injury. Your head and neck must be free of ornaments. Thumb rings are not allowed in uniform. Colored bracelets that support a cause are also not allowed nor are string style, rubber bands, hair ties, or colored shaped rubber bracelets. Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical (diamond, gold, black, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings. Male cadets may not wear earrings.

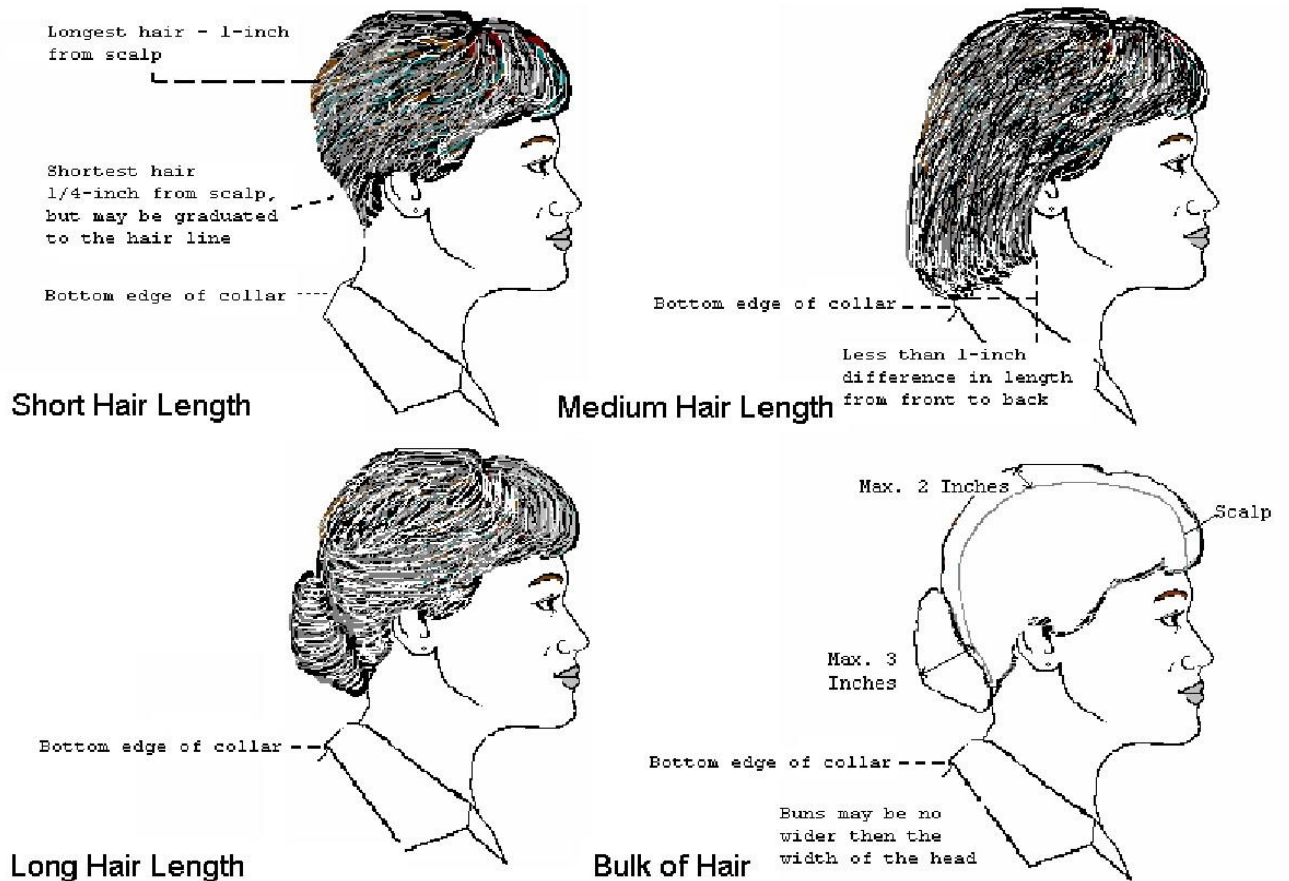
- b. **Eye glasses or Sunglasses**—If you wear glasses, they must be free of ornaments on the frames and/or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform nor may any chain or band be attached to the glasses while worn.
- c. **Tattoos or Brands**—Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. *Excessive* tattoos or brands, even though they do not violate the prohibitions listed above, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter of the exposed body part, and those above the collarbone and readily visible when wearing an open collar 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. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands are discouraged. Cadets should be aware of the fact that tattoos and brands may preclude them from serving in the military.
- d. **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). Female cadets in uniform may wear conservative earrings, pierced or clip style, in their earlobes.
- e. **Eye brows** – Cadets are to have natural looking eyebrows. Intentional designs, cuts, lines, and/or shaving of eyebrows is considered faddish and not authorized.
- f. **Facial Hair** – Cadets are to be clean shaven prior to uniform wear. Shaving is intended to remove facial hair below sideburns and through chin and neck areas. Cadets unfamiliar with the use of shaving instruments (razors and shaving cream) must identify themselves (privately if needed) to an instructor. Cadets in violation will not be issued or maybe required to remove the uniform and change into school dress code approved clothing **immediately**.

g. Specific Female Cadet Grooming Guidelines:

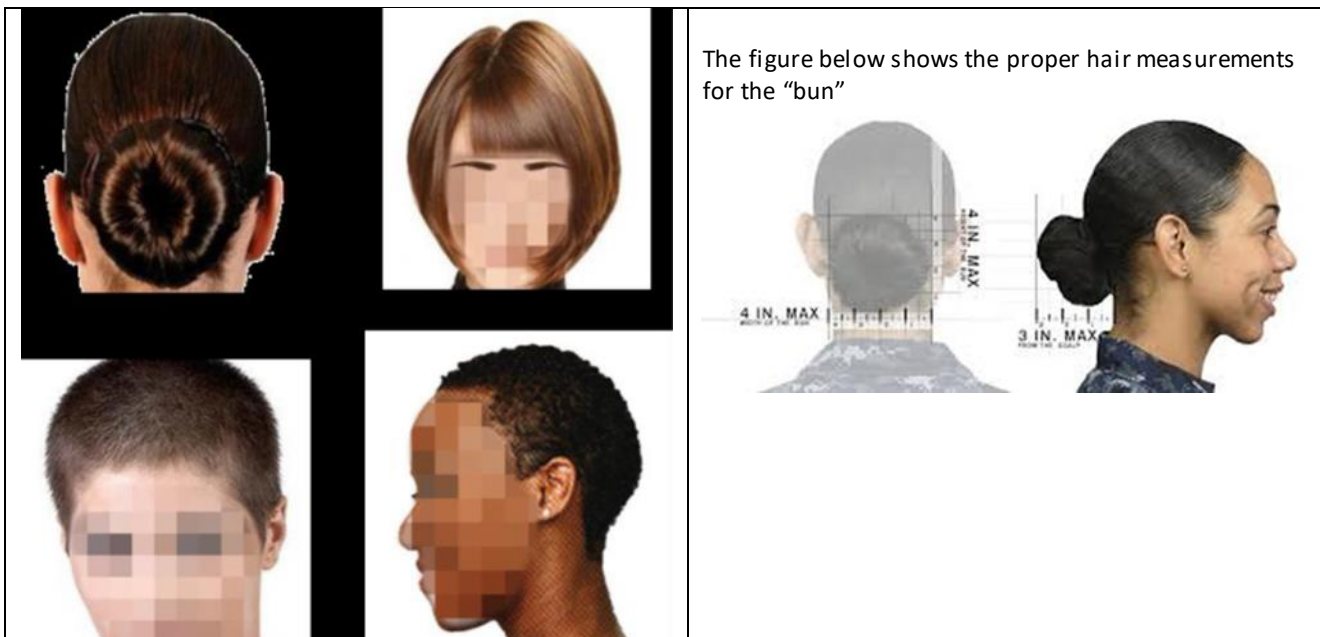
(1) **Hair**—(Change AFI36-2903, 25 June 2021) Hair-Female. No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear as referenced in the following paragraphs: patrol cap, 5.2.10, bucket cap, 7.2.2., flight cap, 7.2.4.1, beret, 7.2.5, watch cap, 7.2.7. Hair 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 unless pulled back and secured or worn in an authorized ponytail/equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail/equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail/equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with Airman standing in the position of attention. See Figure 3.2 and Figure

3.5 for examples of female hair standards. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

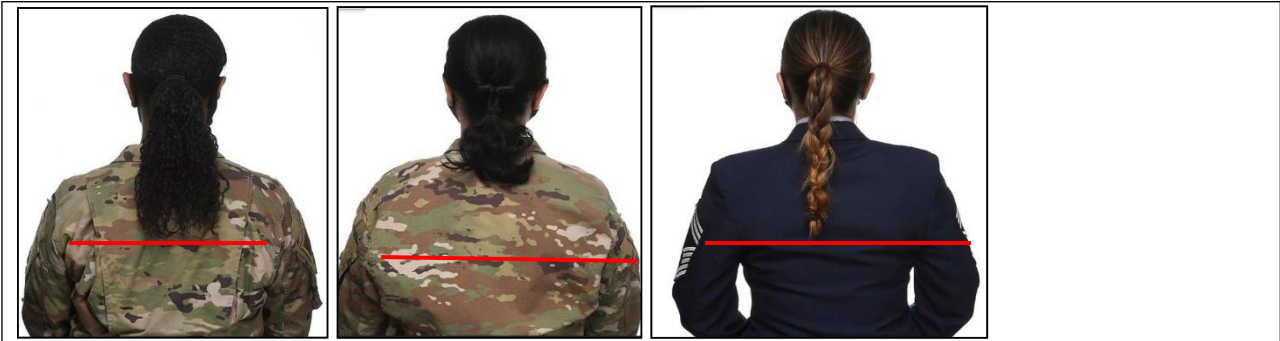
(2)



Authorized Women's Hair Styles



Authorized Female Ponytails/equivalent and Long braid(s) Hair StylesExamples.



Unbraided Single Ponytail/Pull-through Ponytail Style/Braided Ponytail



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius

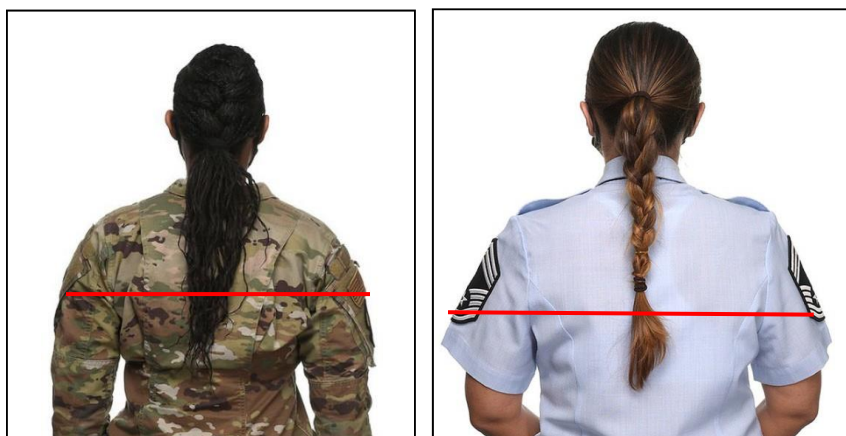


Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

Unauthorized Female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head

h. Specific Male Cadet Grooming Guidelines:

- (1) **Hair**—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. When your hair is groomed, it should not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar. Your hair should not exceed **1 1/4 inch** in bulk regardless of the length. Bulk is *the distance that the hair projects from the scalp when groomed* (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point. Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring. You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. No extreme or faddish hair styles are allowed. No cuts, designs, shaving, etc. to eyebrows.

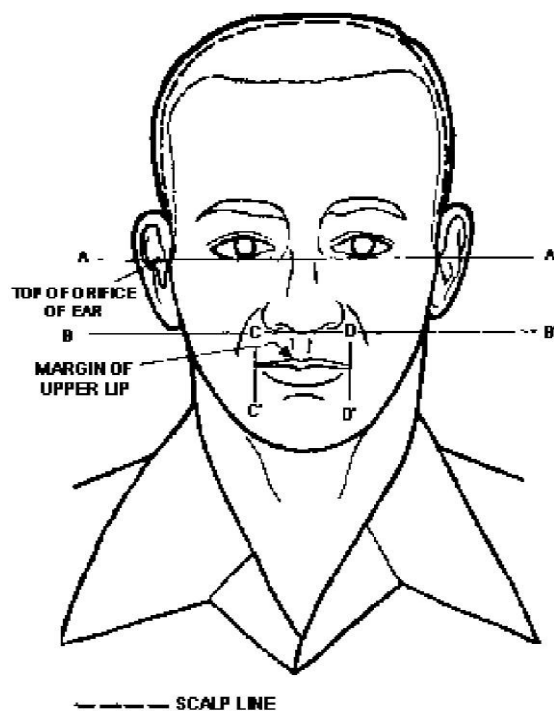


Figure 1-1
Male Grooming Standards (Front View)

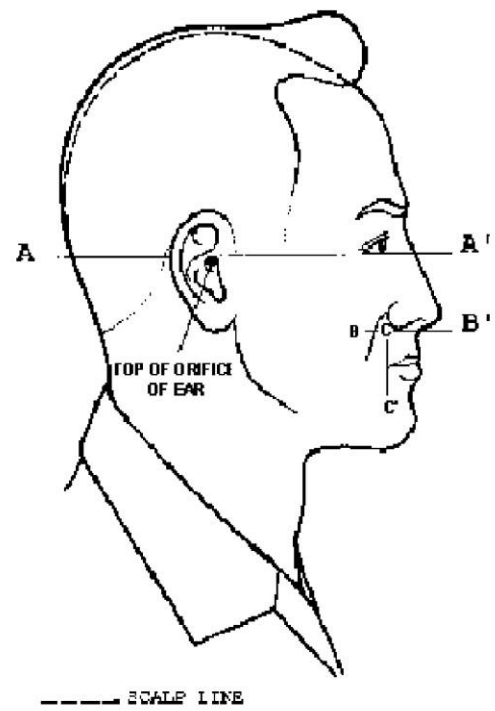
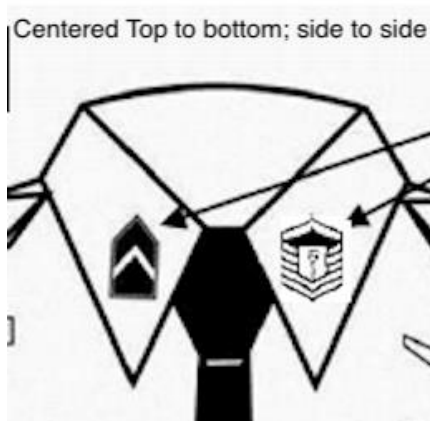


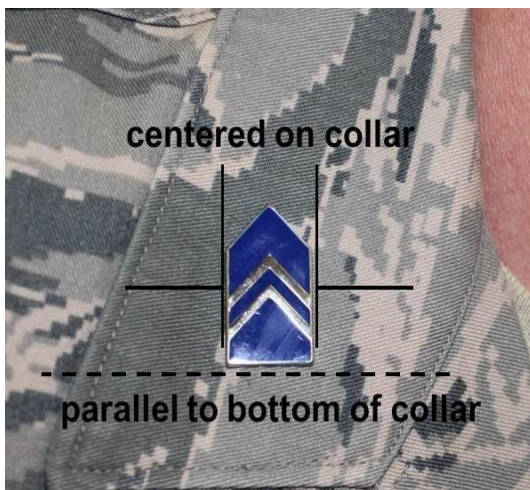
Figure 1-2
Male Grooming Standards (Side View)

4. Cadet Grade and Rank:

- a. The only difference between your cadet uniform and the one worn by active duty Air Force personnel is the insignia. Cadets are divided into three categories; airman, non-commissioned officer, and officer. This three-way division is also true among active duty personnel.
- b. Airman grades include airman basic, airman, airman first class and senior airman. There is no insignia for airman basic. Airman insignia is worn on the collar/lapel of the uniform.
- c. The noncommissioned officer (NCO) grades start with the staff sergeant and progress upward through chief master sergeant, the highest authorized for NCOs in the AFJROTC program. NCO insignia is worn on the collar/lapel of the uniform.
- d. You will note that the grade chart shows the commissioned grades from the lowest, second lieutenant, to the highest authorized for an organization. Cadet officers wear their grade insignia on the collar/lapel or epaulet of the uniform.
- e. Rank Placement



Enlisted Rank Placement on Blue Shirt



Officer Rank Placement on ABUs



Enlisted Rank Placement on Service Coat



Officer Rank Placement on Service Coat

5. Uniform Standard Exceptions—Because Effingham County High School is an educational institution and not a military installation, a few uniform exceptions have been put in place for the convenience of the cadet population and apply while on campus **ONLY**.
 - a. Service Coats/Lightweight Jackets—Because of the varying temperatures in school classrooms, cadets may remove their Service Dress coat while in classrooms. Upon leaving the classroom for any reason, the cadet must wear and button/zip the coat/jacket. Additionally, although designed as an outer garment, for the same reason, the lightweight jackets may be kept on while in classrooms, but **will be removed** for uniform inspections as deemed appropriate by the ASI.
 - b. Service Coats in Cafeteria—The Effingham County High School Cafeteria is a busy place. To avoid stains, spills, etc., cadets may remove their service coat while sitting and eating their meal (inside or outside) but must immediately put on and button the coat when leaving their seat **for any reason**.
 - c. Any other exceptions are examined, reviewed, and approved on a case-by-case basis and may involve the SASI, Principal, and/or Headquarters AFJROTC.

UNIFORM OPTION 1 – (CLASS A's)

CADET MALE SERVICE DRESS

NAME TAG:	Required. Center on right side between arm seam and lapel with bottom edge even with the top of the welt pocket on the left (parallel to the ground.) NOTE: Bottom of nametag should be parallel with bottom of ribbons.
RIBBONS:	Required. Centered on left side on but not over the edge of the pocket.
MEDALS:	(Not pictured) Centered with and aligned with the bottom of the pocket on the left side, only authorized for special occasions as outlined in Chapter 7.
BADGES (Right):	Awareness Presentation Team (APT) Badge – Center on the welt pocket, 3 inches below the name tag, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge (not pictured), and Distinguished Cadet Badge (not pictured) – first badge placed ½ inch above name tag and centered horizontally. Additional badges placed ½ above previous badge
BADGES (Left):	Model Rocketry Badge (pictured) – Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn, Academy of Model Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge
COAT:	Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length. If coat is removed while in a classroom (as noted in paragraph 5,) it must be put back on and buttoned when leaving the classroom for any reason.
TIE:	Same as Option 3.
BELT/GIG LINE:	Same as Option 2 and 3.
SHIRT:	Same as Option 2 and 3.
PANTS:	Same as Option 2 and 3.
SHOES:	Same as Option 2 and 3.
SOCKS:	Same as Option 2 and 3.
T-SHIRT:	Same as Option 2 and 3.

Please refer to attachments in Chapter 7 of the Operational Supplement

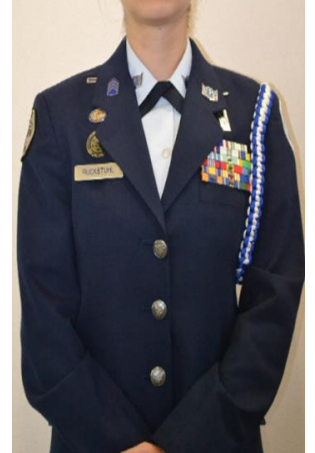


Option 1 (Male)-
(Example Only)

UNIFORM OPTION 1 – CADET FEMALE SERVICE DRESS (CLASS A's)

NAME TAG:	Required. Center on right side between arm seam and lapel with bottom edge even with the top of the welt pocket on the left (parallel to the ground.) NOTE: Bottom of nametag should be parallel with bottom of ribbons.
RIBBONS:	Required. Centered on left side on but not over the edge of the pocket.
MEDALS:	Centered with and aligned with the bottom of the pocket on the left side, only authorized for special occasions as outlined in Chapter 7.
RANK	Worn on both lapels, place insignia halfway up the (Officer and Enlisted ranks are demonstrated only) are placed on the seam, resting on but not over it, the bottom of insignia is parallel with the ground; Cadet Airman Basic wear no insignia of any kind on the lapel. HQ AFJROTC authorizes rank to be worn on both the coat lapel and shirt collar simultaneously while in service dress.
BADGES (Right):	Awareness Presentation Team (APT) Badge, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge (not pictured), and Distinguished Cadet Badge – first badge placed ½ inch above name tag and centered horizontally, additional badges placed ½ above previous badge.
BADGES (Left):	Model Rocketry Badge (pictured), Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge.
COAT:	Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length. If coat is removed while in a classroom (as noted in paragraph 5,) it must be put back on and buttoned when leaving the classroom for any reason.
NECK TAB:	Same as Option 3.
BELT/GIG LINE:	Same as Option 2 and 3.
SHIRT:	Same as Option 2.
PANTS:	Same as Option 2 and 3.
SHOES:	Same as Option 2 and 3.
SOCKS:	Same as Option 2 and 3.
T-SHIRT:	Same as Option 2 and 3.

Please refer to attachments in Chapter 7 of the Operational Supplement



Option 1 (Female)

Example Only

UNIFORM OPTION 2 & 3 - (CLASS B's)

UNIFORM OPTION 2 & 3 (CLASS B's) CADET MALE BLUE SHIRT

The only difference between Option 2 and 3 is the wear of the necktie.

- NAME TAG:** Required-Grounded and centered over wearer's right pocket.
- RIBBONS:** Required-Grounded and centered over wearer's left pocket.
- RANK (Enlisted):** Worn on both left/right collar, centered from side to side and top to bottom. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wear no insignia of any kind on the collar.
- RANK (Officer):** Worn on both epaulets. Place as close as possible to the shoulder seam.
- BADGES (Right):** Awareness Presentation Team (APT) Badge (not pictured) – centered top to bottom and side to side on right pocket; Kitty Hawk Badge (pictured), Aerospace Education Foundation (AEF) Badge, and Distinguished Cadet, Ground School Badge, Flight Solo or Flight ½ above previous badge and centered horizontally; additional badges placed
- Badge— first badge placed ½ inch above name tag
- BADGES (Left):** Model Rocketry Badge – centered top to bottom and side to side on left pocket; Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally; additional badges placed ½ above previous badge.
- TIE:** Tied in an appropriate knot (see Attachment 1) and flush with the collar. The top button must be buttoned and will not be seen. The tip of the tie will hang within the width of the belt buckle (top to bottom.)
- BELT/GIG LINE:** The belt is worn through all belt loops with tab pointing to wearer's left. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.
- SHIRT:** Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of the top button in Option 2).
- PANTS:** Clean, pressed, free of lint/dirt and altered to appropriate length. Fasten left back pocket button.
- SHOES:** Issued black oxford shoes, shined to a high gloss. Corfam shoes may only be worn by the Drill Team, Color Guard, and Cadet Corps Staff Class (ROTC IV, V, & VI).
- SOCKS:** Plain, black, above the calf.
- T-SHIRT:** Plain, white, V-neck.



Option 2 (Male)-(Example Only)



Option 3 (Male)-(Example Only)

UNIFORM OPTION 2 & 3 – CADET FEMALE BLUE SHIRT (CLASS B's)

The only difference between Option 2 and 3 is the wear of the neck tab.

- NAME TAG:** Required-Centered on the right side, even with to 1½ inches higher or lower than the first exposed button, parallel with the ground.
- RIBBONS:** Required-Centered on the left side, aligned with/parallel to the bottom of the name tag
- RANK (Enlisted):** Worn on both left and right collar, centered from side to side and top to bottom. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wear no insignia of any kind on the collar.
- RANK (Officer):** Worn on both epaulets. Place as close as possible to the shoulder seam.
- BADGES (Right):** Awareness Presentation Team (APT) Badge (pictured), Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge, and Distinguished Cadet Badge – First badge placed ½ inch above name tag and centered horizontally, additional badges placed ½ above previous badge
- BADGES (Left):** Model Rocketry Badge (pictured), Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) - First badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge.



Option 2 (Female)-(Example Only)

- NECK TAB:** The neck tab will be placed around the inside and be flush with the collar. The top button must be buttoned and will not be seen.
- BELT/GIG LINE:** The belt is worn through all belt loops with tab pointing to wearer's right. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.
- SHIRT:** Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of the top button in Option 1).
- PANTS:** Clean, pressed, free of lint/dirt and altered to appropriate length.
- SHOES:** Issued black oxford shoes, shined to a high gloss. Corfam shoes may only be worn by the Drill Team, Color Guard, and Cadet Corps Staff Class (ROTC IV, V, & VI).



Option 3 (Female)-(Example Only)

SOCKS: Plain, black, above the calf.

T-SHIRT: Plain, white, V-neck.

Please refer to attachments in Chapter 7 of the Operational Supplement

UNIFORM OPTION 4 – KHAKIS & POLO (Cadet Unique Clothing)

The Cadet Unit Unique Clothing such as a Polo Shirt (Option 4) will be worn for community service events, field trips to industrial facilities (i.e. Gulfstream, Georgia Ports Authority, etc..) and other occasions where wear of the Blue Air Force Uniform is inappropriate. When Option 4 is worn, the polo shirt will be tucked in. The cadet must wear khaki pants and a belt (the issued blue Air Force belt is authorized.) No faddish, ripped, torn, and/or excess worn garments will be worn.

Grooming Standards Apply while in Option 4. Haircuts and shave for male, hair, makeup, and nails rules for female, and jewelry rules for both genders are in effect.

A. Blue Polo Shirt. The shirt will be short sleeve, dark blue polo-style, with “US AIR FORCE” contemporary logo on front, upper left chest. The shirt will be tucked in the pants (see figure 5.16.1).

B. Undershirt. Undershirts will be worn and must be white with a V-neck collar.

C. Nametag. The brushed silver nametag with last name is optional and may be worn on the upper right chest, aligned with the US AIR FORCE logo.



Figure 5.16.1: Proper wear of the polo shirt. V-Neck is not visible

D. Trousers/Pants and Belt. The trousers can be pleated without cuffs and khaki in color (**Blue jean and shorts are not authorized**). Pants will not sag. The belt will be black with silver clasp. Alternatively, cadets may wear the blue Air Force Belt with silver belt buckle (see figure 5.16.2).



Figure 5.16.2: Khaki pants. Notice the various shades of khaki as worn by the cadets pictured above

E. Footwear. Socks must be crew length (9-12 inches) and will be solid black in color. **Ankle socks, low cut socks and quarter length socks are not authorized.**

Shoes will be plain black business casual low quarters or plain black athletic style. **Combat boots, steel-toed boots, hunting boots, platform shoes, high heel/stilettos, sandals or flip flops are not authorized** (see figure 5.16.3).



Figure 5.16.3: Shoes will be plain black business casual low quarters or plain black athletic style.

F. Cold Weather K&P Uniform - Authorized Wear.

MANDATORY: Cadets may wear the Lightweight blue jacket (without rank) or the Grey P.T. Sweatshirt with khakis and polo during cold weather. Polo collar will be out of the sweatshirt. Sleeves will remain down and will not be pulled up above the wrist or above the elbow (see figure 5.16.4)

OPTIONAL: Cadets may wear an approved AFJROTC Team Hoodie/Sweatshirt with khakis and polo only when on ECHS Campus or during AFJROTC sanctioned activities such as Marksmanship Competition, etc...



Figure 5.16.4: Authorized cold weather K&P Uniform variations

Unauthorized Wear of the AFJROTC Modified Khaki's and Polo. REF: AFI 36-2903, 18 JULY 2011, Chapt. 9

G. Trousers/Pants and Belt. The trousers can be pleated without cuffs and khaki in color (Khaki joggers, drawstring pants with elastic cuff, cargo pants, Blue jeans and shorts are not authorized) (see figure 5.16.5)

Pants must have belt loops for black belt with silver clasp. Alternatively, cadets may wear the blue Air Force Belt with silver belt buckle.

Figure 5.16.5: Khaki drawstring pants with elastic cuff **are not authorized**. Sole of the athletic shoe is white. Likewise, cargo pants and combat boots are not authorized.



H. Socks must be crew length (9-12 inches) and will be solid black in color. Ankle socks, low cut socks and quarter length socks are not authorized. See pictures below



White socks are a big NO GO!



NO GO: Ankle socks



NO GO: Grey is visible on sock heel flap

I. Footwear. Footwear. Socks will be black in color. Shoes will be plain black business casual low quarters or plain black athletic style. Combat boots, steel-toed boots, hunting boots, platform shoes, high heel/stilettos, sandals or flip flops are not authorized (see figure 5.16.6).



NOGO: Combat Boots, blue runners, black runners with white sole, white tennis shoes and silver clasp on black basketball shoe

UNIFORM OPTION 5 – CADET PT UNIFORM

The cadet PT uniform will be worn on designated PT days. The PT Uniform will consist of the Air Force PT T-Shirt and Shorts. On cold days, the Air Force issued Sweat Shirt and/or Sweat Pants may be worn over the shirt and/or shorts. The issued PT uniform will be well fitting enough to allow the cadet freedom of movement. The PT T-shirt will be tucked in the shorts/sweat pants.

Appropriate athletic shoes are required with the PT uniform (no flip flops, sandals, or open toed shoes).

If a cadet has a valid excuse for not participating in PT (i.e., doctor's note) they **must wear** their PT Uniform on that day since a grade is given for wearing the appropriate uniform. A grade of zero will be recorded and cadet is unable to participate if a cadet does not wear the PT uniform.



Air Force PT Shirt and Shorts.



Air Force issued Sweat Shirt and Sweat Pants

The Black (Wool) Watch Cap is issued to each cadet and will be worn outdoors during cold weather. Caps are to be worn **outdoors only and fitted properly and squarely on the head as instructed in the classroom.**

Wear of an optional dark blue baseball/sport cap with the Air Force symbol and/or U.S. Air Force or AFJROTC printed/embroidered on the front is authorized during organized/individual PT. Cadet Officer rank will be worn centered on front of baseball cap, if authorized. Cadet Enlisted will not have any rank on their head gear.

NOTE: Baseball caps are **NOT** provided but black watch caps are issued items. Athletic style shoes are **NOT** provided and **NOT** issued items.



Black (Wool) Watch Cap



Sample Baseball Caps

Please refer to attachments in Chapter 7 of the Operational Supplement and AFI 36-2903.

UNIFORM OPTION 6 – CADET AIRMAN BATTLE UNIFORM (ABU)

NAME TAPE: Worn centered and grounded over the right pocket.
AFJROTC TAPE: Worn centered and grounded over the left pocket.
UNIT PATCH: Worn centered on the right pocket.
AFJROTC PATCH: Worn centered on the left pocket.
RANK (Officer and Enlisted) Worn on both the left and right collars, centered on the collar and parallel with bottom of collar; Cadet Airman Basic have no insignia.
SLEEVES: May be worn rolled up or fully extended.
T-SHIRT: Tan/sand color.
BELT: Issued ABU belt.
BOOTS: AF Issue or locally purchased **SAGE GREEN** boots.
HAT: AF Issue ABU hat or AFJROTC ball cap. During cold weather, the black (wool) watch cap may be worn at the discretion of the SASI/ASI per AFI36-2903.

Selected Cadets will be issued the ABU at no cost. Care and cleaning are the responsibility of the cadet and **cleaned according to the sew-in care instructions.**



Option 6 (Example Only)

CADET LIGHTWEIGHT BLUE JACKET

The lightweight blue jacket may be worn with uniform Options 1, 2, and 3. The lightweight jacket may be worn indoors and outdoors however, it will be removed for uniform inspections as appropriate.

While worn, the lightweight jacket must be zipped at least ½ way up. It can be zipped up further and even to the top, but must be at least ½ way up. Additionally, cadets are not permitted to push up the sleeves of the lightweight jacket. If a cadet becomes uncomfortably warm they should remove the jacket.

RANK: Worn on both the right and left collar, centered from left to right, parallel with the outer edge of the collar, and 1 inch from the bottom of the collar.
Rank will be removed when worn with Option 4 (Khakis & Polo).



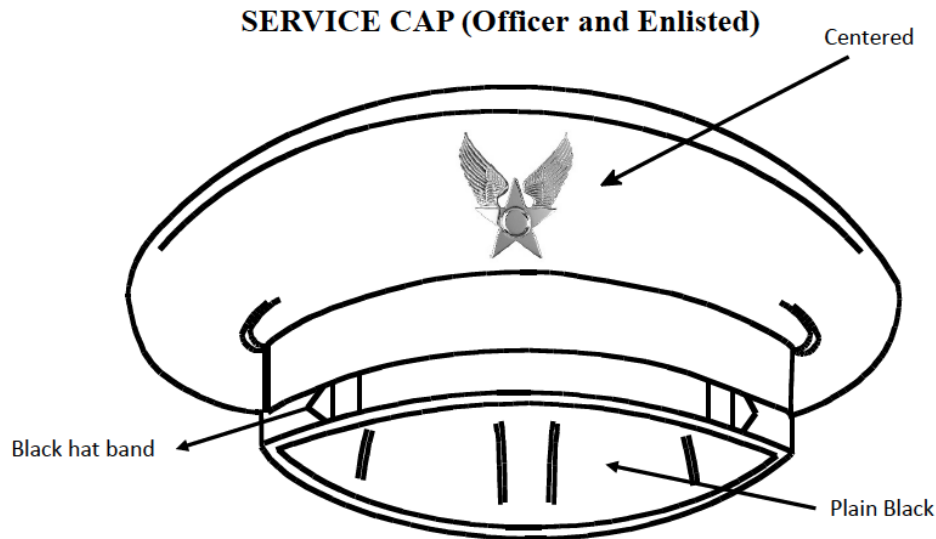
Lightweight Blue Jacket
(Example Only)

Please refer to attachments in Chapter 7 of the Operational Supplement

CADET HEADGEAR

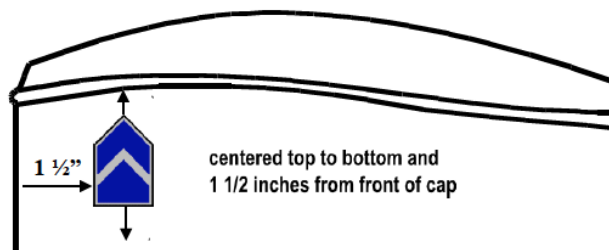
MALE SERVICE CAP: Authorized for wear by the members of the Color Guard only, worn square on the head large cadet officer hat insignia worn centered on front of cap.

CADET MALE HEADGEAR



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.

MALE FLIGHT CAP: Worn square on the head, small cadet officer hat insignia worn on left side of cap, 1 1/2 inches from and parallel to the front edge, centered from top to bottom, cadet enlisted will not wear insignia on the flight cap

FEMALE SERVICE CAP: Authorized for wear by the members of the Color Guard members only, worn square on the head large cadet officer hat insignia worn centered on front of cap.

CADET FEMALE HEADGEAR

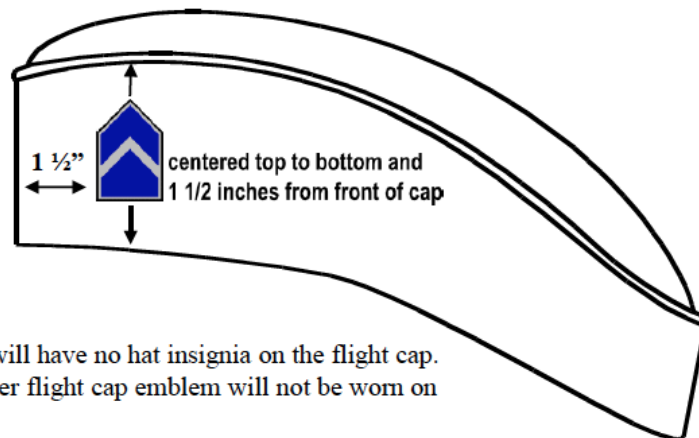
SERVICE CAP (Officer Only)

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.

FEMALE FLIGHT CAP: Worn square on the head, bangs may protrude from front band but must not touch the eye brows, small cadet officer hat insignia worn on left side of cap, 1 1/2 inches from and parallel to the front edge, centered from top to bottom, cadet enlisted will not wear insignia on the flight cap

BERET: Authorized for wear only by the members of the Drill Team and only during competitions. Officer insignia is authorized on the berets for officer cadets and only during competitions.

BERET

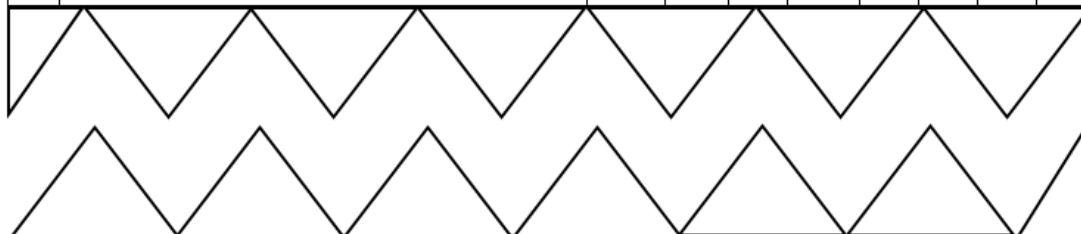


Berets.

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear and the stiffener. Align insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, $\frac{1}{4}$ inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

CADET UNIFORM INSPECTION WEEKLY WORKSHEET

- Uniform inspections are conducted weekly, usually on Wednesdays, unless prescribed otherwise by the SASI or ASI. Cadets should check the daily bulletin board, unit calendar on the GA-938 website, Google Classroom, REMIND.com and daily class announcements.
- There are 40 inspection items. Each number associated with a **discrepancy (-5 points to -100 points)** is the maximum number of points taken out for each discrepancy or infraction. Each inspection item is explained in this chapter. Below is a sample inspection sheet that will be used to inspect all uniform options and the number of points taken for discrepancy (ies).

Uniform Description (Class A's, B's, ABU, Khaki & Polo) Flight, Date		DISCREPANCY	Cadet #1	Cadet #2	Cadet #3	Cadet #4	Cadet #5	Cadet #6	Cadet #7
1	Absent (ABS)*, Excused (EX)**, No Uniform NU				ABS	NU			
2	Uniform – Not Worn (Make up date? MM/DD)	-100							
3	Hat – not worn	-10		X					
4	Hat - Dirty	-5							X
5	Hat insignia – not worn	-10							
6	Hat insignia – improper placement	-5							X
7	Hair – extremely out of standards	-50					X		
8	Hair – close but still out of standards	-15							
9	Hair – faddish, bulk, spots, etc	-5							X
10	Facial hair	-20						X	
									
35	Pants/khakis – ill fitting, too long/short/stains	-10							
36	Shoes/Boots (wrong shoes w/Khaki/No Boots)	-20							
37	Shoes/Boots – not shined, dirty	-10							X
38	Socks – wrong color, type or missing	-10							
39	Discipline – poor: move, talk, gum, etc...	-10							
40	Knowledge – inspection question	-5							
	Total		100	90	0*	0	50	80	75

*A cadet is marked "ABS" (Absent) if they are not present in formation. Cadet will make up the grade the first day back to school (excluding PT days) if absent on uniform day.

** A cadet is marked "EX" (Excused) if they are on a field trip or other school sponsored activity.

For a complete printout of the Uniform Inspection Sheet, please refer to Attachment 11: Cadet Uniform Inspection Grading Rubric

3. The following inspection items **will incur maximum** number of points & overall percentage (out of 100%) if a violation is noted:
- Cover (Hat) (10%)
 - Hair Extremely out of standards (50%) – NOTE: Cadet may be required to remove uniform immediately
 - Shave (20%) – NOTE: Cadet may be required to remove uniform immediately
 - Uniform worn late (40%)
 - Failure to wear all day or removal of uniform without prior authorization from ASI or SASI (100%)
4. Staff members and/or Flight leadership may assist instructors with uniform observations under the following conditions:
- Directly** supervised by a certified instructor within line of sight and ear shot
 - Comply** with all uniform and grooming standards
 - Extensive** experience and knowledge of uniform standards
 - Above** reproach in judgement and decisions
 - Consistently** an example to follow
5. Cadets will not tabulate, control, and have access to weekly final uniform grades.
6. Parents and/or Guardians may be notified when a cadet is not in uniform on inspection day or following an absence. Cadets must wear their uniforms once per week. Cadets showing a trend (**2 or more days**) absent on uniform wear days will require an Instructor, Parent/Guardian, Cadet Conference to resolve. Administration and/or a School Counselor may be required to be present in the conference.
7. Since uniform inspections are a weekly event usually conducted on Wednesdays, any cadet who misses a uniform inspection, must make it up before the next uniform inspection (i.e. next Tuesday). Bear in mind that each day the cadet fails to make up the uniform wear, 10 points will be deducted per day. If the Cadet fails to make up the uniform wear, the zero stays.

AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL



COLONEL

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

CADET ENLISTED RANK

AIRMAN BASIC:
NO RANK INSIGNIA



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



CHIEF
MASTER
SERGEANT

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

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

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

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



Badges/Insignia not listed here are unauthorized for wear.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship
Shield

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

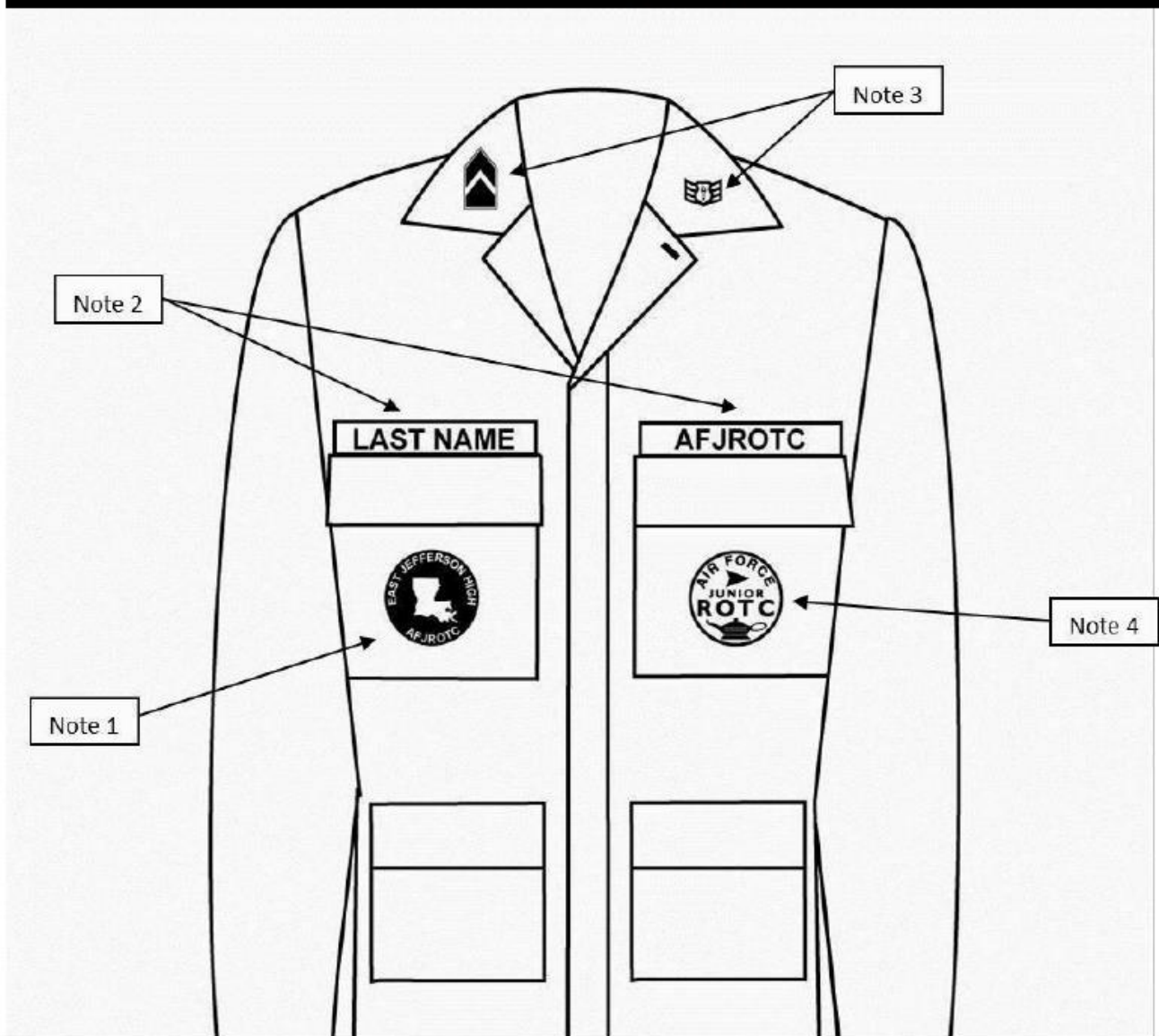
Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

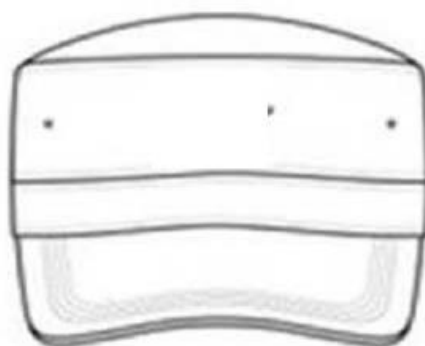
CADET ABU

Male and Female

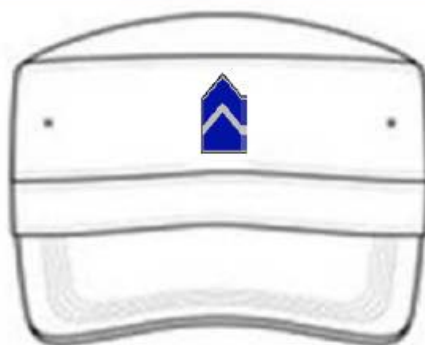


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with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

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.

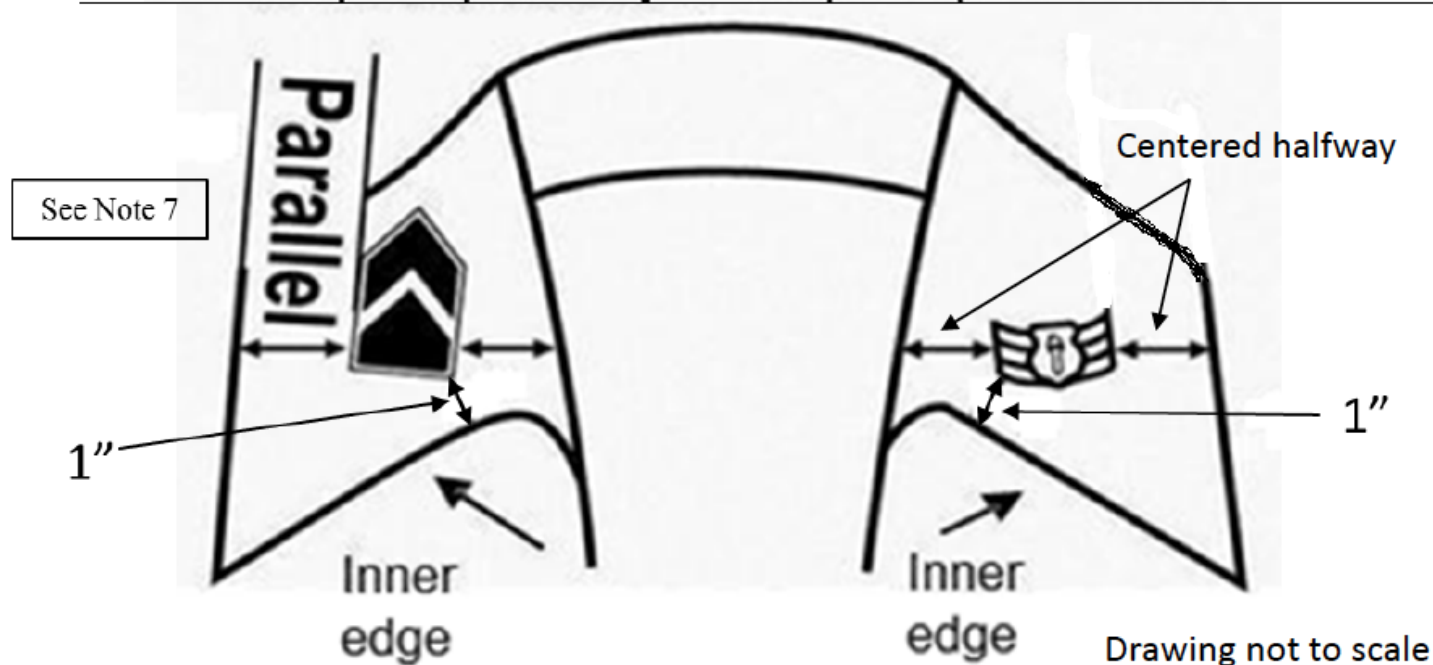
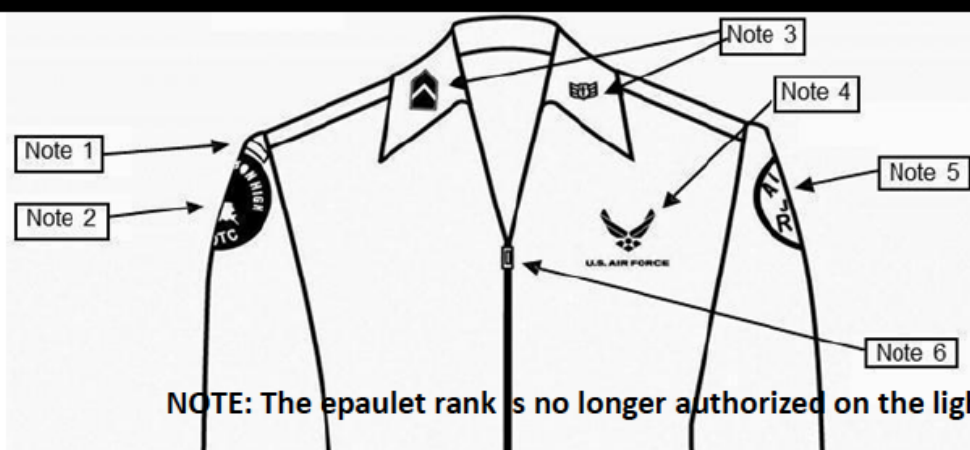


Officers will wear rank insignia on the ABU cap.

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

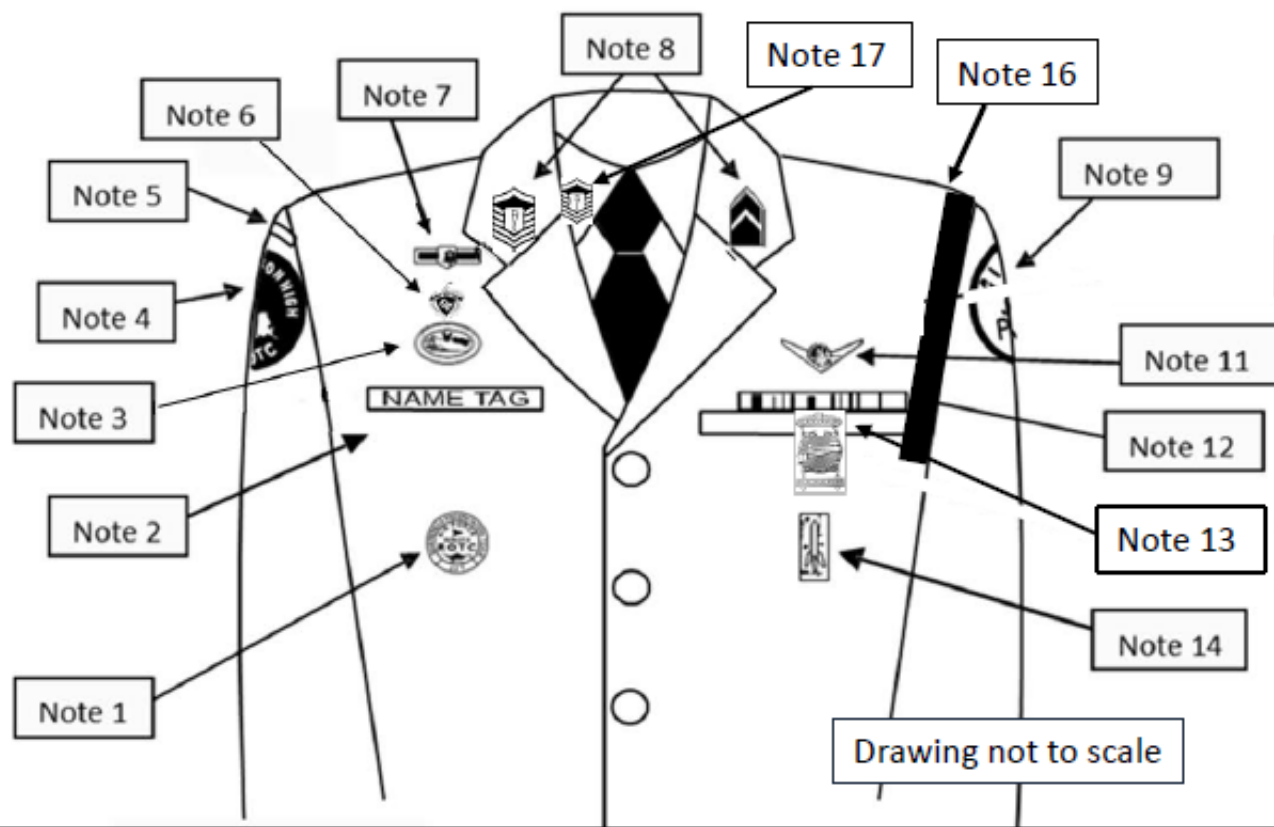
Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.

CADET LIGHT WEIGHT BLUE JACKET



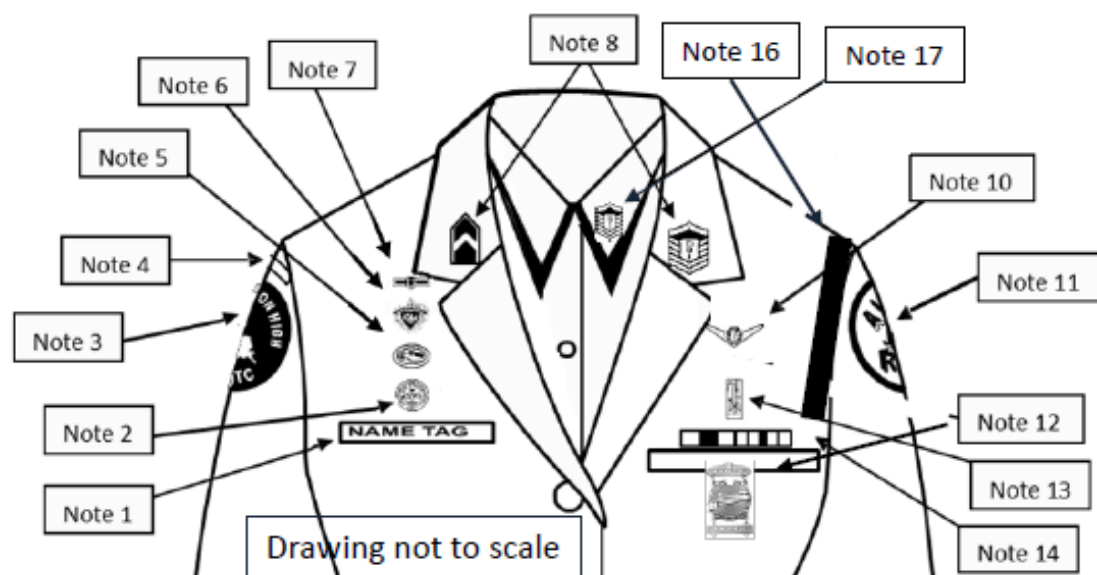
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.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

CADET MALE SERVICE DRESS



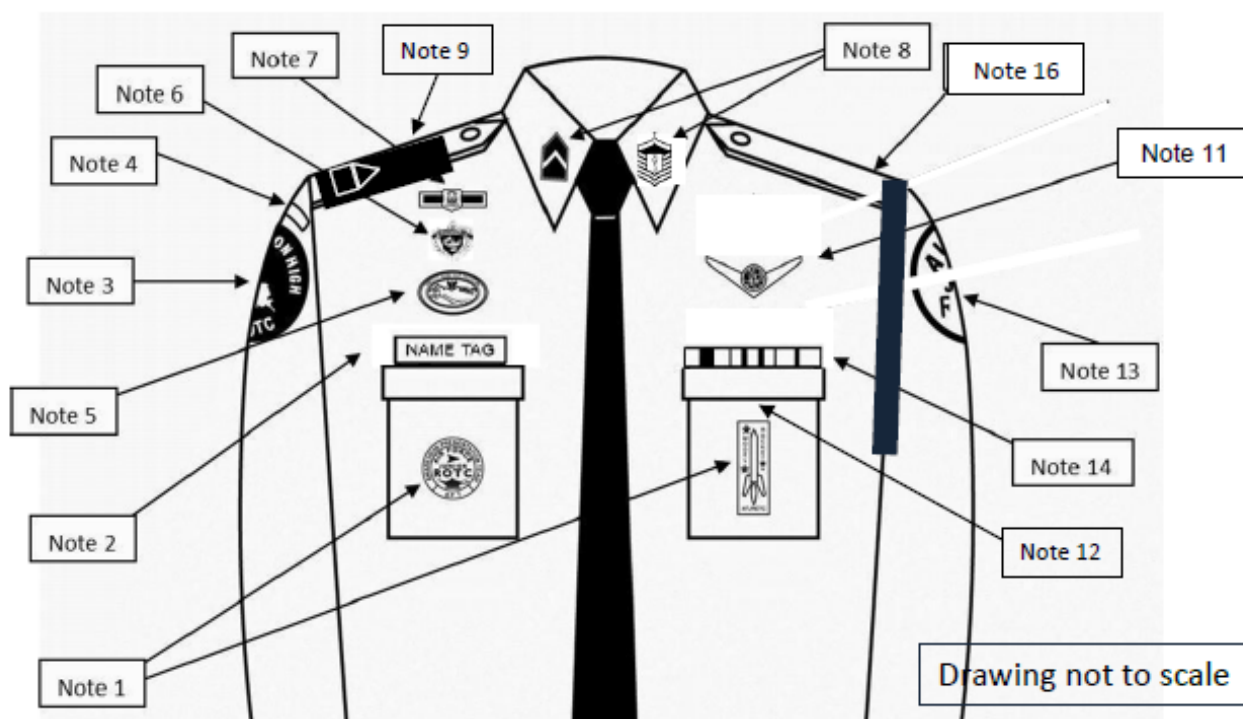
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

CADET FEMALE SERVICE DRESS



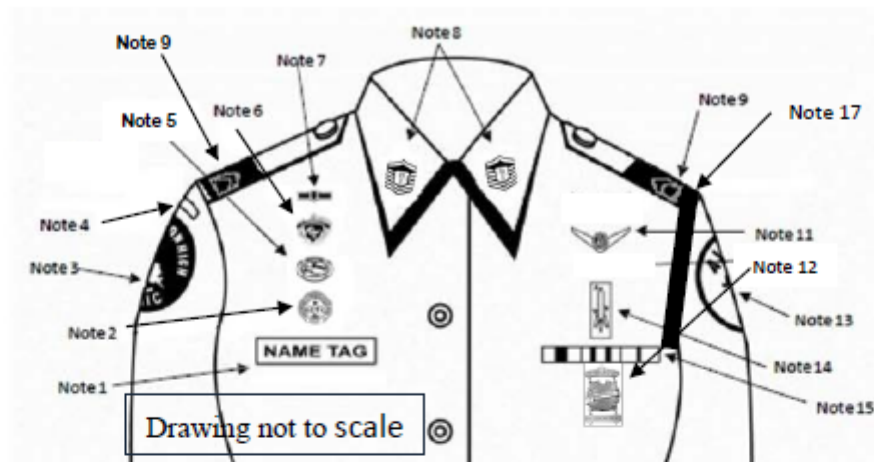
1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center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

CADET MALE BLUE SHIRT



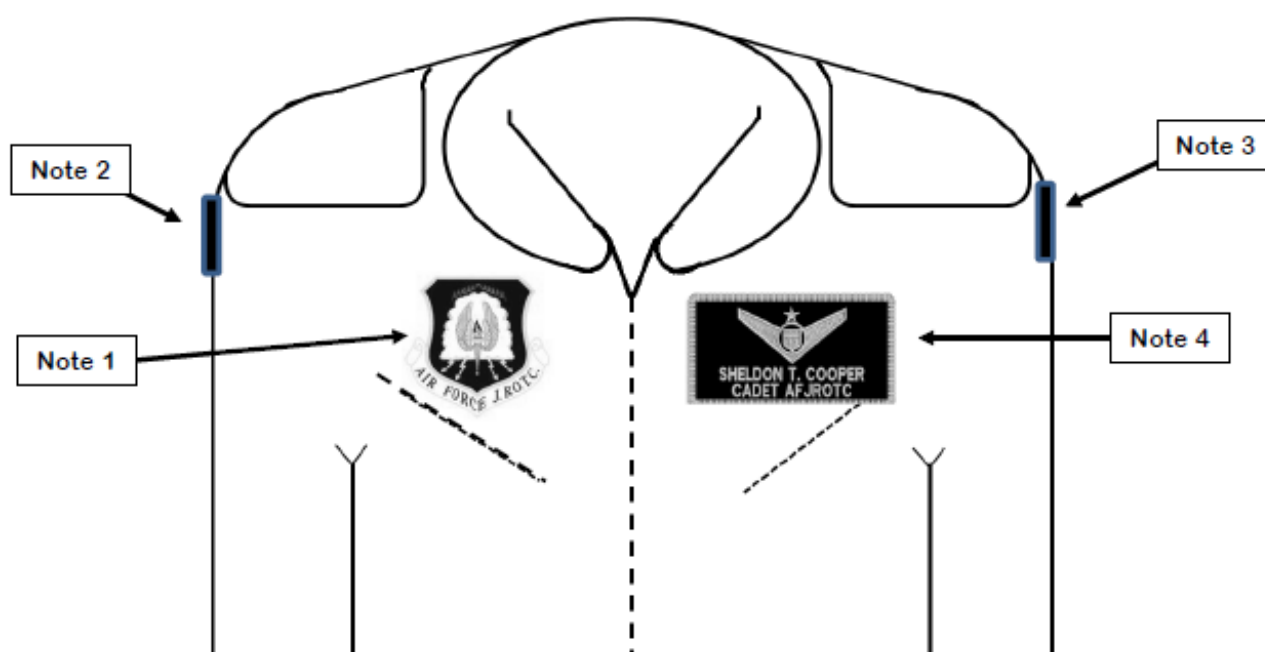
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered 1/2 to 1 inch below the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

CADET FEMALE BLUE SHIRT



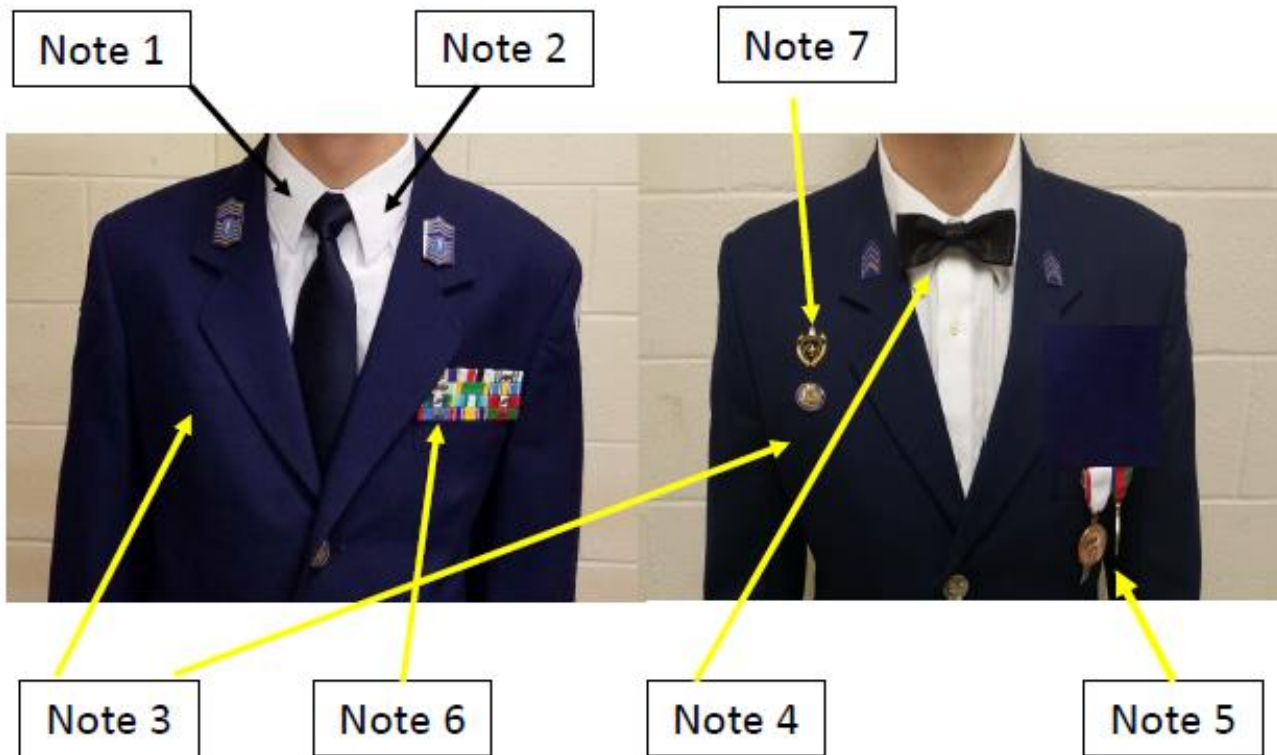
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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

FLIGHT SUIT (Male and Female)



1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear **ONE** ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
3. * American Flag Patch (mandatory) on left shoulder. Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC". Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
5. Flight Suits are authorized for those cadets that are currently enrolled in or that have successfully completed AFJROTC aviation honors ground school, have been awarded the aviation ground school/unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.
 - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
 - Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)

Semi-Formal Dress Uniform



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

Sample Exhibition Uniform



$\frac{3}{4}$ inch
stripe

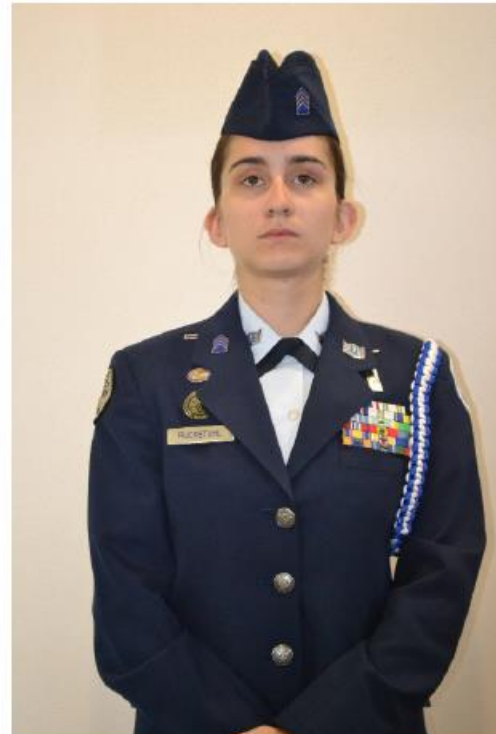
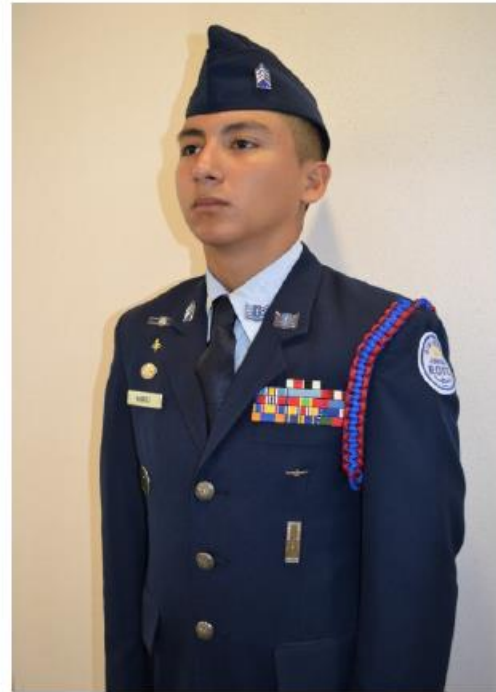
1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Shoulder Cord. Cadets are authorized to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

Sample Exhibition Uniform



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

Sample Uniform Pictures



Sample Uniform Pictures



CHAPTER 9 - CADET PROMOTION SYSTEM

9.1 CADET RANK AND PROMOTION (Permanent V. Temporary Rank):

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

9.1.1 Permanent Rank:

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

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

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

(4) **Note:** Once a cadet officer holds rank for 2 semesters or more and attends at least 1 CLC or Leadership School or reaches their 3rd year, his/her rank becomes their permanent rank. Cadet Officers who do not receive a position for the upcoming school year will retain their rank. These cadets will not be on staff and will not have any of the staff privileges/authorizations. However, they will have the privileges of a cadet officer including signing 341s and receiving salutes.

9.1.2. Temporary Rank:

(1) Cadets may be promoted to one rank presently vacant, based on certain circumstances, such as:

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

(2) Upon recommendations of the Group Commander to recognize clearly superior performance and outstanding leadership potential, the SASI may award special promotions. Most special promotions are limited to non-staff personnel only.

9.1.3. Cadet Demotions:

(1) Any non-group staff cadet, with the recommendation of their Flight Commander and Flight Sergeant, and the approval of their Instructor, can be demoted for failing to perform the duties and responsibilities of their position. The same criteria considered in selecting a cadet for appointment

or promotion: attitude, experience, initiative, maturity, willingness to assume jobs of increased responsibility, trustworthiness, merit/demerit record, academic record, involvement in corps activities, and compliance with AFJROTC appearance and behavior standards, will be considered prior to demotion action.

- (2) Demotion Criteria: Cadets appointed to positions within the Cadet Group will be given a specific time period in which to learn the job. Following that training period, they will be expected to perform satisfactorily.
- (3) Cadets who are unwilling or unable to perform the duties required, or clearly show that they do not intend to accept all the responsibility associated with a position will be removed from that position and awarded the appropriate permanent rank.
- (4) At the SASI's discretion, cadet's receiving an out-of-school suspension may be demoted to his/her permanent rank and removed from any leadership position.
- (5) Permanent and/or temporary rank may be withdrawn due to unsatisfactory performance and behavior as determined by the SASI.

9.1.4. Training and Evaluation System:

- (1) During the second semester, Flight Commanders will become Flight advisors, and Flight sergeants will become temporary Flight Commanders.
- (2) Element leaders or other cadets within the Flight will become temporary flight sergeants. This allows cadets to gain experience in new leadership roles. Flight advisors will advise the temporary Flight Commander and Sergeant on leadership matters concerning their respective Flights. In addition, these cadets will also be looked at as part of the evaluation process for determining future cadet positions. Evaluation forms will be provided to cadet raters to evaluate prospective Flight Commanders and Flight Sergeants. Group Staff cadets will receive an officer evaluation or NCO evaluation at the end of each month starting at the end of September and ending in March.

9.1.5. Second Promotion Cycle:

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

9.2. CADET PROMOTION CYCLE, EVALUATIONS AND PROMOTION BOARD:

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

9.2.1 Cadet Officers Promotions:

Cadet Officers will hold at least one rank below their maximum rank per the UMD for the first school semester. The Cadet Promotion Board will consider cadet officers for promotion to the next rank for the second school semester. The

Group Commander and Command Chief are not eligible for further promotion. All other Group Staff are eligible for promotion. Leadership, grades, and participation in JROTC, position knowledge tests, and community service will be taken into consideration. Other unit-developed criteria may also be used. Results will be presented to the Group Commander. The Group Commander will present the final list to the instructors for review and final approval of the SASI.

9.2.2. Cadet Non-Commissioned Officers Promotions:

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

9.2.3. Promotion for Exceptional Performers:

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

1. Frequency of Promotions:

- a. There will be four promotion cycles each school year, two during each semester.
- b. Special promotions may be made at any time to recognize merit and to fill an organizational need of the cadet corps. These promotions are made on a best-qualified basis, by recommendation of the corps commander and approval of the SASI/ASI.

2. Promotion Criteria:

ASI

- a. For the first promotion cycle each year (Fall Semester), the following criteria apply:
 - (1) AFJROTC grade of 80 or above
 - (2) Passing grade (60 or above) in all other classes. Cadets will not be promoted if they are on the Academically Ineligible List. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.
 - (3) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - Position of attention
 - Parade Rest
 - Present Arms
 - Order Arms
 - Right, Left and About Face
 - (4) Memorization of Phonetic Alphabet (written test)
 - (5) Memorization and reciting the Effingham County AFJROTC Cadet Creed
 - (6) Participation in a minimum of one (1) community service project, and/or a minimum of two (2) community service hours unless exempt by the Corps Commander
 - (7) No active administrative disciplinary actions
 - (8) Demonstrated positive attitude and full effort towards the AFJROTC Program
 - (9) Passing the Promotion Test
- b. For the second promotion cycle each semester, criteria from the first promotion cycle will apply in addition to the following:

- (1) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
- (2) - Forward March
 - Halt
 - Right and Left Flank March
 - To the Rear March
 - Column Right/Left March
 - Eyes Right
 - Ready Front
 - Change Step March
 - Right/Left Step March
- (3) Command of 20-count Drill Sequence (written test)
- (4) Participation in at least three (3) community service events total, and/or a total of six (6) community service hours unless exempt by the Corps Commander
- (5) Demonstrate growth within the PT program

AS2

c. For the first promotion cycle each year (Fall Semester), the following criteria apply:

- (1) AFJROTC grade of 80 or above
- (2) Passing grade in all other classes. Cadets will not be promoted if they are on the Academically Ineligible List. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.
- (3) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - Position of attention
 - Parade Rest
 - Present Arms
 - Order Arms
 - Right, Left and About Face
- (4) Memorization of Phonetic Alphabet (written test)
- (5) Knowledge of Military Time
- (6) Memorization and reciting the Effingham County AFJROTC Cadet Creed
- (7) Participation in a minimum of two (2) community service project, and/or a minimum of four (4) community service hours unless exempt by the Corps Commander
- (8) No active administrative disciplinary actions
- (9) Demonstrated positive attitude and full effort towards the AFJROTC Program
- (10) Passing the Promotion Test

d. For the second promotion cycle each semester, criteria from the first promotion cycle will apply in addition to the following:

- (1) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
- (2) - Forward March
 - Halt
 - Right and Left Flank March
 - To the Rear March
 - Column Right/Left March
 - Eyes Right
 - Ready Front
 - Change Step March
 - Right/Left Step March

- (3) Command of 30-count Drill Sequence (written test)
- (4) Participation in at least four (4) community service events total, and/or a total of eight (8) community service hours unless exempt by the Corps Commander
- (5) Demonstrate growth within the PT program

AS3

e. For the first promotion cycle each year (Fall Semester), the following criteria apply:

- (1) AFJROTC grade of 80 or above
- (2) Passing grade in all other classes. Cadets will not be promoted if they are on the Academically Ineligible List. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.
- (3) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - Position of attention
 - Parade Rest
 - Present Arms
 - Order Arms
 - Right, Left and About Face
- (4) Memorization of Phonetic Alphabet (written test)
- (5) Knowledge of Military Time
- (6) Memorization and reciting the Effingham County AFJROTC Cadet Creed
- (7) Participation in a minimum of three (3) community service project, and/or a minimum of six (6) community service hours unless exempt by the Corps Commander
- (8) No active administrative disciplinary actions
- (9) Demonstrated positive attitude and full effort towards the AFJROTC Program
- (10) Passing the Promotion Test

f. For the second promotion cycle each semester, criteria from the first promotion cycle will apply in addition to the following:

- (1) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
- (2) - Forward March
 - Halt
 - Right and Left Flank March
 - To the Rear March
 - Column Right/Left March
 - Eyes Right
 - Ready Front
 - Change Step March
 - Right/Left Step March
- (3) Command of 30-count Drill Sequence (written test)
- (4) Participation in at least four (4) community service events total, and/or a total of eight (8) community service hours unless exempt by the Corps Commander
- (5) Demonstrate growth within the PT program

AS4+

g. For the first promotion cycle each year (Fall Semester), the following criteria apply:

- (1) AFJROTC grade of 80 or above
- (2) Passing grade in all other classes. Cadets will not be promoted if they are on the Academically Ineligible List. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.
- (3) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - Position of attention
 - Parade Rest
 - Present Arms
 - Order Arms
 - Right, Left and About Face
- (4) Memorization of Phonetic Alphabet (written test)
- (5) Knowledge of Military Time
- (6) Memorization and reciting the Effingham County AFJROTC Cadet Creed
- (7) Participation in a minimum of three (3) community service project, and/or a minimum of six (6) community service hours unless exempt by the Corps Commander
- (8) No active administrative disciplinary actions
- (9) Demonstrated positive attitude and full effort towards the AFJROTC Program
- (10) Passing the Promotion Test
- (11) Merit based

h. For the second promotion cycle each semester, criteria from the first promotion cycle will apply in addition to the following:

- (1) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
- (2) - Forward March
 - Halt
 - Right and Left Flank March
 - To the Rear March
 - Column Right/Left March
 - Eyes Right
 - Ready Front
 - Change Step March
 - Right/Left Step March
- (3) Command of 30-count Drill Sequence (written test)
- (4) Participation in at least four (4) community service events total, and/or a total of eight (8) community service hours unless exempt by the Corps Commander
- (5) Demonstrate growth within the PT program
- (6) Merit based

3. Promotion Board Procedures:

- a. A cadet promotion board will be established prior to each promotion cycle. The board will consist of the SASI, ASI, Corps Commander, and Deputy Corps Commander.
- b. Promotions, demotions and assignments will be documented by publishing written special orders. Action is marked in cadet's file and updated in WINGS.

4. Reduction in Cadet Rank—Students who are on probation, assigned to In/Out School Suspension (ISS/OSS), and/or behave in an inappropriate manner, may be reduced in rank **at any time**. Cadets are expected to conduct themselves in a manner, which brings credit to the corps and school. Misconduct or negligence of duty by cadet leaders will not be condoned. A cadet officer or NCO assigned to ISS may lose their cadet rank and leadership position. The severity of rank reduction will depend on the circumstances in each case as determined by a disciplinary action board. The disciplinary board will be appointed by the SASI/ASI. Each person has an input to determine what action should be

taken to discipline the cadet who has broken the school and/or Unit rules. The cadet(s) being considered for discipline board action may request permission to present and have present those to substantiate their case.

5. Cadet grades are not to be confused with, or used interchangeably with, active duty USAF rank. The word **cadet** will be a part of any written or verbal reference to a specific cadet rank. There are no Colonels or Master Sergeants in the cadet corps - only cadet Colonels and cadet Master Sergeants, etc.

CHAPTER 10 – CADET AWARDS, DECORATIONS, CERTIFICATES OF COMPLETION AND TRAINING

The Cadet Awards and Decorations Program fosters morale, esprit de corps, and recognizes achievements of AFJROTC cadets. The AFJROTC awards program is one which intends to recognize the achievements of deserving cadets. Awards can be earned by cadets who demonstrate scholarship/academic achievement, unusual leadership ability and overall exceptional performance. The guidelines outlined in the AFJROTC Operations Guide will be followed unless additional requirements are listed in this handbook.



10.1 CRITERIA AND ORDER OF PRECEDENCE OF MEDALS AND RIBBONS

1. GOLD VALOR AWARD – Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



2. SILVER VALOR AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



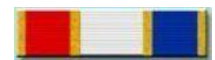
3. CADETHUMANITARIAN AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



4. SILVER STAR COMMUNITY SERVICE WITH EXCELLENCE AWARD. Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



5. COMMUNITY SERVICE WITH EXCELLENCE AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



6. AIR FORCE ASSOCIATION (AFA) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



7. DAEDALIAN AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



8. DAUGHTERS OF THE AMERICAN REVOLUTION AWARD: Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



9. AMERICAN LEGION SCHOLASTIC AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



10. AMERICAN LEGION GENERAL MILITARY EXCELLENCE AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



11. RESERVE OFFICERS ASSOCIATION (ROA) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



12. MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



13. VETERANS OF FOREIGN WARS (VFW) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



14. NATIONAL SOCIETY UNITED STATES DAUGHTERS 1812 AWARD. Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



15. NATIONAL SOJOURNERS AWARD. Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



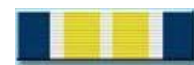
16. Scottish Rite, Southern Jurisdiction Award: Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



17. MILITARY ORDER OF THE PURPLE HEART AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



18. Sons of the American Revolution (SAR) Award. Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



19. MILITARY ORDER OF WORLD WARS AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



20. AMERICAN VETERANS (AMVETS) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



21. AIR FORCE SERGEANTS ASSOCIATION (AFSA) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



22. TUSKEGEE AIRMEN INCORPORATED (TAI) AIR FORCE JROTC CADET AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



23. THE RETIRED ENLISTED ASSOCIATION (TREA) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



24. CELEBRATE FREEDOM FOUNDATION/EMBRY RIDDLE AERONAUTICAL UNIVERSITY JROTC AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



25. AIR COMMANDO ASSOCIATION AWARD. Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



26. DISTINGUISHED UNIT AWARD WITH MERIT (DUAM). Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



27. DISTINGUISHED UNIT AWARD (DUA) - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



28. Outstanding Organization Award (OOA). Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



29. OUTSTANDING FLIGHT RIBBON - Awarded each academic semester to members of the outstanding flight as determined by: consistent uniform wear, attendance, average grades, participation, and productivity.



30. TOP PERFORMER AWARD - The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current cadet corps. All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance. The award will recognize a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's triennial assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school coursework. Significant self-improvement, community involvement, and other accomplishments (in and out of AFJROTC).



NOTE: A SASI may nominate candidates to their respective Area Administrator. Area Administrators will present awards to nominees during their visit unless personal observation of the cadet warrants otherwise. Ribbons will be available from HQ AFJROTC and distributed to the Area Administrators for presentation. The award consists of a certificate and a ribbon, which may be presented by the Area Administrator during the visit or the SASI if the cadet(s) is unavailable due to class scheduling conflict, etc. The ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

31. OUTSTANDING CADET RIBBON - Awarded annually (once a school year) at the SASI's discretion to the outstanding first, second, third, and fourth-year cadets. The recipients must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, attain academic and military excellence, and be involved in the cadet corps.



32. LEADERSHIP RIBBON - Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Limit this ribbon to 5% (percent) of the eligible group to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.



33. ACHIEVEMENT RIBBON - Awarded for a significant achievement in AFJROTC or other school activities/events as deemed appropriate by the SASI. Limit this ribbon to 5% (percent) of the cadet corps. Individuals may not receive more than one ribbon during a 1-year period.



34. SUPERIOR PERFORMANCE RIBBON - Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Limit this ribbon to 10% (percent) of the cadet corps to ensure recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.



35. ACADEMIC RIBBON - Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic semester, in addition to an "A" average in AFJROTC.



36. CADET LEADERSHIP COURSE RIBBON - Is a ribbon awarded for completion of an approved leadership school program of **at least 5 days in duration** (pre-course program duration documented in WINGS is credited toward 5 days). For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class.



37. SPECIAL TEAMS PLACEMENT RIBBON - Awarded to special team members for placing first, second, or third place in an Air Force or Joint Service (National-level) drill meet. Compete at State, AF Nationals, or Armed Forces Nationals.



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



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



40. ORIENTEERING RIBBON - Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. Awarded to team members for placing in the top 25% in an orienteering or Raider Team meet.



41. LEADERSHIP DEVELOPMENT REQUIREMENT LEADERSHIP RIBBON – Is a ribbon awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT, orienteering, drill, color guard teams commander, dining-in chairperson, military ball chairperson, etc.).



42. DRILL TEAM RIBBON - Awarded for distinguished participation in at least 3 drill performances and all drill team practices per academic semester. An oak leaf cluster should be added to this ribbon for each semester of qualifying membership beginning with the second semester. Drill performances include competitions, special school events, and community demonstrations (cumulative).



43. COLOR GUARD RIBBON - Awarded for distinguished participation in all drill meets or completion of 5 color guard details (cumulative) and attended 5 color guard practices per academic semester. An oak leaf cluster should be added to this ribbon for each semester of qualifying membership beginning with the second semester.



44. SABRE TEAM RIBBON – 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.



45. MARKSMANSHIP RIBBON - Cadets must be on the marksmanship team for an entire year season to be eligible to qualify and must have competed in at least 1 marksmanship postal competition. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.



46. GOOD CONDUCT RIBBON - Cadets must not have received a referral (this includes no ISS/OSS and CHOICE) for an entire school semester to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each semester of qualifying membership beginning with the second semester.



47. SERVICE RIBBON - Awarded for distinctive performance in school, community, or AFJROTC service projects (at least 15 hours combined). Limit to members whose active participation in a service project contributed significantly to the goals of the organization. Participation in Drill Teams, Saber Team or Color Guard does not qualify for the service ribbon.



48. HEALTH AND WELLNESS RIBBON - Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who fully participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the 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. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. **However, any cadet who receives a "0" for failing to participate in any part of the Wellness program will not be awarded the ribbon.**



49. RECRUITING RIBBON - Awarded for outstanding effort in support of unit recruiting activities. Cadets can earn the recruiting ribbon in two ways: 1) Actively and directly participate in at least two recruiting events during the school semester or 2) recruit two new members into the program. The new members must remain in the program the entire semester recruited and enrolled.



50. ACTIVITIES RIBBON - Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each semester of membership beginning with the second semester. The SASI awards this ribbon based on information gathered from cadet service tracking log.



51. ATTENDANCE RIBBON - Awarded to cadets with no more than three (3) absents and zero (0) unexcused tardiness from AFJROTC classes in an academic semester. **Cadets may only receive one (1) award annually (school year).**



52. DRESS AND APPEARANCE RIBBON - Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, with each earned uniform grade of 20 points or above. Cadets receiving this award will maintain the highest grooming and dress standards.



53. LONGEVITY RIBBON - Awarded for successful completion of each semester of AFJROTC. **Cadets may only receive one (1) award annually (school year).** An oak leaf cluster should be added to this ribbon for each semester of membership beginning with the second semester.



54. BATAAN DEATH MARCH MEMORIAL HIKE RIBBON – Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II’s Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than 3- days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association’s Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc.



55. PATRIOTIC FLAG RIBBON - Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation’s flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events, Veterans Day, or Memorial Day Ceremonies.



2. Ribbon Devices. Cadets may earn oak leaf clusters for the subsequent award of the same ribbon. Oak leaf come in single, double, triple and quadruple bronze devices indicating the 2nd, 3rd, 4th and 5th award of the same ribbon respectively. A single silver oak leaf is used to indicate the 6th award of the same ribbon. Bronze and Silver stars may be earned for special achievements as indicated in the ribbon descriptions. Displayed devices at the same angle.



Single Bronze



Oak Leaf Cluster (BOLC)



Double BOLC



Triple BOLC

Quadruple BOLC



Single Silver Oak Leaf



Bronze Star Device



Silver Star Device

3. Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature. Medals will only be worn on the Service Dress Uniform (Option 3). Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned 1/2 inch below bottom row of ribbons. Medals are authorized to be worn at the following GA-938th events: Promotion Ceremonies, Parades, Veterans Ceremonies, Military Ball, Awards Banquet, Inspections, and any other event designated by the SASI.

4. Badges (not all inclusive):

Kitty Hawk Order of Honors—The objective of the GA-938 AFJROTC Kitty Hawk Order of Honors is to create an enthusiasm for superior scholarship, to stimulate a desire to serve one’s school, community, and country, to promote trustworthy leadership, and to encourage the development of character in all cadets.



- a. Membership is based upon scholarship, leadership, and character.
- b. Membership is open to sophomore, junior, and senior cadets who have spent one previous semester in the. Cadets must have a scholastic average of at least 95 in Aerospace Science and an average of 85 in other classes with no failures.
- c. Cadets must be recommended for membership by the SASI/ASI.
- d. To be considered for membership and to retain membership once elected, a cadet must have taken and continue to take a full course load (six one unit courses).

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



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



Awareness Presentation Team Badge—Awarded for participation on an Awareness Presentation Team (APT). Members of this team are handpicked by the SASI/ASI to attend recruiting visits to feeder middle schools, normally early in the second semester.



Model Rocketry Badge—Awarded to cadets who have fulfilled model rocketry program requirements including the building, launching and recovery of a rocket. Normally part of the GA-938 AS rotating curriculum.



Aerospace Education Foundation (AEF) Academic Cadet Badge—Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below “C” on their transcript. The individuals must be recommended by the SASI.



AEF BADGE

Distinguished AFJROTC Cadet Badge. The award recognizes one outstanding third-year cadet selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The recipient will hold the following awards prior to selection: a. *Leadership Ribbon* b. *Achievement Ribbon* c. *Superior Performance Ribbon* d. *Academic Ribbon* e. *Leadership Development Requirement* f. *Service Ribbon*



**DISTINGUISHED
CADET BADGE**

5. Cadets receiving Civil Air Patrol (CAP) awards listed - ribbons may be worn by cadets during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon. **a.** 56. General Carl Spaatz Award; **b.** 57. General Ira C. Eaker Award; **c.** 58. Amelia Earhart Award; **d.** 59. General Billy Mitchell Award; **e.** 60. General J.F. Curry Achievement Award.
6. AFJROTC and CAP Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) **Medals will not be worn on regular uniform days or during any type of competition.**
7. AFJROTC cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. **Sister-service JROTC ribbons/medals may not be worn by AFJROTC cadets.** It is up to the SASI to make the best determination as to what sister service ribbons are equivalent to AFJROTC.

10.2. CERTIFICATES OF COMPLETION AND TRAINING

The two certificates cadets may be awarded: The Certificate of Training and the Certificate of Completion. The certificates will be issued based upon 1. Cadet request, 2. All program requirements are satisfied, and 3. Cadets must be in good standing with the AFJROTC instructors.

CERTIFICATE OF COMPLETION

AFJROTC Form 310, *AFJROTC Certificate of Completion*, will be awarded to all cadets for successful completion of **3 academic program years** (semesters) of AFJROTC and **in good standing** as determined and concurred by Instructor(s). AFJROTC instructors administering a 4-year program have the option of issuing an updated Certificate of Completion after 4 academic program years. Benefits: You may be excused from two academic terms of the General Military Course of a college AFROTC Program. This must be arranged with the college ROTC Professor of Aerospace Science at time of enrollment. You may be promoted to the pay grade of E-3 upon graduation from Basic Military Training. (E-2 for Marines). This places you ahead of other personnel enlisting at the same time, and makes you eligible for promotion earlier than other enlistees who enter at the same time.

CERTIFICATE OF TRAINING

All cadets will be awarded an AF Form 1256, *Certificate of Training*, for successful completion of 2 academic program years of AFJROTC with both SASI and ASI concurrence. Benefits: You may be excused from one academic term of the General Military Course of a college AFROTC Program. This must be arranged with the college ROTC Professor of Aerospace Science at time of enrollment.

10.3 GA-938 UNIT AWARDS (Cadet of the Month, Quarter, Year; Honor Flight)

10.3.1. PURPOSE. Establish the requirements for the award of the Cadet of the Month and Quarter Awards. The following awards are cadet owned and awarded with the exception of the “Graduation Stoles.” Cadet leadership will determine award recipients through objective and subjective evaluation(s) as determined by the Cadet Corps and Cadet Deputy Corps Commanders. Each award winner is entitled to a Certificate of Appreciation and award as determined by Cadet Leadership.

10.3.1.1. Hard Charger Award: This is awarded once a month to a cadet who perseveres through all obstacles, motivates fellow cadets, excels in classes and has an enthusiastic attitude.

10.3.1.2. Cadet of the Month Award: The Cadet of the Month is someone who is proficient with grades in uniform wear, classwork, and participation. The cadet also shows an amount of leadership in the classroom or corp. The cadet does not have to have an assigned leadership role but show some type of leadership. The cadet also participates in afterschool activities and in the classroom. A cadet cannot be a cadet of the month twice in a row but at different times.

10.3.1.3. Cadet of the Quarter Award: The Cadet of the Quarter is someone who is overall proficient with grades in uniform wear, classwork, and participation for the preceding three months. The cadet also shows an amount of leadership in the classroom or corp. The cadet does not have to have an assigned leadership role but show some type of leadership. The cadet also participates in afterschool activities and in the classroom. A cadet cannot be a cadet of the quarter twice in a row but at different times.

10.3.1.4. Outstanding Cadet Award. This award program promotes personal excellence and teamwork. The cadet chain of command will nominate individuals in each AS-year to the Cadet Corps Commander. The SASI and ASI will review the recommendations and designate the outstanding cadets based on the “whole person” concept, which includes academic excellence; teamwork; uniform wear and personal appearance; school, community, and corps involvement; and personal conduct.

10.3.1.5. Outstanding Flight Award (Honor Flight). The Outstanding Flight Award recognizes the flight that works as a team to excel in AFJROTC academics, uniform wear and personal appearance, and drill competition during the semester. The overall academics, uniform wear, and personal appearance score will be the average for all flight members. Competitions will take into consideration flights with a higher percentage of upper class cadets. The drill sequence for the drill competition will be given to each flight commander early in the semester and practice times will be set aside during the semester. The SASI and ASI will select the outstanding flight at the end of the first semester and prior to the annual awards ceremony in the spring.

10.3.2. REQUIREMENTS.

A. A Cadet of the Quarter (COQ) will be selected each academic Quarter from the Quarter's Cadet of the Month award (COM) winners from each flight. Eligibility requirements:

- 1) Attain at least a "A" average in AFJROTC class and a "C" average overall for all classes for the quarter that just ended.
- 2) Must display a positive attitude toward AFJROTC by:
- 3) Not having any unexcused, missed uniform wear-days for the quarter just ended.
 - (a) Participate in at least 50% of all corps extra-curricular activities for the quarter just ended.
 - (b) Participating in at least one week of flag detail and one Presentation Color Guard performance (if any were scheduled).
 - (c) Must have had **NO** ISS or OSS this period.
- (4) Must be an AS-1, AS-2, AS-3, or AS-3H Cadet.

B. A Cadet of the Month (COM) will be selected from each AS-1, AS-2, AS-3, and AS-3H flight. AS-1, AS-2, AS-3, and AS-3H Flight CCs nominate their top two cadets, with letters of justification, to the Squadron CC in accordance with the following timelines:

Aug-Sep COM nominations due 24 Sep 21

COM Board will convene 1 Oct 21

Oct COM nominations due 29 Oct 21

COM Board will convene 5 Nov 21

Nov COM nominations due 26 Nov 21

COM Board will convene 3 Dec 21

S1 COQ Board will convene 17 Dec 21

Jan-Feb COM nominations due 25 Feb 22

COM Board will convene 4 Mar 22

Mar COM nominations due 25 Mar 22

COM Board will convene 1 Apr 22

Apr COM nominations due 29 Apr 22

COM Board will convene 6 May 22

S2 COQ Board will convene 20 May 22

10.3.3. PROCEDURES.

1. The Squadron Commander or appointee will convene a selection board to select the COM and COQ.
2. The selection board will consist of the CSn/CC, the CSn/CV, and one other staff member selected by the CSn/CC. The third member of the board may serve for a quarter or Quarter at the discretion of the CSn/CC.
3. The board will restrict itself to a maximum of ten minutes of interview time per candidate. Each board member may ask the candidates one question each. Board members will submit their questions to the CSn/CC prior to the convening of the board. Questions may deal with any aspect of the corps appropriate to the knowledge and skill level of the Cadet's AFJROTC year. Questions of a personal nature are not permitted.
4. Board members will use a score sheet to score each COM/COQ nominee. Items which will be considered in scoring are (a) reporting in to the board, (b) dress and appearance, (c) military bearing, (d) accuracy of responses to questions, (e) communicative skills, (f) reporting out. The scores of all three judges for each candidate will be added; the winner will be the Cadet with the highest total score. Tie breakers (if necessary) are, in order of precedence, the highest scores in dress and appearance, military bearing, accuracy of responses, reporting in, reporting out, and communicative skills.

10.3.4. AWARD. The Cadet of the Month Award will consist of a certificate, the award of the Superior Performance Ribbon, and the cadet will receive points toward the school letter. The Cadet of the Month for the Squadron will be authorized to wear the thick purple fourragère with aiguillettes, whereas the Cadet of the Month for each Flight will be wearing the thin purple fourragère. The Fourragère must be surrendered at the end of the designated month to the new Cadet of the Month. The Cadet of the Quarter Award will consist of a certificate, the award of the Achievement Ribbon, and the cadet will receive points toward the school letter.

10.4 EFFINGHAM COUNTY HIGH SCHOOL AFJROTC VARSITY LETTER

10.4.1 Purpose. The Effingham County High School AFJROTC Letter recognizes cadets who have substantially contributed to the organization, demonstrated leadership, academic aptitude and a desire to serve their community. For a cadet to earn a recommendation for a varsity letter, they must meet the following requirements:

- a) Completed two full years of AFJROTC.
- b) Cadet must attain an AFJROTC grade of "A" each academic quarter.
- c) Completed an AFJROTC Summer Leadership School.
- d) Successfully serve in a unit leadership position for at least one semester.
- e) Earned at least three ribbons during each school year.
- f) Earned at least seven distinct ribbons.
- g) Completed 30 service hours.
- h) Cadet must accumulate letter 100 points during the school year. Cadets should record events on a Letter Point Checklist and submit through the chain of command for approval.
- i) Be in good school academic standing with at least a "B" Average in AFJROTC with no F's or U's in any other course for the semester preceding the award of the jacket. Good citizenship and being a positive role model in all classes is paramount: No JROTC Honor Code violations and No behavior that reflects negatively on ECHS or the AFJROTC program

Points will be awarded as follows.

1. Grade of A or B in all classes (all quarters).....	20
2. Special Team Competition (must participate) (each)	15
3. Presentation Color Guard Performance (each)	5
4. Orienteering Meet (each).....	5
5. Cadet Citadel Leadership Course (CLC) (previous summer)	40
6. National AFJROTC Award Winner	25
7. AFJROTC Sponsored Community Service Project /Awareness (each)	10
8. Cadet of the Semester	15
9. Cadet of the Month	10
10. AFJROTC Committee Member (Military Ball, etc.) (each)	5
11. Voice of Democracy Essay (Top 3 in unit)	15
12. Each merit achieved by end of school year.....	1
13. Drill, Raider, Drone, Postal Marksmanship Team Competition (each)	5
14. Building of Aero Scale Model (Easy/Medium/Difficult).....	5/ 10/ 20
15. Presentation of Saber Team (each)	10
16. Participation in a recruitment event.....	10


10.4.2 Approved by the SASI. The award of the AFJROTC Varsity Letter represents Effingham County High School and AFJROTC. The highest standards must be maintained. A cadet could meet the basic requirements, but not meet the “Whole-Person Concept”. Cadets not meeting the “Whole-Person Concept,” which involves overall attitude, moral character, self-discipline, respect for law and authority, personal behavior, military bearing, honor and integrity, will not be recommended for the Varsity Letter Award.

10.4.3 Tracking Service Points. Each cadet is responsible for tracking their own service points and providing the information to the Personnel Flight Commander. The Personnel Flight Commander is responsible for reporting on the status of cadets attempting to earn an AFJROTC Varsity Letter. For more details, see [ATTACHMENT 18 - ACTIVITY POINTS](#)

10.5 GRADUATION HONOR STOLE, HONOR CHORD AND AFJROTC MEDALLON

10.5.1. Graduation Honor Stole:


- Must be JROTC in your senior year
- Must have been in JROTC for at least 3 of the 4 years of high school (exceptions may be made for those who did not enter JROTC until their junior year of high school.)
- Must have a 90 average in JROTC and no less than an 80 in all other classes as a senior by the end of March
- Must complete at least 8 community services per year totaling 20 hours, or 4 community services totaling 12 hours, plus documented membership/regular attendance in at least one extracurricular JROTC club or activity
- Must not have been a disciplinary problem in JROTC or other classes (NO ISS/OSS, or detentions other than for tardies)

	<p align="center"><u>Number of C.S. Events to Complete</u></p>
	<p>4 years of AFJROTC X 8 C.S. Events = 32 Events 3 years of AFJROTC X 8 C.S. Events = 24 Events 2 years of AFJROTC X 8 C.S. Events = 16 Events</p>
	<p align="center"><u>Number of C.S. Hours to Complete</u></p>
	<p>4 years of AFJROTC X 20 C.S. Hours = 80 Hours 3 years of AFJROTC X 20 C.S. Hours = 60 Hours 2 years of AFJROTC X 20 C.S. Hours = 40 Hours</p>

10.5.2. Graduation Honor Stole with Distinction:

- All of the above criteria must be met with the additional criteria of having a 95% or higher average in JROTC.

10.5.3. Honor Cord (Intertwined Blue and Gray):

	<p>Must have held the position of corps or vice-corps commander during their senior year.</p>
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10.5.4. AFJROTC Medallion with Red and Blue Neck Ribbon

- The SASI and ASI will review the performance of cadets and award either the silver or gold medallion based on the number of years they have taken AFJROTC. Cadets who have completed three years of AFJROTC are eligible for the silver medallion. Cadets who have completed four years of AFJROTC are eligible for the gold medallion. Cadets are evaluated on the “whole person” concept, which includes academics; teamwork; uniform wear and personal appearance; school, community, corps involvement; and personal conduct.



Silver Medallion

10.5.6 Folker Award

As directed by Ms. Julia Folker, two cadets will be selected each year to receive the Folker award. The SASI and ASI will select 2 deserving cadets, based on non-academic criteria. Each cadet will receive a certificate to honor Ms. Folker and her husband.

CHAPTER 11 - CORPS COMMUNICATIONS

1. **Bulletin Boards**—The cadet bulletin boards will be used for posting official notices, i.e. policies, official club notices, meetings, detail listings, formation notices, current items on scholarships, staff positions, and other pertinent corps correspondence. ***It is the responsibility of each GA-938 cadet to read the bulletin boards daily.*** The bulletin boards will always be kept current and is the responsibility of the Public Affairs Officer and NCOs. All notices placed on the board **MUST** be typed, and approved by the SASI, ASI, c/CC or c/CD.
2. Current uniform wear and ribbon charts will also be on permanent display on the unit bulletin board.
3. Cadets desiring to post a notice on the bulletin board must submit it to SASI/ASI. All notices must be **TYPED** in final format prior to submission, and must be submitted a minimum of **two days prior** to the date the notice concerns.
4. **Sign-up Lists**—All sign-up lists must be typed and include the following information: date(s), time(s), location, uniform required, project officer name and signature, and any other pertinent information. While there is normally no restriction on the amount of times a cadet may volunteer for events, cadets are reminded that all cadets should have the opportunity to participate in events. This is up to the squadron and Flight Commanders and flight sergeants to monitor. Cadets should not sign up for events unless they are certain they can participate. If a cadet signs-up, but later learns that they will not be able to attend the event, they are to immediately line through their name on the list and notify their Flight Commander and/or the project officer.
5. **Duty Roster Scheduling**—A duty roster is a list of staffing requirements (duties) for a calendar period which specifies an event the organization hosts and the people assigned to perform those duties. All cadets are earmarked to participate or assist in specific duties (i.e. daily raising and lowering of the flags, Color Guard during the football season, Blood Drive, etc...). The duty roster will be posted four (4) weeks in advance. Each of these duties count towards community service. **It is the responsibility of each cadet to read the duty roster posted on the bulletin board in their classroom.** If a cadet's name is posted on the duty roster, then the cadet is responsible to be at that event/function on that specific day. Primary and Alternate Duty: If the primary person is absent due to illness or some other valid reason on their designated duty day, the alternate person for the following week will take its place. Missing a duty does not excuse the primary person. The primary will fill in for the alternate person who covered them.
6. **Classroom Announcements**—It is the responsibility of each Flight Commander/sergeant to read to their flight the announcements on the bulletin board in their classroom. If a cadet is briefed by the flight sergeant that he/she is to participate in a scheduled event, then the cadet is responsible to be at that meeting/event. Each cadet is also responsible for reading the bulletin board. If the Flight Commander/sergeant fails to read the announcement, the cadet involved is still responsible to read the bulletin board.

CHAPTER 12 - COMMUNITY SERVICE POLICY

1. Community Service Hours are all hours that the cadet performs in service to the community and school as a member of AFJROTC. These include but are not limited to: Orphanages, Elderly Homes, local chapel and Red Cross, Thrift shop, food drives, community parades, color guard details for the community, etc.
2. The following are expectations for volunteering:
 - a. Cadets are encouraged to sign up and participate in community service. Cadets may also bring forward ideas for community service projects for the corps to participate in these ideas should be routed through the Flight Commanders up the chain of command, or during cadet staff meetings.
 - b. When signing up for a community service event, cadets will be required to provide a phone number (cell or home.) Many community service events take place during the evenings and weekends and it is important to be able to communicate any changes to those who have volunteered. Also, project officers should place their phone number on the sign up list so that volunteers may communicate with them or ask any questions. If a cadet signs up for an event and later learns that they will not be able to participate (prior to the event) they must notify the project officer and mark their name off the sign up list. If circumstances prevent a cadet from showing up for an event, they must make every effort to notify the project officer.
 - c. Eligibility. All cadets are eligible to sign up for events if they meet the criteria listed on the sign-up list. However, cadets who are on the List for Academic Ineligibility **must have instructor approval before signing-up.**
 - d. Failure to Show. Cadets must understand the personal responsibility that goes along with volunteering for community service projects. Do not sign up for a project unless you are certain you are able to attend and participate. Cadets can copy down project details or take pictures with their phones to verify their availability before signing up. If a cadet fails to show up for a community service event, they may be subject to disciplinary action within the unit discipline management plan, and may suffer consequences such as demotion and not being allowed to participate in future events.
 - e. Credit for Community Service Time. In the cases of events with a large amount of cadet participation, the **project officer is responsible** for recording attendance, time served, and updating the event in WINGS. If this process is not followed, cadets should send a request (written/electronic) and turn it in to the appropriate project officer, Flight Commander, team commander, or instructor. The project officer/Flight Commander/team commander/SASI/ASI approves the form and submits it to the personnel officer/staff to enter into WINGS. The form is then filed in the cadet's record.
3. Community Service events are AFJROTC-sponsored and school-approved events. These are: planned by the cadet corps; organized & executed by the cadet corps, and **supervised by a certified AFJROTC instructor.**

NOTE: Units will only annotate in WINGS those Community Service activities which meet these criteria.

4. Community Service **NOT** AFJROTC-sponsored activities. Community service hours under this provision must be tracked manually and placed in each cadet's record. Hours earned under this provision **will not be entered into WINGS.** Hours earned will be credited to ribbons and awards as outlined in this cadet guide and/or Cadet Operations Supplement Chapter 7, Awards and Uniform Wear.

CHAPTER 13 - AFJROTC LEADERSHIP DEVELOPMENT REQUIREMENT ACTIVITIES/CADET LEADERSHIP COURSE/COMMUNITY SERVICE/FIELD TRIPS

1. The Effingham County AFJROTC participates in a variety of **Leadership Development Requirement (LDR) activities**. Parades, drill meets, the annual Military Ball, awards ceremony and the Pass in Review during parades are just some of the yearly activities. Following are **some of the clubs and varied activities**:

- a. Unarmed Drill Team -Performs regulation and exhibition unarmed drill (Drill without Arms)
- b. Armed Drill Team - Performs regulation and exhibition armed drill using demilitarized and/or facsimile weapons
- c. Color Guard -Performs regulation color guard drill and escorts the national and other colors during school sporting events and other special functions
- d. Honor Guard - Performs at the homecoming game, military ball, dining out and other special functions.
- e. Raider Team (Physical Fitness) – Performs individual and team fitness and challenge events during and after school
- f. Multicopter Team – Fly the school owned muticopter (Unmanned Aerial Vehicles) and Remote Controlled Aircraft
- g. Marksmanship Team – Train on air rifles and perform on teams in challenges and competitions
- h. Other Teams and Clubs are noted in the LDR standards sheet in Attachment 14.

2. AIR FORCE JUNIOR ROTC CADET LEADERSHIP COURSE (CLC)

a. The mission of the CLC is to prepare rising cadets for cadet officer leadership positions. CLC is an intense weeklong training program conducted in June on the campus of The Citadel in Charleston, South Carolina. Each year's attendees are the most qualified cadets selected by the Aerospace Science instructors from the cadet corps. All CLC graduates are appointed to GA-938 leadership positions.

b. CLC at The Citadel is a weeklong leadership school held each year in Charleston, South Carolina. Approximately 250-300 AFJROTC cadets will face a challenging and demanding training schedules that includes orienteering, obstacle course, confidence course, marksmanship, academics, drill and ceremonies, physical fitness, and team sports. Cadets will be evaluated throughout the week on the various training provided. All activities and evaluations are supervised by AFJROTC instructors and will be assisted by Active Duty, Guard, and Reserve personnel. The week will conclude with a graduation and award ceremony on The Citadel Parade Field

3. **Field Trips (Curriculum-in-Action (CIA) Trips)** — is an activity designed to promote and reinforce classroom learning off school grounds. GA-938 cadets participate in numerous off-site CIA events. Each semester, the GA-938 Corps of Cadets officers determine the CIA events. **The planning, organizing, coordinating, fundraising, and execution of CIA events are the sole responsibility of the cadet corps leaders and supervised by Instructors.** An attempt will be made to provide at least one CIA trip for every Effingham County AFJROTC cadet each semester. These trips will be used to enhance the classroom and cadet experience, and expose cadets to military, historical, and aerospace industries. Each cadet ***must*** have a parental permission form on file ***prior*** to departure on any CIA or other sponsored trip. Cadets must be in good academic and disciplinary standing to participate in CIA activities.

4. **Events.** All Leadership Development Requirements (LDR), community service activities, CIA trips, fundraisers and competitions will be annotated in the WINGS "Events" Module **within one week** of the event to maintain accurate and up-to-date information throughout the school year.

a. **LDR activities are AFJROTC-sponsored and school-approved teams and/or committees that normally plan or participate in events conducted outside classroom hours (before school/after school). These events are planned, organized and executed by the cadet corps while being supervised by a certified AFJROTC Instructor.** These events are also used to lead up to a larger project or community service project and/or event.

b. **Community Service.** Community Service is defined as voluntary, unpaid work intended to help or benefit a person, or persons, in a particular area. **AFJROTC Community Service activities are unpaid AFJROTC-sponsored and**

school-approved events which are planned, organized and executed by the cadet corps while being supervised by a certified AFJROTC instructor to help or benefit the school or community.

c. When an AFJROTC unit conducts a **fundraising** activity for the monetary benefit of the unit, it will be annotated in WINGS as a “Fundraiser.” When a fundraising activity is accomplished solely to raise money for another entity/organization, the event would meet the required criteria for a community service event. On campus fundraiser activities must be school approved prior to the activity.

CHAPTER 14 - CADET WELLNESS PROGRAM AND PHYSICAL FITNESS TEST

1. The Cadet Health and Wellness Program (CHWP) is a key component of the total cadet experience that represents 20% of the overall AFJROTC grade. Through this program, cadets will learn proper fitness and nutrition information and techniques. They will be given the opportunity to develop a sustained, healthy lifestyle. The CHWP is not optional for cadets to participate in and parents ***must*** indicate that they do not wish for their child to participate on the permission form. Cadets are graded for their participation in the wellness program based on “dressing out,” participation, and effort...no grades are given for the amount of repetitions or times of runs. This program is also used to build teamwork and esprit de corps within the unit.
2. The CHWP at Effingham County High School will consist of three main areas of study/practice:
 - a. Classroom Instruction – this will consist of a look at a variety of topics to include, nutrition and diets, types and effects of exercise programs, importance of rest and sleep, etc.
 - b. Team Sports – will include activities designed to get all cadets involved in fun exercise designed around team building and camaraderie.
 - c. Fitness Assessment and Workouts – this process will include an initial assessment to determine fitness level, planned exercises and workouts to improve total fitness, and follow-up assessments to determine progress.
3. The new AFJROTC Physical Fitness Test (PFT) will consist of three (3) components: the push-ups, sit ups and 1 Mile Run. Cadet Parental Consent Forms **must have been completed and turned in prior to testing**. The new AFJROTC Physical Fitness Test (PFT) Instructions document can be retrieved from the ECHS AFJROTC web page or WINGS | Published Files | JROTC | Wellness Program. It is a very short, 3-page document describing how to accomplish the 3 PFT exercises (pushups, sit-ups, & run) and a score sheet. Both the pushup and sit-up events are timed for 60 seconds each without a metronome. Only those pushups and sit-ups performed with proper form will be recorded. In preparation for the summer Cadet Leadership Course (CLC), male Cadets must strive to accomplish the one mile run in under 8 minutes and female cadets must strive to accomplish the one mile run under 10 minutes. Annually, the cadets (one male and one female) with the best PFT scores, will be presented with a ribbon, medal and plaque during the Military Ball –Award Ceremony (Fleet Foot Award).
4. The old "Presidential Fitness Test" does not exist anymore.
5. **Flight PT Leader Procedures**—Wellness Officer will choose a PT Leader. The flight PT Leader is responsible for ensuring the flight is aware of the planned activity for the week, accounting for those who dress out and fully participate in wellness activities, accounting for and recording repetitions and times during exercises, and recording repetitions and times in WINGS. The Physical Fitness Officer/NCO will manage and direct the CHWP. Wellness Training will normally be conducted once a week on Fridays. Cadets will receive two daily grades; one for uniform wear (JROTC T-shirt, shorts, and athletic shoes), and the other for participation and progress in the wellness training exercises. Cadets who do not wear the issued AF PT uniform or refuse to participate will receive a “0” for the day for each grade. Only cadets with a medical excuse will be exempt from participation, but are required to dress out and help with other duties as designated by the instructor. Since PT is only held once a week, cadets who are absent, can turn in to the ASI or SASI a Physical Training Make Up Assignment Letter (see Attachment 13 for more details).
6. Prior to starting the CHWP, cadets must take the PPF assessment to determine their physical fitness level. AFJROTC Instructors will also conduct a final assessment to determine the cadet’s overall improvement at the end of the Academic Year.

7. **Physical Training Uniform (PTU)** and **Improved Physical Training Uniform (IPTU)**. The PTU refers to the existing PT uniform items and IPTU refers to the improved PT uniform items. The PTU and IPTU are authorized for wear by Air Force JROTC cadets. Each cadet will be issued one (1) set at their initial entry into the AFJROTC Program. The set consists of a Grey T-Shirt and Shorts. During the month of October, Cadets will be issued their cold weather PT Gear (Grey sweat shirt, Grey sweat pants and black wool watch cap). Cadets are expected to wear their issued PTU and IPTU on PT days (usually Fridays) and bring a hygiene kit. Standards for the grading and wear of the PTU and/or IPTU are listed in Attachment 11. Refer to Section 8.8 and AFI 36-2903, Chapter 7 (Physical Training Uniform on page 101) for proper wear guidance.

8. . EXERCISE AND SAFETY

Exercises

Squats: Stand with your head facing forward and your chest held up and out. Place your feet shoulder-width apart. Extend your hands straight out in front of you to help keep your balance. You can also bend the elbows or clasp the fingers. Sit back and down like you're sitting into an imaginary chair without letting your knees pass your toes. Keep your body tight, and push through your heels to bring yourself back to the starting position.



Russian Twist: Lie down on the floor placing your feet off the ground. Your arms should be fully extended in front of you perpendicular to your torso and with the hands clasped. This is the starting position. Twist your torso to the right side until your arms are parallel with the floor while breathing out. Hold the contraction for a second and move back to the starting position while breathing out. Now move to the opposite side performing the same techniques you applied to the right side.

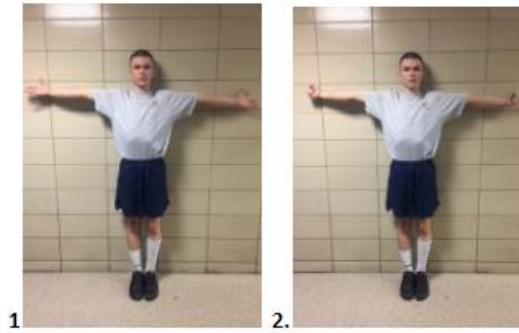


Push-Ups: Keep torso straight and head aligned with spine throughout the Push-Ups: Keep torso straight and head aligned with spine throughout the exercise. Lower yourself until your chest comes within 3-5 inches from the floor; (your upper arm should be parallel with the ground). Press back to starting position. You must rest in the up position.

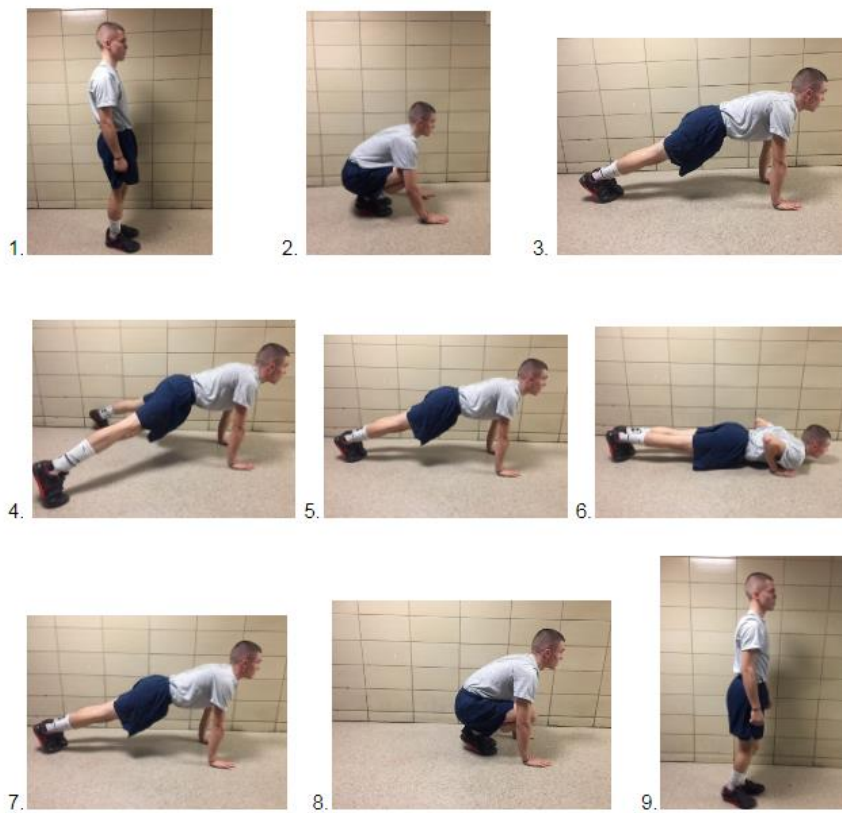


Cherry pickers

Cherry Pickers: While standing up with arms out stretch to your sides, have your thumb touch your fingers. Close and open your hands in that position for a certain duration.



8- Count body builders



Sit-ups

Sit-ups: Lie on your back with legs bent 90 degrees at the knee - the standard "sit-up" position. Cross your arms and place your hands so that your fingertips touch your shoulders. Have a spotter hold your feet. Curl your torso so your chest moves toward your knees. Keep your hands on your chest at all times.



AFJROTC PFT Percentile Charts – Extracted from WINGS as of August 2020-.pdf

Right-angle push-ups

Male						Female					
Effective Date 01/01/2010						Effective Date 01/01/2010					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+	Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
95	51	47	50	59	60	95	25	25	34	32	29
90	41	41	44	46	56	90	22	21	23	26	28
85	39	40	42	44	53	85	21	20	20	24	25
80	35	37	40	41	50	80	17	19	20	22	22
75	35	32	37	40	46	75	17	15	20	20	20
70	31	30	35	36	44	70	15	12	18	19	19
65	30	28	34	34	43	65	14	11	18	16	18
60	28	25	32	32	41	60	13	10	16	15	17
55	26	24	31	30	40	55	12	10	15	13	16
50	24	24	30	30	37	50	11	10	15	12	16
45	21	22	30	29	35	45	10	9	15	12	15
40	20	21	27	28	34	40	10	8	13	12	15
35	20	20	25	25	30	35	8	5	11	11	14
30	16	18	25	25	30	30	7	5	11	10	12
25	16	18	24	25	27	25	6	5	11	8	11
20	12	15	21	23	25	20	5	5	10	5	9
15	11	13	20	22	23	15	4	3	7	4	7
10	9	11	18	20	21	10	3	2	5	3	5
5	4	7	15	15	20	5	2	1	2	1	2

Curl-Up

Male						Female					
Effective Date 01/01/2010						Effective Date 01/01/2010					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+	Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	76	79	81	77	73	100	72	72	74	77	67
95	59	62	62	62	61	95	52	53	55	53	53
90	55	58	59	58	57	90	50	49	51	49	47
85	53	56	57	56	55	85	46	47	48	45	44
80	51	54	55	53	53	80	44	45	46	43	41
75	50	52	53	51	51	75	42	43	44	41	40
70	48	51	51	50	50	70	42	42	41	40	38
65	46	49	50	48	48	65	40	41	40	38	37
60	45	48	49	48	46	60	40	40	39	37	36
55	43	47	47	46	45	55	38	39	37	36	35
50	42	45	45	45	44	50	37	37	36	35	34
45	41	44	44	44	43	45	36	36	35	34	33
40	40	42	43	42	41	40	35	35	34	33	31
35	39	41	41	40	40	35	33	34	32	32	30
30	38	40	40	40	40	30	31	32	31	30	30
25	36	39	38	38	38	25	30	31	30	30	28
20	34	37	36	37	36	20	28	30	28	27	25
15	32	35	35	35	35	15	26	28	26	25	25
10	30	33	32	31	32	10	23	25	23	23	22
5	26	28	29	27	27	5	19	20	20	19	19
0	0	0	0	6	1	0	0	0	0	0	0

Endurance run/walk

Male					
Effective Date: 01/01/2010					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	5:40	4:30	4:42	4:49	4:46
95	6:25	6:01	5:50	5:40	5:35
90	6:39	6:13	6:07	5:58	5:57
85	6:50	6:26	6:20	6:08	6:06
80	7:00	6:33	6:29	6:18	6:14
75	7:11	6:45	6:38	6:25	6:23
70	7:20	6:59	6:48	6:33	6:32
65	7:29	7:09	6:57	6:44	6:40
60	7:41	7:19	7:06	6:50	6:50
55	7:55	7:29	7:16	6:58	6:57
50	8:06	7:44	7:30	7:10	7:04
45	8:17	7:59	7:39	7:20	7:14
40	8:35	8:13	7:52	7:35	7:24
35	8:54	8:30	8:08	7:53	7:35
30	9:10	8:48	8:29	8:09	7:52
25	9:23	9:10	8:49	8:37	8:06
20	10:02	9:35	9:05	8:56	8:25
15	10:39	10:18	9:34	9:22	8:56
10	11:43	11:22	10:10	10:17	9:23
5	12:47	12:11	11:25	11:49	10:15
0	24:12	18:10	21:44	20:15	16:49

Female					
Effective Date: 01/01/2010					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	5:42	5:00	5:51	5:58	6:20
95	7:21	7:20	7:25	7:26	7:22
90	7:49	7:43	7:52	7:55	7:58
85	8:13	7:59	8:08	8:23	8:15
80	8:29	8:20	8:24	8:39	8:34
75	8:49	8:36	8:40	8:50	8:52
70	9:09	8:50	8:55	9:11	9:15
65	9:30	9:09	9:09	9:25	9:33
60	9:50	9:27	9:23	9:48	9:51
55	10:07	9:51	9:37	10:09	10:08
50	10:23	10:06	9:58	10:31	10:22
45	10:57	10:25	10:18	10:58	10:48
40	11:20	10:51	10:40	11:15	11:05
35	11:40	11:10	11:00	11:44	11:20
30	12:00	11:36	11:20	12:08	12:00
25	12:29	11:52	11:48	12:42	12:11
20	13:01	12:18	12:19	13:23	12:40
15	14:10	12:56	13:33	14:16	13:03
10	14:49	14:10	14:13	16:03	14:01
5	16:10	15:44	15:17	18:00	15:14
0	20:45	20:04	24:07	21:00	28:50

9. SAFETY

Heat Related disorders to become familiar with:

Heat Cramps: Painful spasms in skeletal muscle. Pupils often dilate with each spasm.

First Aid: Firm pressure on cramping muscle with warm wet towels. Gentle stretching of affected muscle is also helpful. Rehydrate with cold electrolyte (Sports Drink).

Heat Exhaustion: Profuse sweating, weakness, dizziness, skin cool and wet, and body temperature elevated. Possible nausea, vomiting, and headache. No central nervous system impairment.

First Aid: Move to cooler environment to avoid further dehydration through sweat losses. Administer cold electrolyte drink. Reduce body temp if elevated. Seek medical attention for serious cases.

Heat Stroke: Body temp greatly elevated, central nervous system impaired, including confusion, amnesia, ataxia (loss of balance), incoherent speech, syncope (dizziness), delirium, loss of consciousness. Contrary to public perception, hot dry skin is not always seen in heat stroke. The individual is often sweating profusely.

First Aid: Heat Stroke is a life and death situation. Obtain emergency first aid care immediately. Move victim into cooler environment; reduce body temperature as quickly as possible with ice cold water and ice packs. Monitor pulse and respiration, administer CPR if necessary. The standard of ordinary care upon arrival to the emergency room is to immerse the victim in ice water.

Cold Weather Training disorders to become familiar with:

Frostbite: Cold weather malady in which soft tissues of the skin freeze. It can occur superficially or extend deep within the body tissues. Usually frostbite involves a small area with the nose, ears, fingers, toes and cheeks most frequently affected. As frostbite progresses, the numbness and lack of feeling involves a larger area. Impaired judgment and confusion occur. Hand and foot coordination diminishes, and the victim may fall. Eyesight and consciousness are lost. When shock is evident, breathing may cease and death may result from heart failure.

First Aid: For early frostbite, alert the individual so that the area may be protected from further injury. Cover the affected area with clothing or blankets. Bring the victim indoors as quickly as possible and warm the affected area by immersing it in warm water (102-105 F). For severe frostbite, if the affected area was thawed and refrozen, warm at room temperature. Do not break blisters. Keep injured areas elevated. Use sterile gauze to keep fingers and toes separated. Discontinue warming the area as soon as color begins to return because swelling will develop. Call for emergency medical assistance.

Hypothermia: Prolonged cold exposure results in a low body temperature, with shivering, numbness, marked muscular weakness and drowsiness. An unconscious victim may have ceased breathing. If Hypothermia becomes severe, the body temperature of the victim will fall below 95F, uncontrollable shivering is accompanied by loss of coordination and mental confusion. If prompt action is not taken, shivering ceases followed by unconsciousness and death.

First Aid: Wrap the victim in blankets, cover the head. Remove wet, frozen or constricting clothing. Bring the victim indoors as soon as possible. Place victim in warm water (102-105F). For severe hypothermia, administer artificial respiration or CPR as necessary. Call for emergency medical assistance.

CHAPTER 15 - DRILL AND CEREMONIES

NOTE: Information in this chapter is taken from Air Force Manual 36-2203, The AFJROTC Pocket Drill Guide, and the AFJROTC Drill and Ceremonies Text Book.

- 1. WHY CADETS DRILL.** Why has drill and ceremonies been a vital part of cadet life since the inception of Junior ROTC? Drill is more than an orderly way of moving a group of people from point A to point B, although it is that. AFJROTC cadets learn drill for the same reasons that soldiers, sailors, airmen, and marines do. Drill is a time-tested laboratory for developing leadership skill.
- 2. DRILL HELPS THE INDIVIDUAL.**
 - You stand taller because of drill.
 - You develop a sense of pride about yourself and that pride translates into success in other areas of your life.
 - You begin to appreciate attention to detail and see how small things make a big difference.
 - You build self-discipline when you stand at perfect attention, motionless, gut in and chest out, silently focused on a single point on the distant horizon.
 - You gain self-confidence. You learn to come out of your shell when placed in front of a formation and made to call commands.
 - You carry yourself with that special quality called military bearing. People in everyday life begin to see you differently. Your bearing sets you apart from ordinary youth.
- 3. DRILL BUILDS THE TEAM.**
 - The group members learn to adapt their movements to match those of the team.
 - The group visibly comes together as a single, cohesive unit, as everyone marches in step and executes commands with precision.
 - The group follows a single commander. When there is no doubt as to who the leader is, the team members operate as one and pursue the same goals.
 - The group succeeds when each of its members performs as a team. The team members learn they are only as strong as their weakest link.
- 4. DRILL DEVELOPS LEADERS.**
 - Leaders learn to make decisions and think on their feet when calling commands. Drill instills the value of decisiveness.
 - Leaders learn the importance of issuing clear instructions to the team.
 - Leaders learn that teamwork is possible only if they first motivate the group members to excel.
 - Leaders learn to value their place in the chain of command. They see the chain in action at formations.
 - Leaders learn about the building blocks of leadership in the Cadet Program.

CHAPTER 16 – ACTIVITIES FEES AND OTHER COSTS

1. What is the activities fee and what is it for? —Each year cadets will be requested to pay a non-refundable \$25.00 activities fee. Our program is reimbursed by the Air Force for authorized expenditures and not funded by Effingham County High School. Additional funds are necessary to keep our cadet activities strong and exciting.
2. What specifically do activity fees pay for? —The activity fee, which is due the first 4-weeks of semester start, will initially cover the cost of potential unit unique clothing item, for example a polo shirt. The remaining monies will be placed in the general account to support corps activities. Although a small fee may be charged for events such as field trips, the military ball, awards banquet, etc., the activities account helps keep these costs down so the amount we must charge each cadet is usually minimal.
3. What about other fundraisers? Many fund raisers are held each year to include raffles, candy sales, etc. Again, the more effort the cadets place on raising funds...the more fun activities they get to do!
4. Our goal is to ensure that each cadet can gain the full experience that AFJROTC can provide. Please let one of our instructors know if you have any questions about fees or fundraisers. We ALWAYS take donations (tax exempt) and are always looking for fund-raising ideas.

CHAPTER 17 – CADET DISCIPLINE MANAGEMENT PLAN

1. Self-discipline is the foundation for each cadet's success. The corps' discipline management plan is a system designed to assist cadets in reaching their full potential in performance and behavior. While the discipline of the corps is a cadet staff responsibility, it is important to note that cadets will never be allowed to "administer" discipline unless under the supervision of the instructors.
2. Step 1–Verbal Counseling—Any time a cadet's behavior or performance warrants correction, the matter should be addressed immediately. The best way to do this is to pull the cadet aside, whether in the classroom, on the drill pad, or on the track, and explain to them the error of their actions and how they do not meet corps expectations. A great tool to use is the Cadet Creed. You can ask the cadet, "How do you feel your actions meet with the Cadet Creed?" You should try to do this in private if possible. Do not belittle the individual. Let them know that they themselves are still valuable; it is their behavior that needs to change. Verbal counseling can be conducted by any cadet in a position of authority. Flight Commanders are on the front line of having an influence on the cadets in their flight. If verbal counseling is used effectively, there is rarely a case to elevate the situation up the chain of command.
3. Step 2–Letter of Counseling (LOC)—In the case where verbal counseling has not been effective in correcting the behavior, a documented counseling session using a LOC (Attachment 7) is the next step. A LOC should also be used for the first violation of a serious nature in which the cadet maliciously broke a rule or demonstrated a behavior of which they knew was wrong. The cadet should be brought into the cadet staff office. Using the LOC, the Flight Commander or other cadet officer will state the situation to the cadet, explain how the cadet's behavior is in violation of corps standards, and state what actions must be demonstrated in the future. If conducting a counseling session, you should use facts and observations and attempt to keep emotion and opinions out of the situation. After documenting the session, ask the cadet if they would like to make any comments. You will have the cadet sign the form indicating acknowledgement of the session. It is important to let the cadet know that signing the form is not an admission of guilt. Forward the form to the Corps Commander. After review by the cadet staff and instructors, the LOC will be filed in the cadet's record.
4. Step 3–Letter of Reprimand (LOR)—The last tier in the discipline management system is the LOR (Attachment 7). A LOR should only be used when prior attempts to correct the behavior have not been met with any success (habitually not wearing the uniform, consistent poor attitude, etc.) or the behavior is so extreme that it warrants severe discipline (such behaviors may include but not be limited to fighting, severe defiance, discrimination, etc.) Again, the cadet will be brought into the cadet office and the situation will be clearly stated to them as with the LOC. It is important to explain the seriousness of the offense and that it may warrant consequences. However, be sure to not threaten the cadet; administrative punishment is only authorized by the corps commander with concurrence of the instructors. Forward the form to the Corps Commander. After review by the cadet staff and instructors, any administrative punishment will be indicated and the LOR will be filed in the cadet's record.
5. Step 4–Discipline Board—The Corps Commander may hold a discipline board before recommending administrative punishment (demotion, removal from activities, dis-enrollment) to the instructors. A discipline board must consist of a minimum of the Corps Commander, Deputy Commander, and at least one staff member. The discipline board should allow the offending cadet the opportunity to address the board in regards to the situation. Once the board has conducted its investigation, its findings and recommendations will be forwarded to the instructors.
6. Letter of Probation Status – The discipline board will provide recommendations to the ASIs using the template letter. The letter is approved and discussed with the probationary cadet by an ASI. At no time will any cadet issue a probation letter.

CHAPTER 18 – COMMUNICATION

1. The GA-938 AFJROTC maintains a few **social media networks** to enhance corps communications, publicize cadet events and achievements and increase cadet morale. At no time will cadets use any of these outlets for anything other than official use. These networks will be monitored and any type of cyber bullying, inappropriate comments, dissemination of personal information without consent, and/or other unauthorized posts **will not** be tolerated. Cadets found responsible for any of these types of actions may be subject to discipline under the Corps Discipline Management Plan and may also be subject to discipline under the Effingham County High School policies and Code of Conduct.
2. **AFJROTC Google Classroom.** The Effingham County AFJROTC Google Classroom is used as the “virtual classroom.” Cadets can find almost anything they need at this site to include uniform wear information, master schedule and upcoming events, PT activities, the cadet handbook, course syllabus, etc. It is **mandatory** for Cadets to regularly check the website, once per day, and the school email (once per day) to stay updated of the most current information and information of upcoming events, assignments, uniform inspection days, and PT days. **Parents may also join this network.**
3. **Remind 101** and school based email are alternative communication mediums currently in use. All cadets will be provided the information to join this group in the classroom. **Parents may also join this network.**
4. **Effingham County High School AFJROTC Official Website:**
<https://www.effinghamschools.com/domain/239>

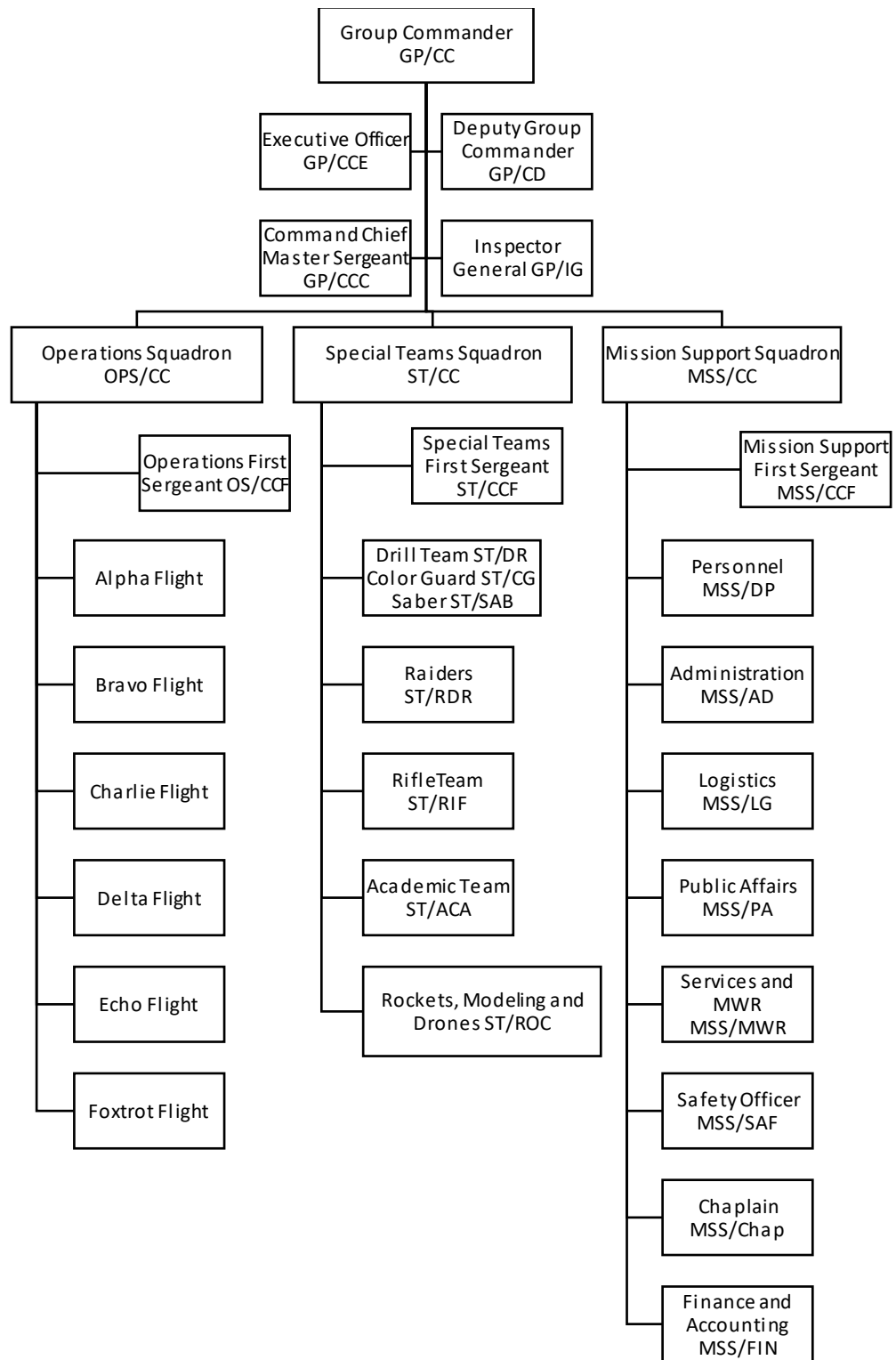
This website houses information concerning our program, Frequently Asked Questions, Chain of Command, Information Web Links, Forms, Instructions, Cadet Operations Supplement, Cadet Videos, Cadet/Parent Contracts, Syllabi, and other pertinent content. Content is controlled by SASI/ASI and submissions of website input is provided by Squadron Public Affairs and Squadron Systems Officers.

5. **Other Social Communications** will not be created, managed, nor used if any type of AFJROTC business is being conducted. For example: Social Mediums such as Snapchat, Instagram, and other social mediums will not be used to discuss AFJROTC, Cadet Corp and its members, and/or activities concerning our Unit. Those cadets found in violation will be subject to the Disciplinary Plan and/or school disciplinary measures. **Violations may require the removal of cadets from AFJROTC.**

CHAPTER 19 - CORPS STAFF SELECTION/JOB DESCRIPTIONS/MANNING
DOCUMENT/ORGANIZATIONAL CHART

1. Cadet Position and Rotation—Cadet command and staff assignments will be made so that a balanced spread of leadership development experience will prevail throughout the corps. The rotation of various corps positions will be based on positions available and the individual need for training experience. To apply for a corps staff position, cadets must submit a Corps Staff Application (Attachment 4.)
 - a. Some flight positions may be interchanged every quarter or semester. (i.e. Flight Sergeant and element leader)
 - b. **Personnel changes will be made whenever a cadet's performance of duty is not meeting standards through sufficient time and effort.**
 - c. Command and staff positions may be changed each semester depending on the needs of the corps and the standards of performance of the various cadets filling the positions. These changes are approved by the Corps and/or Deputy Corps Commander. Personnel changes in key positions will be limited.
 - d. The authority to remove someone from a corps position rest solely with the SASI/ASI.
2. Selection of the Corps Commander—The Corps Commander selection process will be announced by the SASI in the last month of the semester for the following semester. The Corps Commander will be selected by the SASI. The SASI will base this selection on the following criteria:
 - a. Leadership potential based on past performance
 - b. Cadet Leadership Position Application
 - c. Findings of selection panel consisting of SASI, ASI and/or School Principal and previous corps commander.
3. After the announcement of the Corps Commander, he/she will pick their staff, who in turn will pick their staffs (all with the concurrence of the SASI). The only positions not picked by the corps commander will be Flight Commanders who will be handpicked by the instructor staff from a pool of qualified applicants.

ORGANIZATIONAL CHART



4. Corps Job Descriptions: (Develop specific numbered items as a measurement tool and for easy understanding)

CADET GROUP COMMANDER (GP/CC). Supervised by the SASI/ASI and responsible for:

- a. Assigning cadets to projects and committees, outlining duties, establishing completion dates, monitoring progress, and ensuring project completion.
- b. Manage activities of the cadet corps senior staff. Authority may be delegated to the Deputy Group Commander. However, **RESPONSIBILITY CANNOT BE DELEGATED.**
- c. Establish and enforce grooming standards, discipline, efficiency, training, morale, and esprit de corps.
- d. Advise the SASI/ASI on corps operations, policies, and procedures.
- e. Develop a cadet operations and activities calendar.
- f. Chair the Cadet Evaluation Board.
- g. Recommend cadets for jobs, awards, and promotions.
- h. Coordinate cadet activities with the SASI/ASI by advising them of all school and non-school related activities affecting the corps. Obtain permission before scheduling any cadet activities.
- i. Develop a cadet evaluation and promotion system.
- j. Ensure all cadets have opportunities to develop their leadership qualities.
- k. Conduct cadet staff meetings.

CADET DEPUTY GROUP COMMANDER (GP/CD). Supervised by the GP/CC and responsible for:

- a. Assuming command and responsibilities in the GP/CC absence.
- b. Supervise and coordinate with the cadet senior staff as necessary.
- c. Assist group commander as directed.
- d. Serve as primary project officer for the cadet guide.
- e. Attend Cadet Evaluation Board meetings.
- f. Coordinate cadet staff meetings.

CADET GROUP INSPECTOR GENERAL (GP/IG). Supervised by the GP/CC and responsible for:

- a. Resolves problems affecting the cadet mission promptly and objectively.
- b. Creates an atmosphere of trust in which issues can be objectively and fully resolved without retaliation or the fear of reprisal.
- c. Ensures the existence of responsive complaint and inspection programs characterized by objectivity, integrity, fact finding and impartiality.
- d. Ensures the concerns of cadets are in the best interests of the cadet corps.
- e. Educates the cadet corps regarding the privileges of and protection for those contacting an inspector general.

CADET GROUP EXECUTIVE OFFICER (GP/CCE). Supervised by the GP/CC and responsible for:

- a. Assisting group commander and deputy group commander as directed.
- b. Attending group staff meetings.
- c. Reviewing and publish staff meeting minutes.
- d. Assisting deputy group commander in preparing the cadet guide.
- e. Attending Cadet Evaluation Board meetings.
- f. Assisting promotion boards as directed.

CADET GROUP COMMAND CHIEF MASTER SERGEANT (GP/CCC). Supervised by the GP/CC and responsible for:

- a. Assisting in promoting morale, welfare and health of cadet enlisted personnel.
- b. Providing cadet counseling and forum for issues.
- c. Conducting periodic cadet NCO staff meetings for inputs to GP/CC.
- d. Attending group staff meetings.
- e. Attending Cadet Evaluation Board meetings.
- f. Ensuring all flight and squadron first sergeants carry out their responsibilities.
- g. Serving on promotion boards as directed.

CADET OPERATIONS SQUADRON COMMANDER (OS/CC). Supervised by the GP/CC and responsible for:

- a. Assuming command and responsibilities in the GP/CC/CD absence.
- b. Supervising flight commanders.
- c. Ensuring flight rosters and team sign-in logs are complete and accurate.
- d. Enforcing appearance, discipline, training, and conduct standards.
- e. Implementing the Cadet Orientation Program.
- f. Supervises formal ceremonies in the absence of the Special Teams Commander.
- g. Establishing a cadet-training program.
- h. Serving on Cadet Evaluation Boards.
- i. Attending cadet staff meetings.

CADET OPERATIONS FIRST SERGEANT (OS/CCF). Supervised by the OS/CC and responsible for:

- a. Performing duties as assigned by the OS/CC.
- b. Advising on problems and concerns with cadet enlisted members of the squadron.
- c. Enforcing appearance, grooming standards, discipline, training, and conduct standards.
- d. Counseling cadets concerning the AFJROTC program.
- e. Assisting with the cadet orientation program
- f. Training flight sergeants on customs, courtesies, and drill and ceremonies.

CADET FLIGHT COMMANDER (FLT/CC). Supervised by the OS/CC and responsible for:

- a. Assisting the OS/CC as directed.
- b. Advising on all personnel issues, discipline problems and motivation concerns.
- c. Supervising flight and enforce conduct/discipline in classroom, formal formations, and field trips.
- d. Reporting attendance.
- e. Enforcing appearance, grooming standards, discipline, training, and conduct standards.
- f. Inspecting flight members during uniform and personal appearance inspections.
- g. Providing drill and ceremonies training to flight cadets.
- h. Ensuring all cadets has the opportunity to develop leadership skills according to their individual abilities.
- i. Evaluating cadet performance and conduct.
- j. Recommending cadets for promotions and positions.
- k. Recommending improvements to flight conduct and operations.

CADET FLIGHT SERGEANT (FLT/SGT). Supervised by the FLT/CC and responsible for:

- a. Assuming command of the flight in the absence of the FLT/CC.
- b. Assisting with flight conduct and discipline.
- c. Enforcing appearance, grooming standards, discipline, training, and conduct standards.
- d. Inspecting cadet uniforms and judging competitive activities.
- e. Assisting in teaching drill and ceremonies.
- f. Teaching element leaders and flight guide on proper drill and ceremonies.
- g. Preparing flight for inspection.

CADET ELEMENT LEADER. Supervised by the FLT/SGT and responsible for:

- a. Assuming command of the flight (ranking element leader) in absence of the FLT/CC/SGT.
- b. Assuming the duties of FLT/SGT as required.
- c. Enforcing appearance, grooming standards, discipline, training, and conduct standards.
- d. Assisting in teaching element members on proper drill and ceremonies.
- e. Reporting roll.
- f. Maintaining cleanliness of area occupied by element in class.

CADET GUIDON BEARERS. Supervised by the OPS/CC and responsible for:

- a. Accomplishing duties of guidon bearer described in drill and ceremonies manual.
- b. Retrieving, posting, and retiring flight guide as directed in class and during formations.
- c. Leading the direction of march for the flight.

CADET SPECIAL TEAMS COMMANDER (ST/CC) Supervised by the GP/CC and responsible for:

- a. Assuming command and responsibilities in the GP/CC/CD absence.
- b. Supervising extracurricular teams.
- c. Ensuring flight rosters and team sign-in logs are complete and accurate.
- d. Enforcing appearance, discipline, training, and conduct standards.
- e. Implementing the Cadet Orientation Program.
- f. Supervising formal ceremonies.
- g. Establishing a cadet-training program.
- h. Serving on Cadet Evaluation Boards.
- i. Attending cadet staff meetings.

CADET DRILL TEAM (OS/DR), COLOR GUARD (ST/CG), SABER (ST/SAB) TEAM, ROCKETRY/MODELING (ST/ROC) AND ACADEMIC TEAM (ST/ACA) COMMANDERS. Supervised by the ST/CC and responsible for:

- a. Recruiting, organizing, and training team members.
- b. Preparing and maintaining all team equipment.
- c. Scheduling team for practices, event performances, and competitions
- d. Preparing team members for competitions or performances.
- e. Ensuring sign-in logs are complete and accurate.

CADET RAIDER/PHYSICAL TRAINING OFFICER CC (ST/RDR). Supervised by the OS/CC and responsible for:

- a. Recruiting, organizing, and training PT team members.
- b. Scheduling team for practices and competitions
- c. Ensure sign-in logs are complete and accurate
- d. Organize sports activities for annual picnic.
- e. Train flight PT leaders.
- f. Post current health awareness information.

CADET RIFLE TEAM COMMANDER (ST/RIF). Supervised by the ST/CC and responsible for:

- a. Recruiting, organizing, and training team members.
- b. Scheduling team for practices, event performances, and competitions
- c. Ensuring sign-in logs are complete and accurate.

CADET MISSION SUPPORT SQUADRON COMMANDER (MSS/CC). Supervised by the GP/CC and responsible for:

- a. Supervising subordinate duty sections.
- b. Publishing required cadet personnel and awards orders.
- c. Enforcing appearance, discipline, training, and conduct standards.
- d. Providing mission support services to plan and implement corps activities.
- e. Maintaining cadet master calendar and weekly schedule board.
- f. Ensuring personnel policies and training goals are accomplished.
- g. Ensuring that supply procedures are published.
- h. Serving on the Cadet Evaluation Board and attend group staff meetings.
- i. Maintaining cadet forms, rosters, and personnel files.
- j. Administering cadet evaluation and promotion system.
- k. Administering cadet awards program.
- l. Planning and supporting cadet fund raising activities.
- m. Establishing moral and esprit de corps objectives.
- n. Attending group staff meetings.

CADET MISSION SUPPORT FIRST SERGEANT (MSS/CCF). Supervised by the MSS/CC and responsible for:

- a. Performing duties as assigned by the MSS/CC.
- b. Advising on problems and concerns with cadet enlisted members of the squadron.
- c. Ensuring proper uniform and grooming standards within the squadron.
- d. Enforcing appearance, grooming standards, discipline, training, and conduct standards.
- e. Counseling cadets concerning the AFJROTC program.

CADET PERSONNEL OFFICER (MSS/DP). Supervised by the MSS/CC and responsible for:

- a. Maintaining cadet personnel records.
- b. Maintaining cadet evaluation reports.
- c. Maintaining cadet awards program.
- d. Maintaining organization chart and unit manning document.
- e. Developing unit recruiting and retention plan.
- f. Publishing cadet personnel and awards orders.
- g. Serving as recorder and advisor to Cadet Evaluation Board.
- h. Attending group staff meetings.

CADET ADMINISTRATION OFFICER (MSS/AD). Supervised by the MSS/CC and responsible for:

- a. Maintaining cadet master calendar and weekly schedule board.
- b. Publishing cadet announcements.
- c. Maintaining administrative files and forms.
- d. Maintaining cadet special orders.
- e. Maintaining rosters.
- f. Attending group staff meetings.
- g. Publishing cadet staff meeting minutes as required.

CADET LOGISTICS OFFICER (MSS/LG). Supervised by the MSS/CC and responsible for:

- a. Supervising flight logistics cadets.
- b. Assisting with inventory and issue/turn-in of uniforms, books, and equipment.
- c. Providing personnel during supply operation hours.
- d. Maintaining a clean and neat supply area with only authorized cadet access.
- e. Providing logistics support to cadet staff for cadet activities.
- f. Forwarding supply requirements to ASI to support cadet corps operations.
- g. Maintaining cadet logistic records (files and CIMS).

CADET PUBLIC AFFAIRS OFFICER (MSS/PA). Supervised by the MSS/CC and responsible for:

- a. Providing and maintaining photo and video record of cadet activities.
- b. Publishing cadet information flyers.
- c. Publicizing newsworthy items about cadet corps.
- d. Attending group staff meetings.
- e. Serving as active spokesperson for corps activities throughout the community to obtain support.
- f. Serving as the Protocol Officer and primary point of contact for all Distinguished Visitors (DV) and V.I.P. matters
- g. Writes thank you notes and maintains all correspondence with external agencies, units, local businesses, civic and community organizations.

CADET SERVICES AND MWR OFFICER (MSS/MWR). Supervised by the MSS/CC and responsible for:

- a. Implementing cadet MWR activities to maintain esprit de corps.
- b. Assisting with cadet official formations and events.
- c. Maintaining roster of cadet participation in extracurricular activities and community service (events/hours).
- d. Develop short and long-range plans for projects, such as the Military Ball, fundraisers, Awards and Decorations Ceremony, Dining-Out, etc.
- e. Complete tasks as assigned by the cadet group commander, cadet vice group commander, mission support squadron commander or operations squadron commander.

UNIT MANNING DOCUMENT (UMD)



<u>Functional Office Symbol</u>	<u>Duty Title</u>	<u>Auth Number</u>	<u>Highest Auth Rank</u>
<u>Command Section</u>			
GP/CC	Group Commander	1	C/LtCol
GP/CD	Deputy Group Commander	1	C/Lt Col
GP/IG	Inspector General	1	C/Major
GP/CCE	Executive Officer	1	C/Major
GP/CCC	Command Chief Master Sergeant	1	C/CMSgt
<u>Operations Squadron</u>			
OS/CC	Operations Squadron Commander	1	C/Major
OS/CCF	First Sergeant	1	C/SMSgt
Flights			
FLT/CC	Flight Commander	6	C/Capt
FLT/SGT	Flight Sergeant	6	C/MSgt
	Element Leader	30	C/SSgt
	Guidon Bearer	6	S/SSgt
<u>Special Teams</u>			
ST/CC	Special Teams Commander	1	C/Major
ST/CCF	First Sergeant	1	C/SMSgt
ST/DT	Drill Team Commander	2	C/Captain
	Drill Team NCOIC	2	C/MSgt
	Drill Team Logistics	2	C/SSgt
ST/CG	Color Guard Commander	2	C/Captain
	Color Guard NCOIC	2	C/MSgt
	Color Guard Logistics	2	C/SSgt
ST/RT	RC/Rocketry Team Commander	2	C/Captain
	RC/Rocketry Team NCOIC	2	C/MSgt
ST/RDR	Raider/Physical Training Officer	1	C/Captain
	Raider/Physical Training NCOIC	1	C/TSgt
ST/ST	Saber Team Commander	1	C/Captain
	Saber Team NCOIC	1	C/MSgt
ST/RT	Cadet Rifle Team Commander	1	C/Captain
	Cadet Rifle Team NCOIC	1	C/MSgt
<u>Mission Support Squadron</u>			
MSS/CC	Mission Support Squadron Commander	1	C/Major
MSS/CCF	First Sergeant	1	C/SMSgt
<u>Duty Sections</u>			
MSS/DP	Personnel Officer	1	C/Captain
	Personnel NCOIC	1	C/MSgt
	Personnel Specialist	5	C/SSgt
MSS/AD	Administration Officer	1	C/Captain
	Administration NCOIC	1	C/MSgt
	Administrative Specialist	5	C/SSgt
MSS/LG	Logistics Officer	1	C/Captain
	Logistics NCOIC	1	C/MSgt
	Logistics Specialist	5	C/SSgt
MSS/PA	Public Affairs Officer/Protocol	1	C/Captain
	Public Affairs NCOIC	1	C/MSgt
	Public Affairs Specialist	3	C/SSgt
MSS/SV	Services and MWR Officer	1	C/Captain
	Services and MWR NCOIC	1	C/MSgt
MSS/SV	Services and MWR Specialist	3	C/SSgt
MSS/SAF	Safety Officer	1	C/Captain
MSS/CHA	Chaplain	1	C/Captain





















































CHAPTER 20 - BASIC CADET KNOWLEDGE

CHAIN OF COMMAND

President of The United States (Commander-in-Chief of Armed Forces)	The Honorable
Secretary of Defense	The Honorable
Secretary of the Air Force	The Honorable
Chairman, Joint Chief Of Staff	General
Chief Of Staff of The Air Force	General
Chief Master Sergeant of the Air Force	Chief Master Sergeant of The Air Force
Commander, Air Education and Training Command	Lieutenant General
Commander, Air University	Lieutenant General
Commander, Holm Center	Brigadier General
Director, AFJROTC	Colonel
Principal	Mrs. Amie Dickerson
Senior Aerospace Science Instructor	Lieutenant Colonel Andrew Wichers
Aerospace Science Instructor	Chief Master Sergeant Nathaniel Brownlee
Cadet Squadron Commander	Cadet
Cadet Deputy Squadron Commander	Cadet

Insignia of the US Armed Forces Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SENIOR ENLISTED ADVISORS				
ARMY													
 Private E-1 (PV1)	 Private E-2 (PV2)	 Private First Class (PFC)	 Corporal (CPL)  Specialist (SPC)	 Sergeant (SGT)	 Staff Sergeant (SSG)	 Sergeant First Class (SFC)	 Master Sergeant (MSG)	 First Sergeant (1SG)	 Sergeant Major (SGM)	 Command Sergeant Major (CSM)	 Sergeant Major of the Army (SMA)		
MARINES													
 Private (Pvt)	 Private First Class (PFC)	 Lance Corporal (LCpl)	 Corporal (Cpl)	 Sergeant (Sgt)	 Staff Sergeant (SSgt)	 Gunnery Sergeant (GySgt)	 Master Sergeant (MSGt)	 First Sergeant (1stSgt)	 Master Gunnery Sergeant (MSGySgt)	 Sergeant Major (SgtMaj)	 Sergeant Major of the Marine Corps (SgtMajMC)		
NAVY													
 Seaman Recruit (SR)	 Seaman Apprentice (SA)	 Seaman (SN)	 Petty Officer Third Class (PO3)	 Petty Officer Second Class (PO2)	 Petty Officer First Class (PO1)	 Chief Petty Officer (CPO)	 Senior Chief Petty Officer (SCP0)	 Master Chief Petty Officer (MCP0)	 Force or Fleet Command Master Chief Petty Officer (FORMC) (FLTMCC)	 Master Chief Petty Officer of the Navy (MCPON)	 Master Chief Petty Officer of the Navy (MCPON)		
AIR FORCE													
 Airman Basic (AB)	 Airman (Amm)	 Airman First Class (A1C)	 Senior Airman (SrA)	 Staff Sergeant (SSgt)	 Technical Sergeant (TSgt)	 Master Sergeant (MSGt)	 First Sergeant (E-7)	 Senior Master Sergeant (SMSgt)	 First Sergeant (E-8)	 Chief Master Sergeant (CMSgt)	 First Sergeant (E-9)	 Command Chief Master Sergeant (CCM)	 Chief Master Sergeant of the Air Force (CMSAF)
COAST GUARD													
 Seaman Recruit (SR)	 Seaman Apprentice (SA)	 Seaman (SN)	 Petty Officer Third Class (PO3)	 Petty Officer Second Class (PO2)	 Petty Officer First Class (PO1)	 Chief Petty Officer (CPO)	 Senior Chief Petty Officer (SCP0)	 Master Chief Petty Officer (MCP0)	 Command Master Chief (CMC)	 Master Chief Petty Officer of the Coast Guard (MCP0-CG)	 Master Chief Petty Officer of the Coast Guard (MCP0-CG)		
Warrant													
ARMY					NAVY								
W-1  Warrant Officer (WO1)	W-2  Chief Warrant Officer (CW2)	W-3  Chief Warrant Officer (CW3)	W-4  Chief Warrant Officer (CW4)	W-5  Chief Warrant Officer (CW5)	W-2  Chief Warrant Officer (CW02)	W-3  Chief Warrant Officer (CW03)	W-4  Chief Warrant Officer (CW04)						
MARINES					COAST GUARD								
W-1  Warrant Officer (WO)	W-2  Chief Warrant Officer (CW02)	W-3  Chief Warrant Officer (CW03)	W-4  Chief Warrant Officer (CW04)	W-5  Chief Warrant Officer (CW05)	W-2  Chief Warrant Officer (CW02)	W-3  Chief Warrant Officer (CW03)	W-4  Chief Warrant Officer (CW04)						

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

ATTACHMENTS

Attachment 1: 30-Step Drill Sequence

30-STEP DRILL SEQUENCE

Performance of the 30-Step Drill Sequence will be IAW AFMAN 36-2203 (Drill and Ceremonies), dated 20 Nov 2013 and is led and performed by second year cadets.

Cadet Commander will report in after the command fall-in is given.

Example: Sir/Ma'am, Unit Number, is prepared for the 30-step drill sequence.

Request permission to use your drill area, Sir/Ma'am!

- | | |
|---|--|
| 1. *Fall in
(Sizing of flight/count off is not required) | 16. To the rear march |
| 2. Open ranks march | 17. To the rear march |
| 3. Ready front | 18. Column right march |
| 4. Close ranks march | 19. Forward march |
| 5. Present arms | 20. Eyes right (<i>salute the evaluator</i>) |
| 6. Order arms | 21. Ready Front |
| 7. Parade rest | 22. Column right march |
| 8. Attention | 23. Forward march |
| 9. Left face | 24. Change step march |
| 10. About face | 25. Column right march |
| 11. Forward march | 26. Forward march |
| 12. Right flank march | 27. Flight halt |
| 13. Left flank march | 28. Left face |
| 14. Column right march | 29. Right step march |
| 15. Forward march | 30. Flight halt |

Cadet Commander will report out after the command flight halt is given.

Example: Sir/Ma'am, Unit Number, request permission to exit your drill area, Sir/Ma'am!

**Per AFMAN 36-2203 the command "Fall In" requires proper sizing and count off to be performed. During HQ AFJROTC visits, sizing of the flight/count off is not required and the commander may call "Open Ranks" immediately after the command "Fall In".*

1. Drill and ceremonies are an important part of AFJROTC training. As a first year Aerospace Science cadet, you will learn basic drills and how to follow commands. We will spend a lot of time outside and in the gym developing your drill and ceremonies skills. The primary reference that all cadets will become familiar during leadership training is the Drill and Ceremonies manual. As a second, third, and fourth year cadet, you will learn more difficult commands, lead the formation, and must be able to train cadets on proper drill sequences, commands, and basic drill fundamentals.

2. All second, third, and fourth year cadets must be prepared to command a flight and perform the 30-step drill sequence (Attachment 1). The cadet serving as Flight Commander will report in and out by saluting the individual who controls the field of performance and normally evaluates the flight's performance. Cadets will be graded on their ability to properly execute these commands and direct the flight within a specified drill area.

Explanation of the 30-Step Drill Sequence (Complete)

1. **Fall In** (Commander should position him/herself in the middle of the flight)
 - a. Sizing
 - i. **Right Face**
 1. *With the exception of the guide and element leader if you are taller than the cadet in front of you tap once on the shoulder and move forward. (use normal voice, it should have a constant volume)*
 - ii. **Right Face**
 1. *Without exceptions if you are taller than the cadet in front of you tap once on the shoulder and move forward.*
 - iii. **Left Face**
 1. *Once again, with the exception of the guide and element leaders if you are taller than the cadet in front of you tap once on the shoulder and move forward.*
2. **Count off**
3. **Count off**
4. **Left Face** (use command voice, it should be strong and clear)
5. **Open Ranks March**
 - a. As soon as the command is called the commander will pivot and march to the right side of the guide. Without moving she or he will check the alignment of the element by checking their heels. Their body should not move. The only thing moving should be their eyes.
 - b. Everyone aligns to the element leader except for the first element whom aligns to the guide. Everyone else aligns to the chest of the element leaders.
 - c. After aligning all the elements the commander will march back towards the front of the flight. Take three steps forward from the guide stop and pivot to the left he or she will then turn their head 45 degrees to the left.
6. **Ready Front**
 - a. The commander will take one step forward (be in front of the guide) and call the next command.
7. **Close Ranks March**
 - a. The commander will march towards the middle of the flight.
8. **Parade Rest (optional)**
 - a. **Flight Attention**

9. Present Arms

- a. Commander will present arms until he turns to face the designated person to report in to. Use normal voice, tone and volume should be consistent.
 - i. *(Flight Name) reports to perform 30 step drill sequence in accordance with the Air Force Drill Manual 36-2203. Permission to utilize your drill area. Sir/ Ma'am.*
 - 1. Reply: Permission granted, carry on, etc.
 - ii. *Thank you Sir/Ma'am*
- b. The commander will drop his or her salute and turn to the flight.

10. Order Arms

11. Parade Rest

12. Flight Attention

13. Left Face

14. About Face

- a. Ends stationary drill

15. Forward March

16. Right Flank (Right foot)

17. Left Flank (Left foot)

- a. Cadence should be called as necessary

18. Column Right March (Right foot)

- a. The commander should march to his/her position at this time
- b. "Inside the square," to the right of the flight three steps away from it.

19. Forward March (Left foot)

20. To the Rear March (Right foot)

- a. Cadence are recommended

21. To the Rear March (Right foot)

22. Column Right March (Right foot)

23. Forward March (Left foot)

24. Eyes Right (Right foot)

- a. Eyes is the preparatory command
- b. Right is the command of execution
- c. The commander should call the preparatory and the command of execution four steps apart.
 - i. Ex: Eyes (right foot), left, right, left, right (Right)

25. Ready Front (Left foot)

- a. **Same pattern as before**
 - i. Ex: Ready (left foot), right, left, right, left (Front)

26. Column Right March (Right foot)

27. Forward March (Left foot)

28. Change Step March (Right foot)

- a. Set of cadence

29. Column Right March

30. Forward March

31. Flight Halt

32. Left Face

- a. Once again commander should be centered in front of the flight

33. Right Step March

34. **Flight Halt** (called when heels are touching)

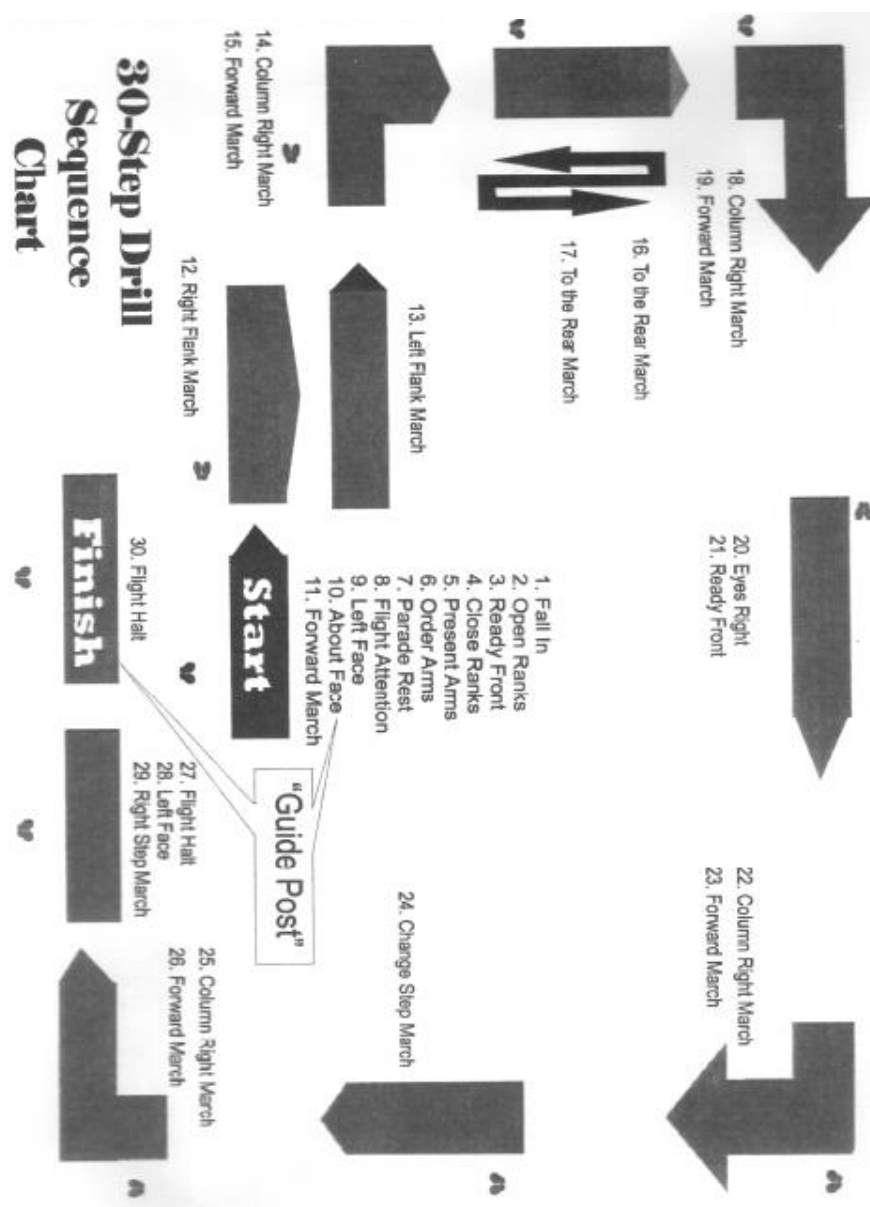
35. Present Arms

- a. Commander about faces and reports out
 - i. *(Flight name) has just completed 30 step drill sequence. Permission to exit your drill area Sir/Ma'am.*
 1. Reply: Permission granted etc.
 - ii. *Thank you Sir/Ma'am*

36. Order Arms

- Preparatory and Execution Command Examples:

Preparatory	Flight	Parade	Forward
Execution	Attention/ Halt	Rest	March



Attachment 2: How to Fold the U.S. Flag

“On behalf of a grateful nation...”

To properly fold the flag follow these directions:



- 1 To begin, with one person at either end, hold the flag waist high so that its surface is parallel to the ground.



- 2 Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely.



- 3 Fold the flag again lengthwise, now with the blue field on the outside.



- 4 Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



- 5 Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



- 6 Continue the triangular folding until the entire length of the flag is folded in this manner.



- 7 When the flag is completely folded, only a triangular blue field of stars should be visible. If a hem protrudes beyond the blue field, it should be neatly tucked inside the folds of the flag so it does not show.

The folded flag is then presented to the next of kin.

Attachment 3: Phonetic Alphabet and National Anthem

PHONETIC ALPHABET		
<small>The International Radiotelephony Spelling Alphabet, commonly known as the ICAO phonetic alphabet, sometimes called the NATO alphabet or spelling alphabet and the ITU radiotelephonic or phonetic alphabet.</small>		
A - ALFA	M - MIKE	Y - YANKEE
B - BRAVO	N - NOVEMBER	Z - ZULU
C - CHARLIE	O - OSCAR	1 - WUN
D - DELTA	P - PAPA	2 - TOO
E - ECHO	Q - QUEBEC	3 - TREE
F - FOXTROT	R - ROMEO	4 - FOW-ER
G - GOLF	S - SIERRA	5 - FIFE
H - HOTEL	T - TANGO	6 - SIX
I - INDIA	U - UNIFORM	7 - SEV-EN
J - JULIETT	V - VICTOR	8 - AIT
K - KILO	W - WHISKEY	9 - NIN-ER
L - LIMA	X - XRAY	0 - ZEE-RO

The Star Spangled Banner

O! say can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last
gleaming? Whose broad stripes and bright stars,
thro' the perilous fight, O'er the ramparts we
watched were so gallantly streaming? And the
rockets' red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was
still there. O! say does that Star-Spangled
Banner yet wave
O'er the land of the free and the home of the brave?

Attachment 4: How to Tie a Tie

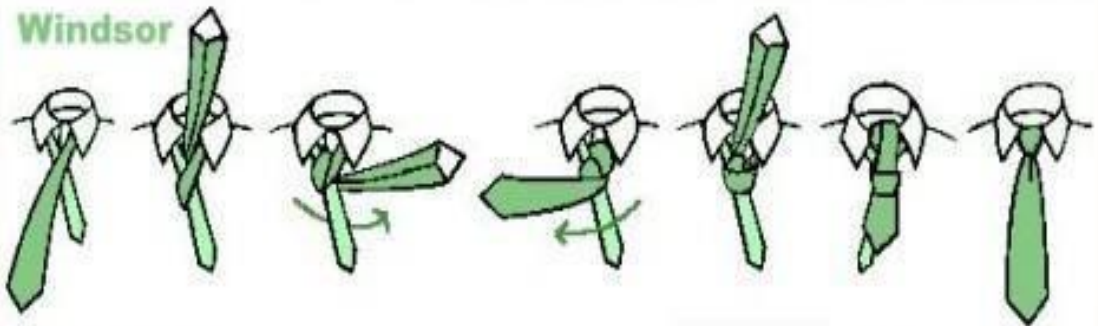
Four in Hand



Half Windsor



Windsor



Shell Knot



Attachment 5: Community Service Sign-up Sheet

SAMPLE COMMUNITY SERVICE SIGN-UP LIST

Enter Event Title Here

(Insert description if necessary)

<i>Name</i>	<i>Name</i>

SAMPLE PARADE – FLAG FOLDING DETAIL SIGN-UP LIST

Enter Event Title Here

(Insert description if necessary)

Position	Name	Phone Number
Rifle		
US Fag		
State Flag		
Rifle		
Usher		
Usher		
Bugler		
Flag Folder 1		
Flag Folder 2		
Other...		

Attachment 6: Cadet Staff Leadership Position Application

CADET STAFF APPLICATION

GA-938 AFJROTC CADET STAFF APPLICATION

1. Cadet Staff positions are available to qualified second, third and fourth year cadets. First year cadets may apply for positions on a case-by-case basis as approved by the Corps Commander and Instructors. The Cadet Staff positions are described in Chapter 19 of the Cadet Handbook. Selections for staff positions will be based on commitment, leadership, experience, and potential.
2. Accepting a role on the cadet staff will require you to do work outside of your normal cadet responsibilities and sacrifice some of your personal time. Only apply if you believe that you can comply with these requirements.
3. Each corps staff position comes with a tremendous amount of responsibility. If you are selected for a staff position and do not demonstrate the responsibility required, your position may be revoked. Additional disciplinary actions, such as demotion of rank may be taken.
4. Applications must be filled out with the required information as accurately and completely as possible. Applications will be submitted through your Flight Commander to the appropriate staff officer.

----- Please Print Clearly -----

CADET RANK/NAME: _____ GRADE: _____

FLIGHT: _____ TOTAL SEMESTERS IN AFJROTC: 1 2 3 4 5 (Circle one)

STAFF POSITION APPLYING FOR: _____

QUALIFICATIONS (What makes you the best cadet for this position):

PRIOR POSITIONS HELD:

Attachment 7: Cadet Letter of Counseling

LETTER OF COUNSELING

(Date)

MEMORANDUM FOR _____
(Name of Cadet Receiving Counseling)

FROM: _____
(Name of Flight Commander or other Staff Officer)

SUBJECT: Letter of Counseling

1. Summary of standard not met/inappropriate behavior:

2. Corrective plan of action:

3. Comments/additional information:

Flight Commander/Issuing Officer Signature

By signing this letter, I acknowledge receipt of verbal counseling.

Cadet Signature

Flight Commander Review:

Signature: _____ Date: _____

Corps Commander/Deputy Commander Review:

Signature: _____ Date: _____

Instructor Review:

Signature: _____ Date: _____

Attachment 8: Cadet Letter of Reprimand

LETTER OF REPRIMAND

(Date)

MEMORANDUM FOR _____
(Name of Cadet Receiving Counseling)

FROM: _____
(Flight Commander or another Staff Officer)

SUBJECT: Letter of Reprimand

1. You are hereby reprimanded for:

2. Comments/additional information:

Flight Commander/Issuing Officer Signature

By signing this letter, I acknowledge receipt of this written reprimand. My acknowledgement does not necessarily signify my agreement with its content. I understand that should any administrative punishment result, I may request a hearing in front of a cadet discipline board.

Cadet Signature

Squadron Commander Review:

Signature: _____ Date: _____

Corps Commander/Deputy Commander Review:

Signature: _____ Date: _____

Recommend administrative punishment (Yes) (No)

Recommend discipline board (Yes) (No)

Instructor Review:

Signature: _____ Date: _____



Attachment 9: Cadet Letter of Probation Status

Effingham County High School
Air Force Junior JROTC
1589 GA-119, Springfield, GA 31329
(912) 754-6404, Ext 1258



Date: _____

FROM: AFJROTC GA-938/SASI

SUBJECT: Notification of Probation Status

TO: <Cadet Name> and Parent(s)/Guardian(s)

1. <Cadet Name>, you are notified of your probation status. A Probation Status is implemented for Cadets who violate school and/or AFJROTC rules, instructions, and/or policies and procedures.

2. The cause for the probation is/are:

☐ Disciplinary action(s) for any reason by a school administrator/teacher, e.g. in-school suspension/detention, alternative school, school suspension or any combination thereof during a 9 week grading period.

☐ Recommended by a disciplinary board and approved by the Instructors.

☐ Recorded **9** or more **unexcused** absents and/or **3** or more **unexcused** tardiness

☐ Other: _____

3. The effect of the probation include(s):

☐ Restricted to Curriculum-in-Action field trips only

☐ Limited to non-leadership roles/positions

☐ Revert to permanent or lower rank

☐ Reduced in (demotion) rank for the grading period

☐ Other: _____

4. Removal from Probation Status will be recommended by Cadet Leadership and/or approved by ASIs after the cadet has made every effort to correct his/her deficiency or behavior. Lack of improvement in the probation area may lead to a permanent removal from the AFJROTC program.

Sincerely,

Andrew S.R. Wichers, LtCol, USAF (Ret)
Senior Aerospace Science Instructor

1st Ind.

I acknowledge and do not agree or disagree with this probation letter. I (will / will not) submit a written statement on my behalf to the ASIs or (will / will not) request a meeting with administration with my parent(s)/guardian(s) present. I must submit a written statement and/or written request for a meeting of my own free will no later than 3 school days of this dated letter.

Cadet Printed Name, Signature, & date

2nd Ind.

A written statement (was / was not) provided and/or a written request for a meeting with administration (was / was not) provided.

Andrew S.R. Wichers, LtCol, USAF (Ret)
Senior Aerospace Science Instructor

Attachment 10: Cadet Application and Contract

APPLICATION AND AGREEMENT FOR: _____ GA-938 ECHS 2022-2023 Cadet Contract

1. **ENROLLMENT:** Being a member of Air Force Junior Reserve Officer Training Corps (AFJROTC) is a privilege, not a right. The instructors will remove a cadet from the program if they are not meeting the minimum standards as outlined in the Air Force agreement signed by Effingham County Schools and AFJROTC (discussed in class).

2. **OBLIGATIONS AND CONSIDERATIONS:** Participation in AFJROTC does not commit or obligate any student to military service, nor does it guarantee special consideration if a student chooses to enter military service. However, a cadet who successfully completes the specified number of years of AFJROTC based on the rules of that branch of service may qualify for advanced rank upon enlistment in the military.

3. **APPLICATION:** I, the above-named cadet, hereby apply for initial or continued enrollment in ECHS AFJROTC.

4. **AGREEMENT:** In order to maintain high cadet standards of discipline, courtesy, personal conduct, appearance, participation, and fitness required by the AF and the AFJROTC program, I understand and agree to the following:

A. **MINIMUM EXPECTATIONS:** I will abide by the MINIMUM STANDARDS listed below as taught during class. Failure to do so will result in removal from AFJROTC.

- ___(1) I will behave in a manner consistent with being a good citizen & reflecting positively on ECHS, AFJROTC, and AF.
- ___(2) I will fully participate in the AFJROTC program by my involvement in volunteer & LDR activities.
- ___(3) I will maintain proper personal hair/grooming standards while enrolled in AFJROTC as taught to me.
- ___(4) I will contact instructors **prior** to changing my appearance that might affect wear of the AFJROTC uniform.
- ___(5) I will properly wear the AFJROTC uniform as instructed and wear it the entire school day unless otherwise directed by instructors. All uniform grades are entered as "major grades".
- ___(6) I will dry-clean/wash my uniform(s) on a regular basis and maintain it as necessary (includes PT & ABU).
- ___(7) I will wear the issued Physical Training (PT) Gear (shorts/shirt) and appropriate athletic style shoes as directed. Also, I will fully participate in all PT activities unless a written excuse is provided by a doctor/parent/guardian.
- ___(8) I will put full effort into learning individual and group drill movements.
- ___(9) I will participate in team activities and field trips to the best of my ability.
- ___(10) I will NOT be involved in any inappropriate or illegal behavior; I will not lie, cheat, steal, and/or plagiarize.
- ___(11) I will NOT wear the AFJROTC or PT uniforms to ISS or CHOICE (in-school detention).
- ___(12) I will NOT wear any visible facial piercings (Other than earrings, Females only).

B. **MISSED UNIFORM INSPECTIONS:** I will make up the grade the first day back to school (excluding PT days) if absent on uniform day. My grade will result in a zero if I fail to wear the AFJROTC uniform as directed. A makeup may be arranged, but I must first meet with the Instructor(s) during established tutorial times.

C. **COURTESY:** I understand this is a "Cadet Owned/Ran" program and I am expected to follow orders of cadets' senior in rank/position. I will render proper military courtesies & respect to instructors, military officers, and cadet officers. I will show courtesy & respect to administrators, teachers, coaches, and other adults with whom I come into contact.

D. **UNIFORM ISSUE AND RETURN:** I will be given a uniform once within Air Force standards. The uniform will be issued clean/pressed unless it is a brand-new item. In that case, I will need to press it prior to the first uniform inspection. I will return the AFJROTC uniforms immediately to include every item issued to the cadet if I am removed from or quit AFJROTC. Failure to return uniforms may result in filing of a police report and/or school fine. All uniforms will be returned at the end of the semester dry cleaned (pants, shirt, jacket (with liner), and coat).

E. **ACTIVITY FEE:** I understand each cadet must pay the nonrefundable, AFJROTC activity fee of \$25 within the first 4-weeks of being enrolled in AFJROTC. Financial hardships must be brought to an instructor by a parent/guardian.

F. **CADET GUIDE:** I will read, understand, and comply with the requirements and information contained in the AFJROTC Cadet Guide, which will also be discussed in class. (Available in the classroom and online at the ECHS Website)

G. **MALE Required Hair Style and Other Uniform Restrictions for AFJROTC:** The below list applies when the cadet is wearing the AFJROTC Uniform:

- Hair: Will not exceed 1 1/4 inch in bulk on the top of the head regardless of the length. Bulk is the distance that the hair projects from the scalp when groomed (as opposed to length of the hair).
- Hair should be no longer than 1/8 inch at the termination point around the base of the neck and ears.
- Must be able to wear the flight cap with no long hair sticking out the front or sides.
- Your hair must have a tapered appearance on both sides and back. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point.
- Hair must be a natural color (no faddish hairstyles/colors), and hair must be all one color. No designs may be cut into the hair, no mohawks, no "faux-hawks". No "twists/fusing" or braids. Eyebrows must be natural looking.
- Shaving: **All** males must be cleanly shaved in uniform. May wear a mustache cut at corners of mouth, and no hair hanging over the lip. No designs may be cut into the hair or eyebrows.
- Sideburns: Sideburns are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared or cut to a point) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening.
- Jewelry: No more than 3 rings on your 8 fingers (no thumb rings), and no earrings on males. No visible necklaces. A conservative bracelet up to 1/2 inch wide is allowed. Rubber "**Cause Bracelets**" will **NOT** be worn.

H. **FEMALE Required Hair Style and Other Uniform Restrictions for AFJROTC:** The below items apply when the student is wearing the AFJROTC Uniform:

- Hair: Will not exceed 3 inches in bulk on the top of the head. Bulk is the distance that the hair projects from the scalp when groomed (as opposed to length of the hair). Do not cut into faddish style or shave a portion of the hair. Females may shave their entire head, but it must be one length. Hair must allow proper wear of the flight cap.
- Hair Color: Female cadets will not dye their hair multiple colors or any single color that is not natural (born with) or does not compliment the skin tone. No designs may be cut into the hair or eyebrows.
- Hair Bun: Females will put their hair up in a "bun" centered at the base of the neck or cut to a length where it does not hang below the bottom of the shirt collar. Must be able to wear the flight cap properly. Buns will NOT be on the top of the head. Bun may be no more than 3.5 (3 1/2) inches diameter.
- Hair bobby pins and rubber bands will be black. No bows or metal fashion clips in hair with the uniform.
- Makeup/Nails: Makeup should be conservative and professional looking. If painting nails, use one color and must be a conservative color or French manicure. Black, pink, white, gold, etc. are not allowed.
- Earrings: Only ONE earring in each ear, lowest part of ear lobe; can only be round or square white diamond, silver, gold, or white pearl stud.
- Jewelry: No more than 3 rings on your 8 fingers (no thumb rings). No visible necklaces. A conservative bracelet up to 1/2 inch wide is allowed. Rubber "**Cause Bracelets**" will **NOT** be worn.

CADET AGREEMENT: I understand, agree, and will comply with **instructions** as listed above and contained in my AFJROTC **Cadet Guide** as long as I am enrolled in AFJROTC.

STUDENT (Cadet) SIGNATURE: _____ **DATE** _____

6. **PARENTS/GUARDIANS AGREEMENT:** I fully understand the Minimum Expectations, Courtesies, and Discipline outlined in this contract CAN and WILL be cause for removal from the AFJROTC program. I understand if my cadet fails to maintain grooming standards and/or wear the AFJROTC and/or Physical Training uniforms on required occasions, it will result in my cadet's removal from the program. I understand all uniform items will be returned to AFJROTC if my student is removed from this course for any reason or drops this class prior to the end of the semester.

I understand and agree to the conditions set forth in this contract. I hereby give my permission for my student to enroll or for continued enrollment in the AFJROTC program and will encourage their active participation. My student has read this contract and understands and will comply with all the requirements of the AFJROTC program.

NAME OF PARENTS/GUARDIANS: _____ **PARENT PHONE** _____

PARENTS/GUARDIANS SIGNATURE: _____ **DATE** _____ Page 2 of 2

Attachment 11: Cadet Uniform Inspection Grading Rubric

	Uniform Description (Class A's, B's, ABU, Khakis & Polo) Flight, Date: _____	DISCREPANCY	Cadet #1	Cadet #2	Cadet #3	Cadet #4	Cadet #5	Cadet #6	Cadet #7
1	Absent (ABS), Excused (EX) No Uniform (NU)				ABS	EX			
2	Uniform – Not Worn (Make up date? MM/DD)	-100							
3	Hat – not worn	-10		X					
4	Hat - Dirty	-5							X
5	Hat insignia – not worn	-10							
6	Hat insignia – improper placement	-5							X
7	Hair – extremely out of standards	-50					X		
8	Hair – close but still out of standards	-15							
9	Hair – faddish, bulk, spots, etc	-5							X
10	Facial hair	-20						X	
11	Sideburns – too long, wide, not horizontal	-5							
12	Eye Wear – improper	-5							
13	Jewelry or hair devices improper, wrong color	-5							
14	Make up – improper	-5							
15	Nails – improper color, length, etc...	-5							
16	Rank – not worn	-10							
17	Rank – improperly placed, dirty, etc...	-5							
18	Nametag – not worn	-10							
19	Nametag – improperly placed, dirty, etc...	-5							
20	Ribbons – not worn	-10							
21	Ribbons – improperly placed, dirty, etc...	-5							
22	Belt – not worn	-10							
23	Belt, improperly placed, missing loop, etc...	-5							
24	Tie/Tab – not worn	-10							
25	Tie/Tab – improperly placed, dirty, etc...	-5							
26	T-Shirt – not worn, improper	-10							
27	Service Coat – stained, wrinkled, dirty	-10							
28	Buttons – Missing, not sewn / tied (each event)	-5							
29	Jacket - stained, wrinkled, dirty	-10							
30	Jacket - No Rank with B's OR Rank with K&P's	-5							
31	Shirt or Polo – not pressed, stains, dirty, etc...	-10							
32	Gig Line – not aligned	-5							
33	Pants/khakis – ill fitting, too long/short/stains	-10							
34	Shoes/Boots (wrong shoes w/Khaki/No Boots)	-20							
35	Shoes/Boots – not shined, dirty	-10							X
36	Socks – wrong color, type or missing	-10							
37	Discipline – poor: move, talk, gum, etc...	-10							
	Total		100	90	0*	0**	50	80	75

* A Cadet is marked "ABS" (Absent) if they are not present in formation. Cadet will make up the Grade the first day back to school (Excluding PT days) if absent on uniform day.

** A cadet is marked "EX" (Excused) if they are on a field trip or other school sponsored activity

Attachment 12: Cadet Physical Fitness Training Grading Rubric

[illegible]

Attachment 13: Physical Training Make Up Assignment Letter

MEMO TO: Cadet _____

Date: _____

FROM: Flight Commander

SUBJECT: Make-Up Physical Training Assignment Worksheet

1. You did not dress out or absent on _____ for the weekly PT class.
 - a. Please complete the Home Exercises as described in this letter.
 - b. Have your parent/guardian or coach validate completion of the exercises.
2. All make-up PT forms must be submitted prior to next PT session for credit

=====

HOME EXERCISES:

Warm Up Exercises. Leg & arm stretches, trunk twists, and others that we do on Friday PT.

Complete these aerobic exercises:

1. Fifteen 4-count jumping jacks.
2. Fifteen two-legged squats.
3. Twenty heel lifts.
4. Fifteen lunges with each leg.
5. Twenty-five pushups. (may be split up if needed)
6. Twenty-five sit-ups. (may be split up if needed)
7. Walk one mile in 15 minutes or less; or jog one mile in less than 10 minutes.

***Alternate exercises may be completed if involved with athletics, martial arts, dance, etc.**

Time for the WALK or JOG: _____

I certify that _____ completed these exercises _____
(Cadet Last Name, First Name) (Parent/Guardian/Coach signature and phone number)

Return the signed paper prior to next PT session.

Attachment 14: Leadership Development Requirement Tiers

	<u>STEM Based</u>	<u>Activity Based</u>	<u>Unit Based</u>	
	UAS (multicopter or RC aircraft)	Marksmanship	Planning Committee	
	StellarXplorers	Raiders/Fitness	Flag Detail	
	CyberPatriot	Drill	Sports Teams	
	JLAB	Color Guard	Awareness Presentation Team	
	Rocketry	Archery	Tutoring	
	Robotics	Orienteering	Spirit Squad	
	Astronomy	Kitty Hawk	Saber Team	
	Meteorology	Boxing	Chorus	
MS LDR Requirement	Min 1	Min 1	Min 1	Min of 3 LDRs
Exceeds LDR Requirement	Min 1	Min 1	Min 1	Any Combination of 7 or More LDRs / unit must meet Min standards in each category

Descriptions:

STEM Based - is any LDR that has a Science, Technology, Engineering, and Mathematics (STEM) or academia related base AND has an outside partnership and/that includes a national level competition.

Activity Based - is any LDR that may/may not have a STEM or academia related base but does have an outside partner and/or local level or above competition.

Unit Based - is any LDR that is local level only and that primarily benefits the cadet corps, school and/or local community.

Evaluation Standards:

Exceeds Standards - Units must have a minimum of at least 1 LDR in each of the above categories and an overall total of 7 or more total LDRs in any combination of the above categories.

Meets Standards - Units must have a minimum of at least 1 LDR in each of the above categories, total of 3 to 6 LDRs total.

Meet Standards W/Discrepancies - Units have 3 LDRs,; however, the unit does not have 1 in each of the specified categories.

Does Not Meet Standards - Unit has less than 3 LDRs

Attachment 15: Reserve Program Agreement Contract
FIKE AFJROTC RESERVE PROGRAM MEMBERSHIP AGREEMENT

NAME: _____ *Reserve Status Effective Dates:* _____
Last Name, First Name

1. FORWARD: The Fike AFJROTC Reserve Program provides an opportunity for cadets who are enrolled in an AFJROTC course during one semester of an academic year but not the other to maintain full affiliation with AFJROTC throughout the year. Cadets in the reserve program may participate in all extracurricular activities of the AFJROTC program, including drill team, staff positions, field trips, dining-in, military ball, etc., as long as the requirements of this agreement are met. In addition, cadets in the Reserve Program are also permitted to retain their cadet rank from active status, hold positions on the cadet staff, take/pass one promotion test, and attend CLC (if selected). In order for a cadet to be admitted into the Reserve Program, they must complete the Reserve Contract and belong to one of the following AFJROTC special teams: Drill Team, Color Guard Team, Marksmanship Team, Raider Team, Tough Team, Multicopter Team, or Kitty Hawk Honor Society (KHAS). Due to uniform wear requirements, cadets on the Drill, Color Guard, Raider, and Tough Teams are **REQUIRED** to participate in the Reserve Program in order to be on the team. It's optional for all other special team members however they may not participate in AFJROTC activities without Reserve membership. KHAS members who do not wish to participate in the Reserve Program will be considered "inactive" during this period however they retain program membership and are not required to repledge the program the following school year. During the inactive period, KHAS members are not eligible to participate in KHAS events or run for an officer position.

2. UNDERSTANDING: It must be understood that participation in the AFJROTC Reserve Program does not commit or obligate any student to military service. Nor does participation guarantee special consideration if a student chooses to enter military service. **NO ACADEMIC OR MILITARY CREDIT WILL BE GIVEN FOR PARTICIPATION.** Cadets who successfully meet their reserve program obligations will receive benefits as stated in the Cadet Guide and this contract. Cadets who meet uniform wear requirements and achieve a semester inspection average of 80% (20 points) will receive the Dress & Appearance ribbon and Hard Charger Award.

3. AGREEMENT: In order to maintain the high standards of courtesy, personal conduct, and appearance required by the Air Force and Fike High School, as an AFJROTC cadet in the reserve program, *I, the above named Cadet, understand and agree to:*

- A. Enroll in an AFJROTC course during one of the two semesters of the current academic year.
- B. Take proper care of all materials provided by the Air Force and return them upon request of the SASI/ASI.
- C. Wear the AFJROTC uniform on "uniform day" or other occasions as required by participation in the reserve program. Report to the AFJROTC classroom for wear and grooming inspection on uniform wear or make-up day. Refusal to wear the uniform as required or deliberate improper wear of the uniform will result in removal from the reserve program and loss of all AFJROTC privileges. Uniform day is normally Wednesday of each week and the Blue & ABU uniform must be worn each once a month at a minimum. Know and wear the designated uniform for the week worn as provided by Cadet Staff.
- D. Maintain the uniform in a clean, properly fitted and repaired manner. Turn in the complete uniform upon demand. Cadets are responsible for cost of cleaning, loss, theft or damage to the uniform.
- E. Meet the personal grooming standards established by the Air Force and Air Force JROTC.
- F. Meet the standards of attitude, behavior and courtesy expected of AFJROTC cadets as described in the Cadet Guide (Handbook). Cadets who fail to meet acceptable standards or who are suspended (in and out) from school for behavior problems risk losing cadet rank, position, and privileges and may be removed from the reserve program.
- G. Meet the objectives of the cadet-managed squadron to: (1) Encourage a high degree of personal honor, self-reliance, and leadership. (2) Promote patriotism. (3) Develop habits of orderliness and precision. (4) Develop respect for constituted authority. (5) Give full effort and participation. (6) Stay updated on current unit events and in communication.
- H. Respond positively to other cadets who have been appointed to leadership positions. Conduct myself properly if/when placed in a position of leadership.
- I. Strive to develop self-discipline and responsibility for personal actions.

4. CADET AGREEMENT: I understand, agree, and will comply with instructions as listed above and contained in my AFJROTC Cadet Guide as long as I am a Reserve Cadet in AFJROTC.

5. CADET SIGNATURE: _____ **Date:** _____

6. PARENTAL/GUARDIAN APPROVAL: I give my approval for my son/daughter/ward to participate in the Fike AFJROTC Reserve Program and will actively support and encourage his/her participation and program compliance. I understand there is no commitment for military service because of AFJROTC reserve program participation. I will help my son/daughter to maintain the high standards expected of an AFJROTC cadet. I will ensure all uniform items are returned immediately if my son/daughter is removed for any reason from the Reserve Program (next business day from notification).

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

7. AEROSPACE SCIENCE INSTRUCTOR(S) APPROVAL (SASI / ASD)

Version 5 dtd 22 Aug 19

SIGNATURE: _____ **Date:** _____



















Attachment 16: Uniform Item Price List

MALE UNIFORM ITEMS		FEMALE UNIFORM ITEMS	
BLUE ITEM	COST	BLUE ITEM	COST
CAP, GARRISON, MANS	\$12.30	CAP, GARRISON, WOMANS	\$10.35
SERVICE DRESS COAT	\$115.16	SERVICE DRESS COAT	\$103.02
SHORT SLEEVE SHIRT	\$15.11	SHORT SLEEVE BLOUSE	\$12.40
TROUSERS	\$42.00	SLACKS	\$31.35
DRESS SHOES, MENS	\$49.82	DRESS SHOES, WOMENS	\$47.09
TIE	\$5.87	TIE TAB	\$8.22
ABU ITEM	COST	ABU ITEM	COST
CAP, CAMOUFLAGE PATT	\$5.63	CAP, CAMOUFLAGE PATT	\$5.63
COAT, MENS RABU	\$39.29	COAT, WOMMENS RABU	\$39.27
T-SHIRT, ABU	\$4.61	T-SHIRT, ABU	\$4.61
TROUSERS, MENS RABU	\$44.79	TROUSERS, WOMENS RABU	\$44.77
BOOTS, COMBAT MENS	\$114.94	BOOTS, COMBAT WOMENS	\$108.36
PHYSICAL TRAINING CLOTHING		GENERIC ITEMS	
ITEM	COST	ITEM	COST
T-SHIRT, ATHLETE, GRAY	\$6.87	LIGHTWEIGHT JACKET	\$107.50
TRUNKS GP (PT SHORTS)	\$13.94	BELT, TROUSERS BLUE	\$3.43
SWEATPANTS	12.58	BELT BUCKLE	\$4.88
SWEATSHIRT	\$8.29	BELT, RIGGERS	\$4.40
CAP, WOOL, KNITTED, Black	\$4.79	AFJROTC SHOULDER PATCH	\$0.75
		UNDERSHIRT, WHITE, MANS	\$3.20
		BLACK SOCKS/PAIR	\$1.06
		GREEN SOCKS/PAIR	\$1.66
CADET ENLISTED RANK INSIGNIA		CADET OFFICER RANK INSIGNIA	
RANK	COST/PAIR	METAL RANK	COST/PAIR
AIRMAN	\$3.50	SECOND LIEUTENANT	\$2.06
AIRMAN FIRST CLASS	\$2.37	FIRST LIEUTENANT	\$2.14
SENIOR AIRMAN	\$2.48	CAPTAIN	\$2.05
STAFF SERGEANT	\$2.54	MAJOR	\$2.01
TECHNICAL SERGEANT	\$2.59	LIEUTENANT COLONEL	\$2.19
MASTER SERGEANT	\$3.00	COLONEL	\$2.08
SEN. MASTER SERGEANT	\$3.23		
CHIEF MASTER SERGEANT	\$3.55	CLOTH RANK	COST/PAIR
		MALE – FEMALE	\$1.36 - \$2.00

Note: Cadets are issued uniforms valued in excess of \$500.00.

Attachment 17: Career Progression Cycle

The following criteria will be used to promote cadets to permanent rank, and is based on leadership skills, grades, program participation, community service, and military behavior.

CADET STATUS	LOWEST RANK	<----- Promotion Band Width/Range ----->			HIGHEST RANK
First Year Cadet/Student AFJROTC I Function - Duty	C/E-1 Airman Basic (No Rank)	C/E-2 	C/E-3  Assistant Element Leader	C/E-4  Assistant Element Leader	A higher rank may be awarded to a cadet based on merit and exceptional performance
Second Year Cadet/Student AFJROTC II Function - Duty	C/E-3  Assistant Element Leader or Guidon	C/E-4  Assistant Element Leader or Staff	C/E-5  Element Leader or Staff	C/E-6  Deputy Flight Sergeant or Staff	A higher rank may be awarded to a cadet based on merit, superior performance and operational requirements
Third Year Cadet/Student AFJROTC III Function - Duty	C/E-4  Element Leader or Staff	C/E-6  Deputy Flight Sergeant or Staff	C/E-7 C/E-8  or  Cadet Flight Sergeant, First Sergeant or Staff	C/E-9  Cadet Command Chief Master Sergeant or Staff	A higher rank may be awarded to a cadet based on merit, superior performance and operational requirements
Fourth Year Cadet/Student AFJROTC IV Function - Duty	C/E-5  Element Leader or Staff	Rank of C/E-6 to E-9 may be awarded based on merit and exceptional performance	C/O-1 C/O-2  or  Cadet Flight Commander or Staff	C/O-3 C/O-4  or  Deputy, Vice Commander or Staff	C/O-5  Cadet Squadron Commander

STAFF AND LEADERSHIP POSITIONS

Assistant Element Leader Guidon Bearer Cadet Historian Cadet Safety Officer Assistant to the Cadet Plans Officer Assistant to Staff Officers	Armorer, Guidon Bearer or Element Leader Current Operations Officer Cadet Public Affairs Cadet Comptroller Cadet Chaplain Cadet Color Guard Vice/Commander Cadet Special Projects Officer Cadet Deputy Flight Sergeant or Commander
Cadet Operations Deputy Squadron Commander Cadet Operations Support Squadron Commander Cadet Logistics Deputy Squadron Commander Cadet Color Guard Commander Cadet Special Projects Officer Cadet First Sergeant / Cadet Flight Commander Cadet Command Chief Master Sergeant Cadet Squadron Vice Commander	Cadet Administrative Squadron Commander Cadet Operations Squadron Commander Cadet Logistics Commander Cadet Executive Officer Cadet Special Assistant Cadet Squadron Vice Commander Cadet Squadron Commander Cadet Corps Commander

Attachment 18 - Activity Points and GA-938 Letter Tracker Checklist

Service Point Activities. Successful completion earns the following service points:

ACTIVITIES		
DRILL/COLOR GUARD TEAM/other JROTC teams		
1.	Attend practice in preparation for performance or competition	5
2.	Participate in a performance (school/community)	100
3.	Perform in competition	100
	•First Place	125
	•Second Place	100
	•Third Place	75
ALL CADETS		
1.	Achieve Leadership Positions:	
	•Cadet Officer	75
	•1 st Sgt/Flight Commander	100
	•Squadron Commander	200
	•NCO/Guidon Bearer	25
	•NCOIC/Flight Sgt	50
2.	Outstanding Cadet Award	125
3.	Flight Commander of the Semester	125
4.	Leadership, Superior Performance, Achievement, and/or other performance award	100
5.	National Award (AFA, VFW, etc.)	100
6.	AFJROTC and/or School Sanctioned/Sponsored Contest	
	•Submit an Entry	50
	•Honorable Mention or Receive Recognition	75
	•Winner	100
7.	Unit Awards	
	•Distinguished Unit	100
	•Outstanding Flight of the Semester	50
	•Flight Drill Competition winner	30
8.	AFJROTC Sponsored Badge (Rocketry, Awareness Presentation Team, etc.)	50
9.	Advanced Level Program (e.g., Aviation Ground School)	75
10.	Summer Leadership School (Distinguished Graduate)	75 (100)
11.	Summer Leadership School Cadet Training Instructor	75
12.	Summer Cadet Orientation	50
13.	AFJROTC Sponsored Award Not Mentioned (Activities, Academic, Service, etc.)	50
14.	Earn ribbon/cluster not already listed	30
15.	Participate in a performance (school/community) such as parade	50
16.	Participate in school/community service project (per hour)	10
17.	Attend Military Ball, District Parade, Awards Night, or Field Day	75
18.	Attend Other Cadet Functions/Field Trips	50
19.	Recruit a New Cadet	50
20.	Receive an A in AFJROTC at Six-Weeks Report Card	30
21.	Receive a B in AFJROTC at Six-Weeks Report Card	10
22.	Member of Honor Flight of the Semester	50
23.	Meet requirements for Distinguished Honor Roll	50
24.	Meet requirements for Honor Roll	25
25.	Be a member of a ECSD recognized National Honor Society	50
26.	Achieve Recognition in Academics or other Extracurricular Activities	75
27.	Perfect Attendance for Six-Week Report Card Cycle	25
28.	Presentation for School or Community Audience (e.g., DARE, Recruiting, etc.)	75

GA-938 Letter Tracker Checklist

Cadet Name (Last & First): _____ Date: _____

DATE	ACTIVITY	POINTS		DATE	ACTIVITY	POINTS

Once 100 points is documented, submit completed checklist to SASI/ASI through chain of command

Attachment 18: GA-938 Letter Tracker Checklist