

TX-957 AFJROTC GROUP

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FOREWORD

Welcome to the Texas 957th Air Force Junior Reserve Officer Training Corps (AFJROTC) group. Your choice to enroll in this outstanding program points to your interest in the general areas of military traditions, aviation, aerospace, leadership, drill and ceremonies, and the air force. It is our goal to provide a range of activities to develop and satisfy these interests. In the process, you'll learn more about the air force. But more importantly, you'll learn more about yourself and develop an appreciation for good citizenship and community service.

Your Aerospace Science Instructors and I are retired air force personnel with many years of combined active duty experience. Our backgrounds include extensive time in military and technical training, professional education, and leadership positions. These backgrounds, when teamed with your initiative and dedication, will provide the ingredients for a first class AFJROTC unit.

Our cadet group is led and managed by cadet commissioned and noncommissioned officers. The experience you gain in various positions will afford you an excellent opportunity to develop important skills and traits...such as integrity, self-reliance, leadership, and "followership," all of which will help you later in whatever career you pursue after high school.

This cadet guide is your roadmap for the course and contains guidance, direction, and standards of conduct for all AFJROTC cadets at Cedar Hill High School. Each of you is responsible for studying this guide; you will be tested on its contents during the course. Remember, it is a guide, and not a substitute for initiative, common sense, and good judgment.

Again, welcome and congratulations on your decision to enroll in AFJROTC! We are looking forward to working with you in the classroom, on the drill pad, and in our extracurricular activities.

Aim high!

GREGORY L. WALKER, Lt Col, USAF (Retired)
Senior Aerospace Science Instructor

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AIM HIGH

BITE OFF MORE THAN YOU CAN CHEW,

THEN CHEW IT.

PLAN MORE THAN YOU CAN DO,

THEN DO IT.

POINT YOUR ARROW AT A STAR,

TAKE YOUR AIM, AND THERE YOU ARE.

ARRANGE MORE TIME THAN YOU CAN SPARE,

THEN SPARE IT.

TAKE ON MORE THAN YOU CAN BEAR,

THEN BEAR IT.

PLAN YOUR CASTLE IN THE AIR,

THEN BUILD A SHIP TO TAKE YOU THERE.

ANONYMOUS

CHAPTER ONE

THE AFJROTC PROGRAM

The mission of the Air Force Junior Reserve Officer Training program is to —Develop citizens of character, dedicated to serving their nation and community. The program is designed to teach high school students about the aerospace age and its history while developing more informed citizens. The program also strives to strengthen character, promote understanding of the concept of the citizen soldier, help develop a sense of patriotism, and promote the students' understanding for the need and benefit of self-discipline, teamwork, and community spirit. There is no military obligation incurred by any cadet for joining AFJROTC.

HISTORY OF AFJROTC

The Junior ROTC program, as it is known today, began in 1911 in Cheyenne, Wyoming, when Army Lieutenant Edgar R. Stevers, an inspector-instructor of the organized military of Wyoming, created the concept of a high school level cadet corps dedicated to making better citizens rather than soldiers. The National Defense Act of 1916 authorized the first JROTC program.

The ROTC Vitalization Act of 1964, Public Law 88-647, directed the Secretaries of each of the military services to establish and maintain JROTC units at public and private secondary schools which requested them and were eligible under regulations established by the secretaries of the services. This law created the Air Force JROTC program in 1966, forming the first twenty units. The AFJROTC program has grown to 869 units throughout the world, with

118,800 cadets. The AFJROTC program positively influences our country by helping one student at a time. Comprised solely of active duty Air Force retirees, the AFJROTC instructor force is helping to form tomorrow's nation by educating proud and patriotic cadets—**tomorrow's leaders.**

In 1992 an expansion program initiated by then-Chairman of the Joint Chiefs of Staff, General Colin Powell, authorized the Cedar Hill High School unit. At the start of the 1995-1996 school year, the CHHS program began operations with the official designation of **TX-957 AFJROTC Group.**

OBJECTIVES

Academic Objectives. Each cadet will endeavor to:

- Develop and maintain the highest degree of integrity, self-discipline, and commitment to the responsibilities associated with being a cadet and citizen.
- Become a better informed citizen on matters pertaining to community, state, national, and world affairs.
- Understand the history and potential of aerospace science.
- Become familiar with aerospace vehicles, the principles that govern their operation, and other future aerospace challenges.

Leadership Objectives. Each cadet will endeavor to:

- Develop improved study habits through application of self-discipline and time management techniques.
- Develop a knowledge of and respect for authority.

- Wear the Air Force uniform in accordance with applicable regulations, policies, and guidelines.
- Render proper military customs and courtesies while wearing the uniform.
- Demonstrate socially acceptable conduct at all times.
- Uphold the *Cadet Honor Code* and hold all other cadets accountable for their actions under the same code.
- Foster a spirit of teamwork among fellow cadets.
- Develop and maintain the highest standards of character and leadership as a role model for other cadets and students.
- Improve the community through active involvement in activities and projects.

CADET HONOR CODE

***“We will not lie, cheat, or steal,
nor tolerate among us
anyone who does.”***

The AFJROTC program sets high moral and ethical standards which cadets are expected to accept and follow.

These simple words will provide the basis for the cadet corps’ ethical foundation and should establish a moral framework for you to follow for the rest of your life. It is specific and clear in what it demands. You are expected to maintain complete integrity at all times, in both word and deed. There is no quibbling or evasion involved, nor are excuses condoned. By accepting this code each cadet acknowledges responsibility for his or her own actions and affirms that **honor**, above all else, is the foundation of the Corps.

Each cadet wearing the AFJROTC uniform represents all the other cadets. If one cadet knowingly violates the *Cadet Honor Code*, or commits some other intentional violation of an AFJROTC or school code of conduct, the cadet’s actions must be addressed by the appropriate authority immediately, fairly, and impartially.

CORE VALUES

The *Core Values* exist for all members of the Air Force family—officer, enlisted, and civilian; active, reserve, and retired; senior, junior, and middle management; civil servants; uniformed personnel; and contractors. They are for all of us to read, to understand, and live by. They are much more than minimum standards.

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 imperative in today’s military. Integrity is the ability to hold together and properly regulate all of the elements of a personality. Integrity also covers several other things.

Service Before Self. Service before self tells us that professional duties take precedence over personal desires. It includes:

- Following the rules in doing our duty.
- Respecting others, whether subordinates or superiors.
- Controlling and disciplining ourselves to refrain from anger and intolerance of all kinds.

Excellence In All We Do. Excellence in all we do directs us to develop a sustained passion for continuous improvement and innovation. Through excellence in our actions, we become better citizens. We are able to do more work with less resources.

AFJROTC CURRICULUM

The overall curriculum designation for AFJROTC is *Aerospace Science*. However, the curriculum is divided into Aero- space Science (AS), Leadership Education (LE), Military Studies, and AFJROTC Wellness Program areas of

instruction. Aerospace Science encompasses approximately 40% of the program. Leadership Education and Military Studies comprise 40%, and AFJROTC Wellness Program 20%.

Aerospace Science. This curriculum includes one year courses in aeronautics, history, advanced aeronautics, and optional subjects for fourth-year cadets.

The aeronautics course examines the environment in which aircraft operate, principles of flight and navigation, and requirements for human flight. The history course introduces cadets to the heritage of flight, development of air power, and military aerospace policies. The advanced aeronautics course is the study of the space environment, programs, technology, and exploration. Some of the optional topics include global awareness, survival, and leadership applications.

Leadership Education. This curriculum provides cadets with a variety of subjects. Topics include an introduction to AFJROTC, military customs and courtesies, communication skills, motivation, behavior, management theories, stress management, financial management, ethics, citizenship, and life after high school.

Many of these studies develop the practical application of leading the cadet corps. Other leadership education includes proper wear of the uniform, military customs and courtesies, marching drill and ceremonies, and grooming and hygiene.

AFJROTC Wellness and Physical Training. The purpose of the AFJROTC Wellness Program is to provide a standardized, facility variations

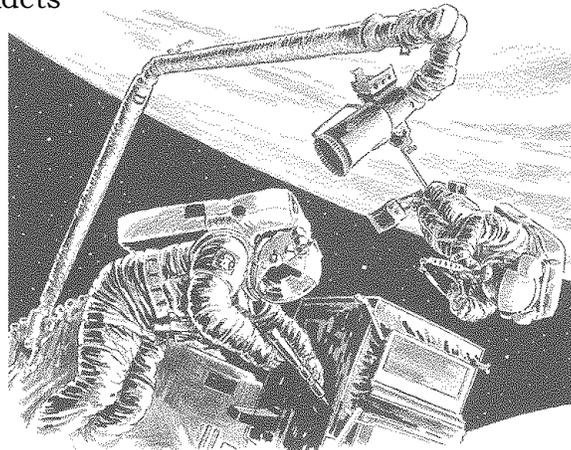
minded curriculum offering substantial individual health improvement.

NOTE: Continually failing to wear the uniform or meet minimum standards may impact your overall grade and/or result in your disenrollment from the program at any time during the school year. Additionally, any other reasons deemed appropriate by the principal and AFJROTC instructors are grounds for disenrollment.

GRADING STANDARDS

Academic grades for each six-weeks grading period are calculated from three primary areas with the following weights:

• Major Tests	30%
• Daily Grades	20%
• Class Participation	10%
• Uniform Inspection	30%
• Uniform Wear	10%
<hr/>	
Total	100%



Major Tests. You can expect at least three tests every six weeks. The average of your tests during the six-weeks grading period is multiplied by 0.30.

Daily Grades. A number of assignments during the six-weeks grading period are used in determining

these grades.

- Daily work will be assigned and posted in advance. It must be turned in before the tardy bell rings to receive credit. Daily work not turned in on time receives a —zeroll grade.
- Most daily work will come from the *Aerospace Science* and *Leadership Education* workbooks. All assignments must be complete

independently. Completing another's work for them or allowing them to use, see, or have access to your work constitutes cheating and will result in serious consequences for all cadets involved.

- Assignments are generally graded on a three-level scale. A plus (+) indicates the assignment meets or exceeds minimum requirements and receives full credit. A minus (-) indicates the assignment does not meet minimum standards, but shows a reasonable degree of effort and receives half credit. A zero (0) indicates the assignment fails to meet minimum requirements and receives no credit. However, when the Class- room Performance System (CPS) is used for testing, exam, and daily work, the resultant grade will be annotated in the grade book.

Class Participation. A daily grade can also be assessed for participation (drill, PT, etc.).

Drill/Uniform Grades. Wearing the uniform is a course requirement and will be graded in two parts: uniform wear and inspection.

- If in uniform on inspection day you will receive a 100 for uniform wear. Failing to wear the uniform will result in a zero (0) grade in both the uniform wear and inspection categories.
- Cadets start each inspection with 100 points. Points will be deducted for discrepancies noted during the formal open ranks inspection. (See Figure 1-1.)
- Repeat violations double the penalty points assessed for the discrepancy. For example, a second violation for not shaving will deduct 30 points. A third violation will be a 60-point penalty, and you will receive a zero (0) for uniform inspections for the

fourth and every subsequent shaving violation. Repeat violations need not occur on consecutive inspections to double penalty points.

- Cadets found violating the rules of dress and appearance at any time other than scheduled inspections will receive a zero (0) for the inspection and uniform wear grades. For example, if you are seen wearing a civilian-style jacket with the uniform at lunch, you will receive zeroes.

MAKE-UP ASSIGNMENTS

The make-up policy for AFJROTC is in accordance with district guidelines as published in the Student Handbook.

You are responsible for obtaining all make-up assignments on your first day back to school after an absence. All assignments will be clearly written on the assignment boards in the classroom and will only be obtained before, after, or between classes, during lunch, or before or after school. Class time will not be used for explaining make-up assignments.

Cadets in ISS are responsible for turning in assignments when due and for retrieving graded homework or other assignments.

Cadets with excused absences may turn in completed assignments at the beginning of the next JROTC class period for full credit grading. Assignments due during extended absences will be determined on a case-by-case basis. Truancy or cutting class results in a 0 grade with no opportunity for make-up.

If you are unable to wear the uniform on the required day due to an excused absence, you must wear the uniform the entire next school day you have JROTC—uniform day or not (Unless your return day is on a Friday). Failure to wear the uniform on the make-up day will result in a 0 for both the uniform wear and inspection

grades. Extended absences will be handled on a case-by-case basis.

An excused absence is the only reason an opportunity is granted for a full make-up uniform grade. A uniform "in the cleaners" is not a valid exception to the required wear of the uniform.

If you are assigned to ISS you must wear the uniform on the regularly scheduled uniform day. However, you may not leave ISS to get inspected by an instructor. It is your responsibility to go to an instructor before school to be inspected. Placement in ISS is not an absence.

PROJECTS

Projects are not frequently assigned in AFJROTC. Instead, cadets are given the opportunity to work on projects of their choosing for extra credit, subject to the approval of the SASI/ASI.

Projects may be turned in or presented any time during the first five weeks of a six-week grading period. There is a limit of two projects per semester per cadet.

The value of a project is important since the points awarded are used to improve your academic grade during the six-week period the project is presented.

Projects may be completed individually or as a group, determined by the SASI/ASI. Written reports should be not less than 300 words; oral reports should be at least 5 minutes. Shorter reports will be graded lower. You are encouraged to complete a project that

interests you, one you will enjoy completing. Suggested projects include:

- Challenges at the end of the chapters in your textbook.
- Building an airplane model, or series of models, and presenting a briefing to the class on the aircraft.
- Conducting a demonstration or experiment in class related to the theories or principles of flight, weather, navigation, etc.
- Writing a report on some person who is associated with aerospace.
- Writing a report on a particular aircraft or rocket.
- Researching and briefing the class on a job associated with aerospace.
- Points awarded will be in direct proportion to the effort expended and the quality of the project.
- Model aircraft, if constructed, should be medium or large in size not miniatures. You are encouraged to hang your aircraft models in the classroom for display purposes. You may re- move your models at any time, or they may be left on permanent display.

AFJROTC Reserve Cadet Program

A cadet who completes the entire AFJROTC Academic Program, but is not participating in an AFJROTC course during the current semester of the school year may be designated, with AFJROTC instructor concurrence, a reserve cadet. Reserve Cadet may participate in all AFJROTC activities (drill team, honor guard, etc.).

Figure 1-1. Uniform Discrepancies and Penalty Points

Discrepancy	Penalty Points
Not wearing uniform	100
Civilian clothing item with uniform	100
Unauthorized uniform item	20
Jewelry, hair ornament, other ornamentation	15
Socks or hose wrong color, type or missing	10
Undershirt wrong color, type or missing	10
Alterations, improper or unauthorized	10
Uniform items, improperly worn	10
Not pressed	10
Dirty	10
Hair, faddish or extreme style	15
Prevents proper wear of hat	15
Improper coloring	15
Too long or excessive bulk	15
Cosmetics, excessive or improper	15
Nail polish, improper color or ornamentation	10
Shaving, failure to shave	15
Mustache violation	10
Sideburns violation	15
Missing uniform item	15
Missing nametag, ribbons, insignia, button	10
Shoes not shined	10
Improperly positioned nametag, ribbons, insignia, etc.	5
Button not fastened	5
Gigline not aligned	5
Excessive strings	5

CHAPTER TWO

STANDARDS OF CONDUCT AND BEHAVIOR

Not all high school students have the courage and self-discipline it takes to be a successful JROTC cadets. Anyone can break the laws and regulations of our society. It takes a special, conscientious person to live by the *Core Values* (as described in Chapter One), the AFJROTC rules (described throughout this guide), and the school rules (described in the Student Handbook) on a daily basis in or out of uniform.

Violating any law, regulation, or rule is unacceptable . . . period. Every cadet represents all the other cadets. If you knowingly commit some violation of an AFJROTC or school rule *at any time*, your actions reflect badly on how others see all Junior ROTC cadets. Therefore, all rule violations must be addressed

immediately, fairly, and impartially.

CLASSROOM CONDUCT

All JROTC classes at Cedar Hill High School will be conducted in an orderly manner. Cadets will not:

- Leave the classroom without the instructor's permission.
- Talk while the instructor is teaching without permission.
- Sit on or put their feet on any desks.
- Throw anything in the classroom.
- Tilt chairs forward or backward onto less than four legs (safety consideration).



- Write on, or in any other way, deface the tables, desks, or chairs.
- Sleep in class, to include laying their heads on desk, books, or hands and arms.
- Remove pictures, posters, or notices from walls or bulletin boards without permission.
- Work on other school subjects during class without permission from the instructor.
- Engage in physical –horseplayll with other cadets.
 - Throw trash on the floor.
 - Use profanity.
 - Make rude remarks or tell off-color jokes.
 - Bring food, gum or drinks into the classroom.
 - Bring playing cards, dominoes, dice, or any other game devices into the classroom. They will be confiscated.
- Use facial, hand, or finger make-up/lotion and hair will not be brushed or combed in the classroom.

CLASSROOM PROCEDURES

Tardy/Late. You are expected to be in the classroom before the tardy (late) bell rings or you are considered late unless a note from the previous teacher, guidance office, or school administration is presented. All tardies will be handled in accordance with the Cedar Hill Student Handbook.

Preparing the Classroom. The following procedures will be followed at the beginning of *every* class period:

- Cadets will place AFJROTC materials under their desk and immediately fall into flight formation.
- When the bell rings, the Flight Commander calls the Flight to Attention, gives the command —Parade Rest, and takes roll. When a cadet's name is called, he/she will respond, —PRESENT. The Flight Commander will mark tardy/absent cadets on the appropriate roster.
- After roll call the Flight Commander orders the Flight to —Attention, and dismisses the flight.
- The Flight Commander will ensure all desks are properly aligned.
- The Flight Commander will ensure all cadets clear their desktops of all materials except ROTC materials (no backpacks, cosmetics, combs, etc.)
- Finally, the Flight Commander will notify the instructor when class is ready to begin.

Calling the Flight to Attention. The flight commander, or first individual who recognizes the SASI, will call the flight to attention upon initial entry of the SASI. **NOTE:** Do not call the Flight to attention if the class has already started.

Bulletin Boards. The bulletin boards will be used for posting official notices, meetings, detail listings, formation notices, and other pertinent correspondence. The boards will be kept current at all times.

Cadets desiring to post a notice must submit it to the staff through flight channels.

It is the responsibility of each cadet to read the hallway bulletin boards or classroom white board each time they come to class. If your name appears on notices placed on the board, you will place your initials next to your name indicating that you have read the correspondence. Flight commanders and sergeants will ensure all information

pertinent to individuals under their command is disseminated.

The AFJROTC Area. The AFJROTC area is open to all cadets while one of the instructors is present for duty, usually from about 0745 hrs. (7:45 AM) to 1700 hrs. (5:00 PM) each school day.

The classroom is available to cadets who wish to study before and after school. Cadets in this area will respect other cadets' rights to study in peace and quiet.

Under no circumstances are you allowed to enter an instructor's office unless the instructor is there. Also, before entering the instructor's office the cadet must knock —oncell to gain permission to enter. All instructors' desks and files are —OFF LIMITS|| to cadets. Cadets are not allowed in supply storage rooms unless an instructor gives them permission.

No food, drink, or gum is allowed in any part of the AFJROTC area unless specific permission is granted by the SASI or ASI.

You are always encouraged to visit the instructors' offices to discuss business anytime the instructor is present. Most of the time, the instructor will be available to see you right away, but if the instructor's door is closed, this probably means they are talking on the phone, visiting with another person, or otherwise don't wish to be interrupted.

Leaving the classroom. Requests to leave the classroom for any reason are frowned upon and will be dealt with on a case-by-case basis. Cadets are expected to take care of all business prior to coming to class.

CONSEQUENCES

Classroom actions deemed minor violations of the code of conduct established for AFJROTC cadets and Cedar Hill High School students will result in an appropriate corrective action to correct the situation.

The SASI or ASI will make the initial determination as to whether the violation warrants more than an immediate verbal admonishment. Repeated minor violations will result in progressively more severe corrective action under school and district guidelines published in the Cedar Hill High School Student Handbook as deemed necessary by the SASI or ASI. The cadet's parents or guardians may address any corrective action directly with the SASI or ASI.

Cadets who misbehave enough to be suspended — in-school (ISS) or out-of-school automatically may disqualify themselves for promotion and certain awards during that semester (see Chapter 7, Promotions & Personnel Administration, and Chapter 8, Awards & Decorations), no exceptions. Students placed in the District Alternative Education Program (DAEP) will be disenrolled from AFJROTC during their stay in DAEP. Re-enrollment into the Corps after release from DAEP will be handled on a case-by-case basis.

Often, other JROTC cadets, teachers, and students who are not cadets will report your misconduct outside the ROTC area to the instructors. The SASI or ASI, upon receiving these reports, will counsel you, take appropriate action, and annotate the counseling in your records. These notations will certainly have a detrimental effect on your eligibility for awards and pro-motions.

Disenrollment. With appropriate documentation, failure to consistently meet dress and appearance and grooming standards could result in the removal from the AFJROTC program at any time during the school year. Additionally, you can be removed from the AFJROTC program at any time throughout the school year for disciplinary problems, an inaptitude or indifference to training, and or reasons deemed appropriate by the SASI or the principal.

Prohibition on Physical Discipline and Hazing.

Any form of hazing, whether verbal or physical will not be tolerated within any AFJROTC unit or activity. Requiring cadets to perform any physical action as a reprimand, punishment, or for failure to perform, will not be tolerated within any AFJROTC unit or activity.

Examples of prohibited physical activities include, but are not limited to push ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.

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 including instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

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CHAPTER THREE

DRESS AND APPEARANCE

Every cadet will be issued a complete AFJROTC uniform complement (except underwear.) You must meet the minimum standards outlined in this Cadet Guide for dress, appearance, and conduct at all times.

The United States Air Force uniform is the symbol of a proud and honorable branch of the US Armed Forces. The uniform you wear is similar to the one worn around the world by active duty, Air National Guard, and Reserve Air Force personnel. There are also many retired and former Air Force and other service personnel in the community who will certainly take notice of you and how you wear your uniform.

Think about that every time you put it on, and remember: you will be viewed as a representative of the US Air Force and Cedar Hill High School by everyone who sees you in it. The AFJROTC uniform is not a costume and should always be worn in an authorized uniform combination. Wear it properly and proudly!

UNIFORM CARE AND MAINTENANCE

Cadets are responsible for maintaining all uniform items in a clean and orderly condition throughout the school year and prior to turn-in. You will be financially responsible for all avoidable damage to uniform items. And, according to federal law, paying for damaged government property does not permit you to keep the item. Damaged items must be returned for inventory reasons.

Dark blue uniform items—trousers, slacks, skirts, flight caps, ties or tabs,

lightweight jackets, and service dress coats—must be **dry cleaned** only. Washing or ironing these items will damage them and you will be required to pay for them.

Throughout the school year, light blue uniform items—shirts and blouses may be machine washed on permanent press cycle and pressed with a clean iron on medium heat. However, shirts and blouses must be professionally cleaned and pressed before turn-in at the end of the school year or when the student is disenrolled.

Female cadets may experience some difficulty placing nametags and other insignia on their uniforms because, unlike male shirts, blouses have no pockets to use as guides. Female cadets may find it helpful to have someone assist in placing these uniform items. But **do not** place any permanent marks on the blouse/shirt to aid placement of devices.

Buttons and belt buckles are chrome plated and are designed to have a permanent shine. Do not try to shine them with liquid cleaners or shiners, it will only damage them. Also, most metal cleaners leave a residue that will damage the rest of the uniform. Tarnish build-up on metal can be —erased|| adequately with a large pencil eraser.

ALTERATIONS

Alterations for proper fit are allowed only for the waist and length of pants, slacks, or skirts. Service dress coats may be altered only for proper sleeve length. All other alterations require the prior approval of an instructor.

Unauthorized alterations are considered damage, and you will have to pay for the item.

Do not remove any excess material as a result of alterations. Also, never remove any tags fastened to uniform items.

UNIFORM TURN-IN

End-of-year uniform turn-in begins on the Monday after the Annual Awards Ceremony. All uniform items must be returned within 14 calendar days. Cadets disenrolled from AFJROTC before school ends must return all uniform items not later than 14 calendar days after the disenrollment. If you fail to re- turn the uniform on time, or fail to turn it in properly cleaned, a NOT CLEAR notice will be filed with the school district and legal recourse will be pursued.

Flight caps, service dress coats, shirts or blouses, trousers or slacks, ties or tabs, and lightweight blue jackets must be professionally cleaned and pressed after the last time you wear it and before you turn it in. Ensure the cleaners does not press military creases into shirts and blouses. You must present a dated, itemized receipt from the cleaners at the time of turn-in or you will not be cleared. (You may keep the receipt, but it must be shown at turn-in.)

All uniform nametags, badges, insignia, ribbons, medals, etc., issued to you must also be turned in at the end of the school year. National service awards and decorations presented at the Annual Awards Ceremony need not be returned.

WEARING THE UNIFORM

The uniform will only be worn while traveling to or from, or while participating in, official AFJROTC activities. You will not wear the uniform while participating in student demonstrations, at partisan political activities, for crowd control, while hitchhiking, or any other

inappropriate activity. You may wear the uniform while acting as ushers, parking lot attendants, etc., at the discretion of the instructors.

Public display of affection (PDA) toward any other person while in uniform is inappropriate and strictly prohibited. PDA includes, but is not limited to, holding hands, kissing, arms around another, and fondling. PDA does not include appropriate dancing while in uniform at approved social functions.

PDA while not in uniform is also inappropriate and prohibited among JROTC cadets. A student who has genuine respect for another student will keep his/her hands off that student in public. Individuals who have respect for themselves will demand it from others. Displays of affection will result in disciplinary action.

You must wear the uniform one day each week. On the designated uniform day, you must wear the uniform properly for the entire school day, not just during your Aerospace Science period.

School activities (i.e., band, cheerleading, athletics, etc.) or other extenuating circumstances determined by a JROTC instructor or the school principal to be beyond your control are the only reasons to allow the **temporary** removal of the uniform on designated uniform days.

Wearing the uniform is graded both as a uniform wear and uniform inspection. This uniform wear is graded on a —pass/fail basis. You will receive 100 points if the uniform is worn on the

required day, or zero points if it is not worn.

In addition to the uniform wear grade, uniforms will be inspected on uniform days for proper wear and appearance according to Air Force standards and a grade assigned for the overall appearance of the cadet. Cadets begin each inspection with 100 points and discrepancies will result in deduction of points. Failure to wear the uniform will result in two zeros for that day's inspection. (See Chapter 1.)

If you can't wear the uniform on the required day due to an excused absence, you will have to wear the uniform the next day you have ROTC—uniform day or not (Unless you return to school on a Friday). If you fail to wear the uniform on the make-up day, it will result in a zero for both the uniform wear and inspection grades. Extended absences will be handled on a case-by-case basis.

An excused absence is the only acceptable reason you can earn a make-up grade. A uniform "in the cleaners" is not an acceptable exception to wearing the uniform.

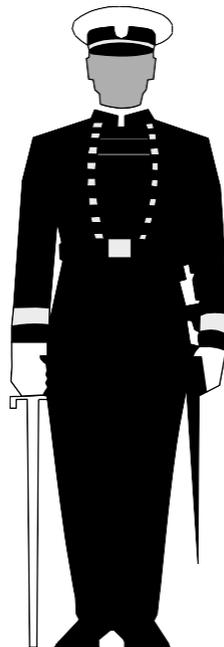
You will not wear the uniform to non-AFJROTC activities without the consent of one of the instructors. If you have any question about whether it is proper to wear the uniform or not, ask an instructor.

UNIFORM COMBINATIONS

Cadets will wear the service uniform or the service dress uniform. Special teams (drill team, color guard, orienteering, etc.) may be authorized special non-traditional uniform combinations. The instructors will designate the appropriate uniform combination to be worn on a uniform day or special event. Generally, only AFJROTC issued items will be worn as (or on) the uni-

form, whether basic or special. You may not wear any uniform item bought from Military Clothing Sales Stores, mail order catalogues, military surplus stores, or any other authorized or unauthorized source without the express consent of the instructors or as authorized in this Cadet Guide. With the exception of socks/hose and undergarments, if we don't issue it to you, you can't wear it.

Also, civilian clothing items will never be worn with, on, or over the AFJROTC uniform.



GENERAL UNIFORM STANDARDS

The uniform will always be neat, clean, pressed, proper fit, in good condition, zipped, snapped, or buttoned when worn. All loose strings and threads will be trimmed. All missing or loose buttons will be replaced.

No bulky items will be placed in uniform pockets which bulge or protrude in any manner causing an unprofessional appearance. Hands will not be placed in pockets at any time.

Pens and pencils must be concealed (not visible) in pockets and never tucked behind ears. However, it is recommended you not put pens or pencils in your shirt or pants pockets, as they often leak or stain and will destroy the uniform item. You will be financially responsible for ink damage to uniform items.

JEWELRY AND ACCESSORIES

Jewelry will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI/ASI. Cadets are prohibited from attaching, affixing or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (includes visible through the uniform).

Earrings. Male cadets are not authorized to wear earrings on a military installation, or while in uniform or in civilian attire for an official AFJROTC event. Female cadets may wear small (not exceeding 6 mm in diameter) spherical/square conservative (moderate, being within reasonable limits; not excessive or extreme) round white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

Bracelets. Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). Gemstones/tennis bracelets may only be worn with the mess dress uniform. Bracelets espousing support for cause, philosophy, individual or group are *not* authorized (**Exception:** Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized).

Watches. Must be conservative and *only* one can be worn around the wrist while in uniform, PTU, or civilian attire in an official capacity. Conservative examples (*not* all inclusive) are solid color black, brown, silver or gold. Prohibited examples are diamond-covered,

neon, bright colors, and bands that exceed 1-inch width.

Rings. Cadets may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and will not be worn on the thumb.

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

Bracelets. A single bracelet may be worn, but must be conservative and no wider than one inch.

Eyeglasses. Eyeglasses and sunglasses will be free of ornamentation on frames and lenses. Eyeglasses will have clear, slightly tinted, or photosensitive lenses indoors or in formation. Sunglasses if worn will have conservative frames and lenses (faddish styles and mirrored lenses prohibited) and may be worn only outdoors, but never in formation.

Other Accessories. Umbrellas will be plain black and carried only in the left hand. Attaché cases, gym bags, and backpacks will only be carried in the left hand or over only the shoulders. Books and other items will only be carried in the left hand.

TATTOOS AND BRANDS

Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform.

Tattoos or brands prejudicial to good order and discipline or of a nature that tends to bring discredit upon the Air Force are prohibited in and out of uniform. Any cadet obtaining unauthorized tattoos or brands will be disenrolled from the AFJROTC program.

Excessive tattoos or brands will not be exposed or visible (includes visible through the uniform) while in uniform.

Excessive is defined as any tattoo or brand exceeding one-fourth of the exposed body part and any that are

above the collarbone and readily visible when wearing an open-collar uniform.

Figure 3-1. Personal Grooming Standards		
Item	Male Requirements	Female Requirements
Facial Hair	Except as noted below, male cadets must be clean shaven. Mustaches are permitted, but they will not extend downward past the upper lip line or extend sideways beyond a vertical line drawn upward from the corners of the mouth. Sideburns are permitted, but will be neatly trimmed and tapered same as the haircut, will be straight and even width (not flared) and end in clean-shaven horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.	Not allowed.
Cosmetics	Not allowed.	Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.

Figure 3-1. Personal Grooming Standards (Continued)

Item	Male Requirements	Female Requirements
Hair	<p>Will be clean, well-groomed and neat. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. The hair color must complement the member's complexion and skin tone. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (<i>not</i> all inclusive) are burgundy, purple, orange, fluorescent or neon colors. Hair will <i>not</i> contain excessive amounts of (continued) grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eye- brow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. Will have a tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle out- lines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permit- ted with tapered appearance. Hair will <i>not</i> exceed 1¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat- top cuts are authorized. Prohibited examples (<i>not</i> all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are <i>not</i> authorized hair</p>	<p>Will be clean, well-groomed and neat. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. The hair color must complement the member's complexion and skin tone. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (<i>not</i> all inclusive) are burgundy, purple, orange, fluorescent or neon colors. Hair will <i>not</i> contain excessive amounts of (continued) grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eye- brow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. Minimum hair length is ¼ inch, to a maximum bulk of three inches from scalp and allows proper wear of head- gear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side- swiped hair will <i>not</i> touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. See Figure 3-10. When in doubt, assess correct length of hair with Air- man standing in the position of attention.</p> <p>Exception: While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bot- tom edge of the collar. The in- tent is for pinned-up hair to be styled in a manner that prevents loose ends from extending up- ward on the head. For example, when using a clip or hairpins,</p>

<p>Hair (continued)</p>	<p>extensions. Will not have any visible foreign items attached to it.</p>	<p>hair will <i>not</i> present the appearance of a –rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single pony tail; that does not exceed bulk and length standards and does not extend below the bottom of the collar (except while in the PTU). As with all hairstyles, a neat and professional image is essential.</p> <p>Hair accessories. If worn, fabric scrunchies, hair- pins, combs, clips, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, and grey). Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one- inch in width. Ornaments are <i>not</i> authorized (i.e., ribbons, beads, jeweled pins). See Figure 3-11 (photo of scrunchie)</p> <p>Braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural looking color, similar to the individual’s hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not pre- sent a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see figure 3-12). Headgear must fit properly.</p> <p>All braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the</p>
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<p>Hair (continued)</p>		<p>braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly interwoven to present a neat, professional appearance. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards.</p> <p>Exception: Microbraids or twists are not required to continue to the end of the hair. Locs are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs.</p> <p>Unauthorized: Shaved heads are defined as complete removal of all hair to the skin on the head or portions of the head. See figure 3-13.</p> <p>Hair color, highlights, lowlights, and frosting will <i>not</i> be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).</p>

Item	Male Requirements	Female Requirements
Nail Polish	Not allowed.	If worn by females, nail polish will be a single color that does not distinctly contrast with the female Cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well-groomed.

Figure 3-2. Uniform Standards

Item	Male Requirements	Female Requirements
Shirt	<p>The blue short-sleeved shirt is required for all uniform combinations, unless otherwise stated. The nametag and all AFJROTC insignia, badges, patches, and ribbons you earn are mandatory. (See Figure 3-3 for specific instructions concerning accouterments.) JROTC rank, insignia, badges, and ribbons are optional on the shirt if you are wearing the service dress coat. The shirt will be fully tucked in with a "military tuck" (no creases or tucks in front). With arms bent at a 90-degree angle, sleeve should barely touch or come within 1 inch of the forearm. The shirt will have a tapered fit. The only pressed creases will be on the sleeves; "military" creases on the front and back of the shirt are prohibited. All buttons on the shirt must be buttoned, except the top neck button if worn without tie.</p>	<p>The blue short-sleeved blouse is required for all uniform combinations, unless otherwise stated. The nametag and all AFJROTC insignia, badges, patches, and ribbons you earn are mandatory. The name tag will be centered on the wearer's right within 1 ½ inches above or below the first exposed button. (See Figures 3-4 for specific instructions concerning accouterments.) JROTC rank, insignia, badges, and ribbons are optional on the shirt if you are wearing the service dress coat. The tuck-in blouse (has shirt-tails) will be fully tucked in. The over-blouse (has no shirt-tails) will not be tucked in. With arms bent at a 90-degree angle, sleeve should barely touch or come within 1 inch of the forearm. The blouse will have a tapered fit. The only pressed creases will be on the sleeves; "military" creases on the front and back of the blouse are prohibited. All buttons on the blouse must be buttoned, except the top neck button if worn without tab.</p>
Tie/Tab	<p>The tip of the tie must cover a portion of the belt buckle, but cannot extend below the bottom of the belt buckle. A tie tack or clasp may be worn with the tie. If worn, the tie tack or clasp will be the —wing and star design, Air Force symbol, or rank insignia. The tie tack or clasp will be centered between the bottom edge of the knot and bottom tip of the tie. (See Figure 3-5 for tying instructions.)</p>	<p>Tab is optional unless worn with the service dress uniform. When worn, the tab must never be loosened or the top button of the blouse unfastened.</p>

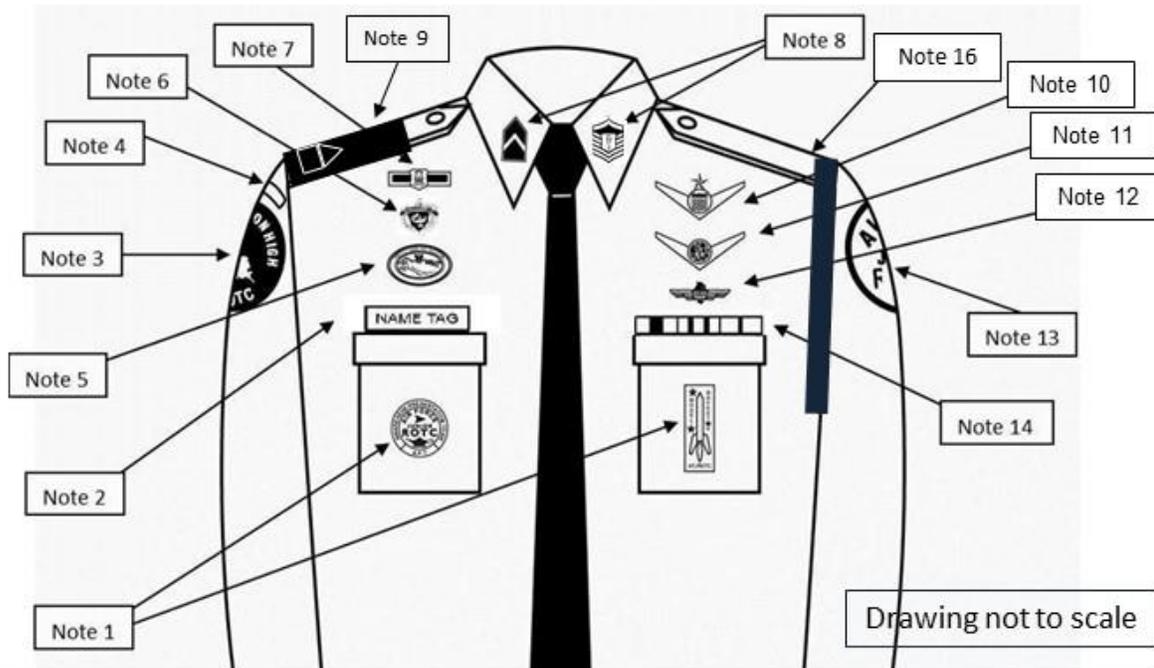
Figure 3-2. Uniform Standards (Continued)		
Item	Male Requirements	Female Requirements
Belt	The blue belt and silver buckle are mandatory. The silver tip end of the belt extends beyond the buckle facing the wearer's left with no blue fabric showing. You will establish and maintain a "gigline" by lining up the leading edge of the shirt, the right edge of the belt buckle, and the leading edge of the trouser fly to form one straight line down the front of the uniform.	The blue belt and silver buckle are mandatory on slacks with belt loops. The silver tip end of the belt extends beyond the buckle facing the wearer's right with no blue fabric showing. You must establish and maintain a "gigline" by lining up the leading edge of the blouse, the left edge of the belt buckle, and the leading edge of the slack fly to form one straight line down the front of the uniform.
Shoes	For first- and second-year cadets, the black oxford lace-up style shoes issued by AFJROTC are the only shoes authorized for wear with the service uniform. (Third- and fourth-year cadets may, at their own expense, purchase and wear no-shine, oxford-style shoes approved by the instructors.) They will always be black, clean, and highly shined including the edge of the soles. This will require a considerable amount of work on your part to get a shine on a brand new pair of military issue leather shoes. Never use liquid cleaner, polish, or floor wax because they will cause the leather to dry and crack severely. This ruins the shoes.	
Socks/Hose	Socks are mandatory. Only black plain socks without design are authorized.	Hose or socks are mandatory. Only black plain socks without design are authorized. Hose must be sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the cadet's skin tone. Do not wear patterned hose.
Lightweight Blue Jacket	Will be zipped up at least halfway. Not authorized for wear with service dress uniform. Insulated liner is optional. Rank insignia and shoulder patches are the only items attached to lightweight jacket. (See Figure 3-6 for placement.)	
Flight Cap	Worn tilted slightly to your right with vertical crease of the cap in line with center of your forehead, in a straight line with your nose. The cap rests about 1 inch above eyebrows in front. When not worn, tuck it under belt on the left side, between first and second belt loops, but cap will not fold over belt. Cap rank is required for enlisted and officers. (See Figure 3-7.)	Worn tilted slightly to your right with vertical crease of the cap in line with center of your forehead, in a straight line with your nose. The cap rests about 1 inch above eyebrows in front. When not worn, tuck it under belt on the left side (with slacks with belt loops), between first and second belt loops, but cap will not fold over belt. Cap rank is required for enlisted and officers

		(See Figure 3- 7.)
Undergarments	Undershorts and undershirt (white V-neck, U-neck, or athletic style only) are mandatory.	Bra and panties are mandatory. You may wear other appropriate undergarments as necessary, provided they are not visible at the neck when worn with an open collar.
Service Dress Coat	All buttons must be fastened when wearing the coat. When worn, the nametag and JROTC rank insignia, badges, and ribbons you have earned are worn on the coat instead of the shirt or blouse. (See Figures 3-8 and 3-9 for specific instructions concerning accouterments for the different coat types.) A tie or tab is always worn with any service dress coat. You are allowed to remove the service dress coat in a classroom. However, the coat will be put back on and all buttons buttoned before leaving the classroom. This rule applies to all classes attended in uniform, not just your AFJROTC class.	

Figure 3-3 Cadet Male Blue Shirt

Attachment 7-10

CADET MALE BLUE SHIRT

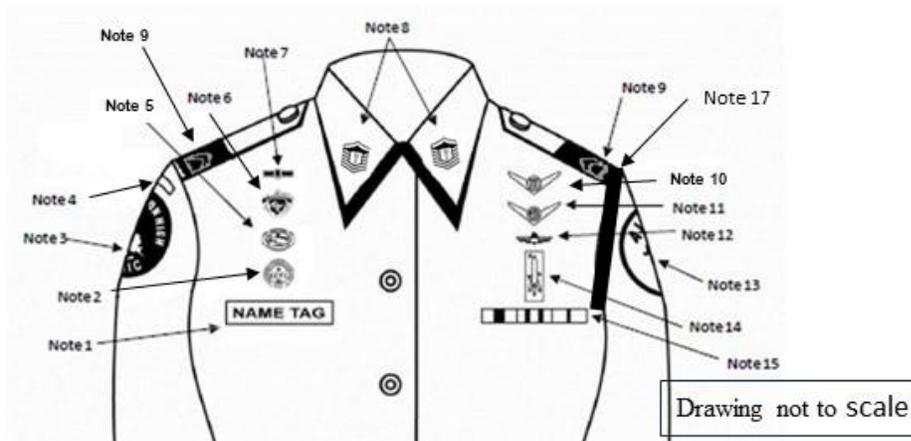


1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch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

Figure 3-4 Cadet Female Blue Shirt

Attachment 7-11

CADET FEMALE BLUE SHIRT



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

Figure 3-5. Tying the Male Necktie



Four-in-Hand Knot

Start with the wide end of the tie on the right side; then cross the wide end over in back and to the left; bring it completely around the front to your right; bring it back and up through the center; pass it through the loop in front; tighten the knot neatly, forming a "dimple" with your index finger.

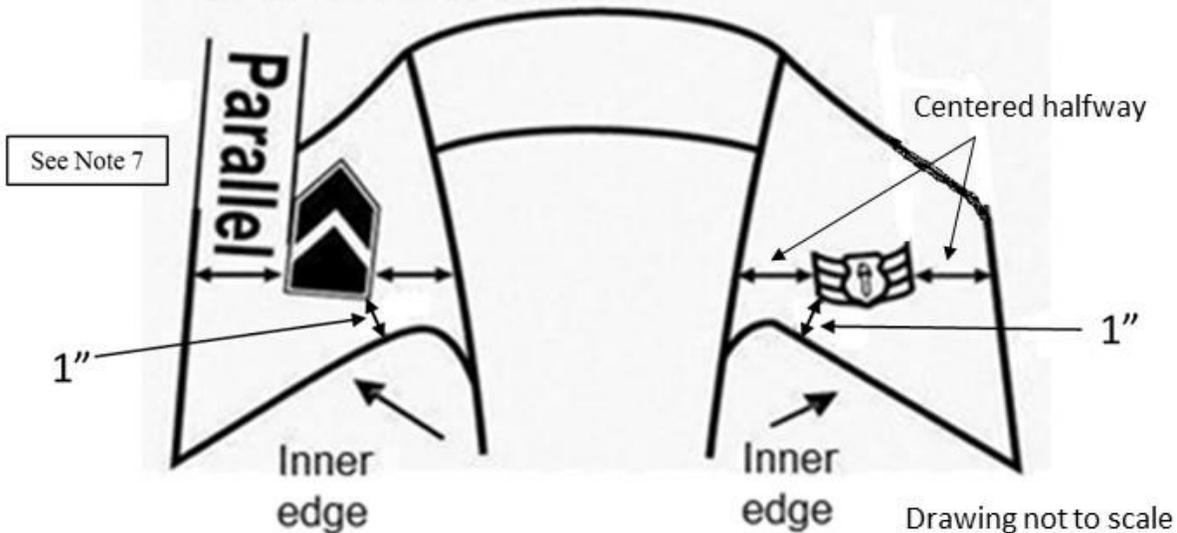
Windsor Knot

With the wide end of the tie about 12 inches longer than the narrow end, make a loop as shown. Bring the wide end around and behind the narrow end in the position illustrated; turn the wide end up and put it through the loop and around in front of the narrow end; bring it through the loop of the tie; pull the wide end through the knot and shape carefully.

Figure 3-6. Cadet Lightweight Blue Jacket

Attachment 7-7

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 ½ 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.
5. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ 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.**

Figure 3-7. Cadet Head Gear

Attachment 7-4

CADET FEMALE HEADGEAR

SERVICE CAP

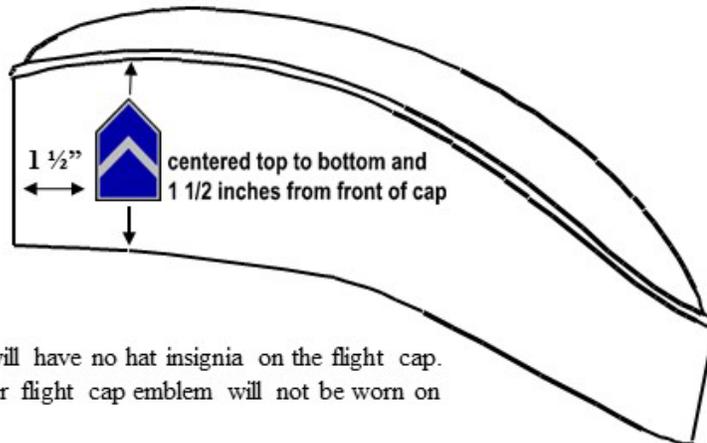
Solid Blue Color with no embroidery

Centered



Service Cap - Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

FLIGHT CAP*

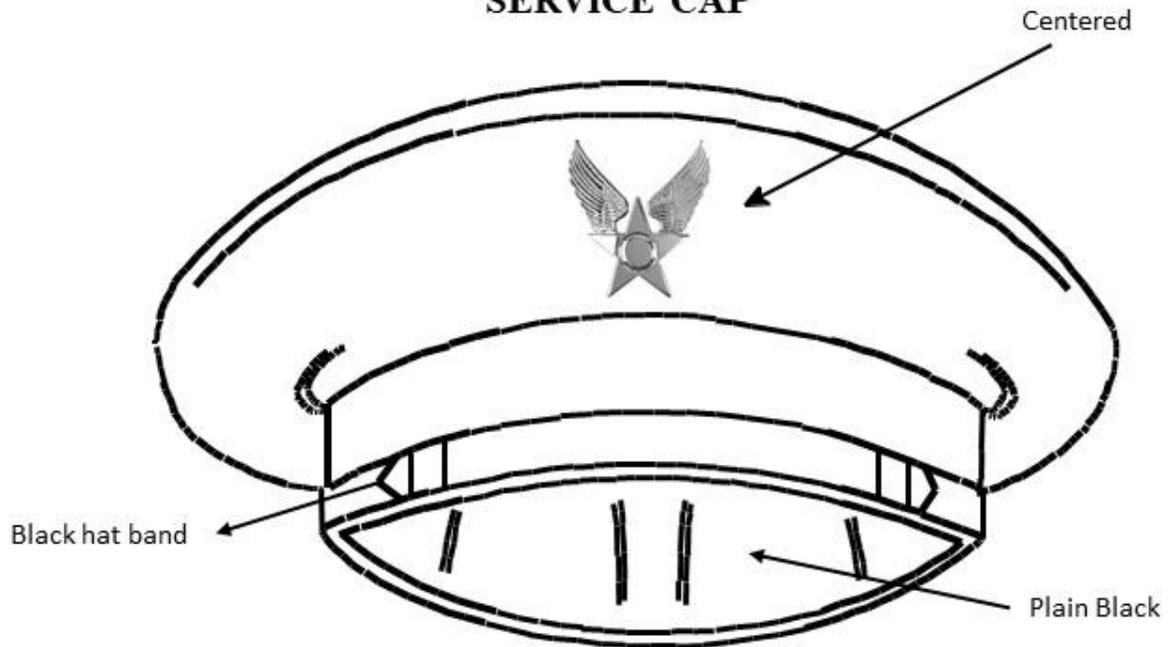


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

Attachment 7-3

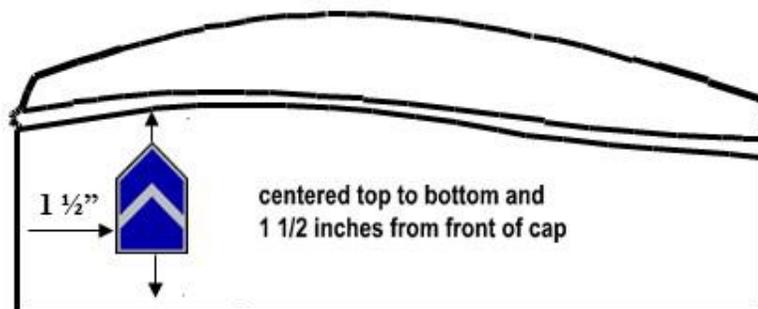
CADET MALE HEADGEAR

SERVICE CAP



Service Cap - Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

FLIGHT CAP*

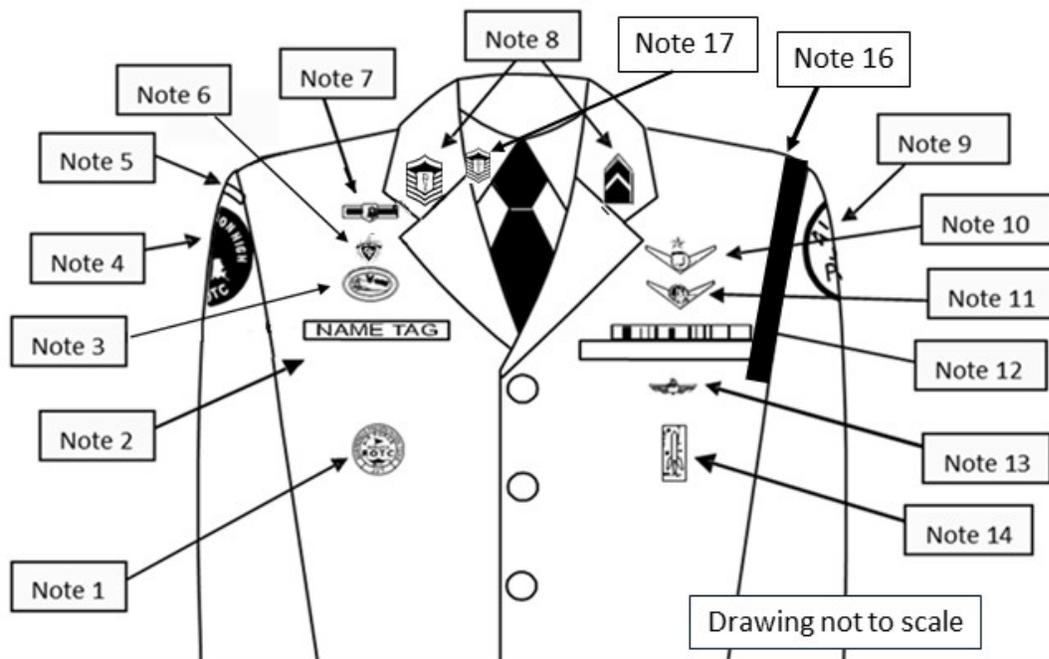


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

Figure 3-8. Cadet Male Service Dress Coats

Attachment 7-8

CADET MALE SERVICE DRESS

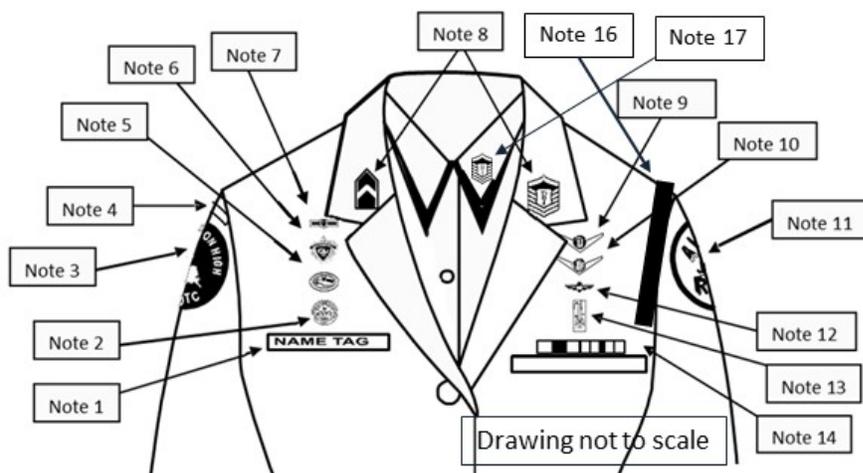


1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place ½ to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

Figure 3-9. Cadet Female Service Dress Coats

Attachment 7-9

CADET FEMALE SERVICE DRESS



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

Figure 3-10. Female Hair Standards



Figure 3-12. Authorized Braids



Figure 3-13. Unauthorized Female Hair Styles



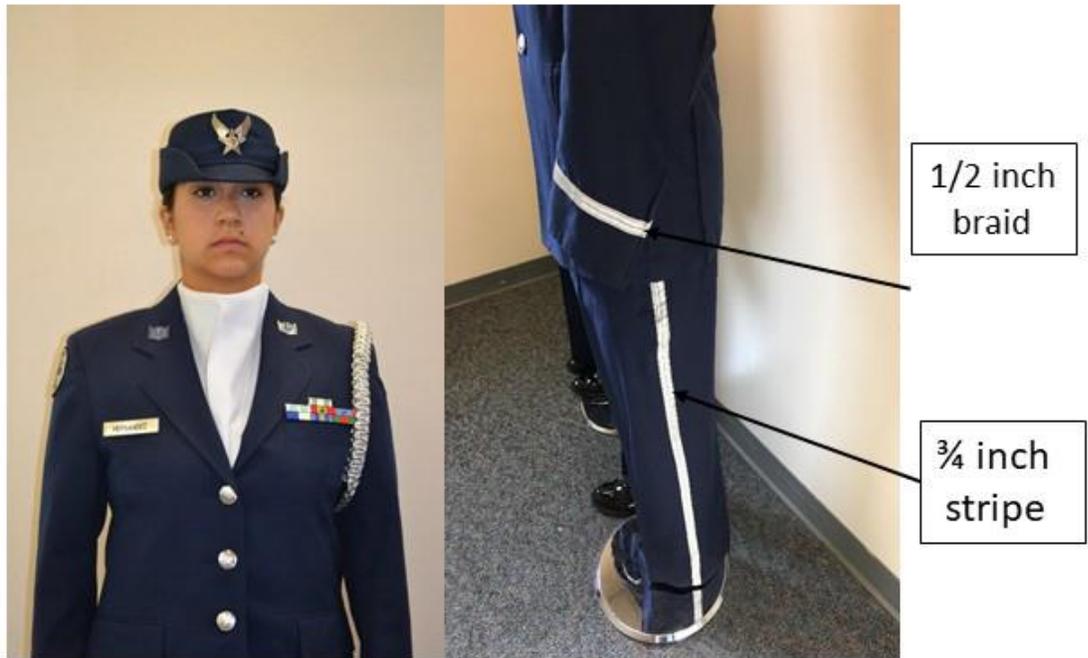
Figure 3-11. Example Authorized Scrunchie



Figure 3-14. Sample Exhibition Uniform

Attachment 7-15

Sample Exhibition Uniform



1. Women’s Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer’s. Service Caps (wheel and bucket hats) will be a **solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single “infantry” style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. 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 ¾ inch stripe on the outside length of the pants, silver, dark 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 ½ 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 ½ to 1 inch below left shoulder seam

Attachment 7-14

Sample Exhibition Uniform



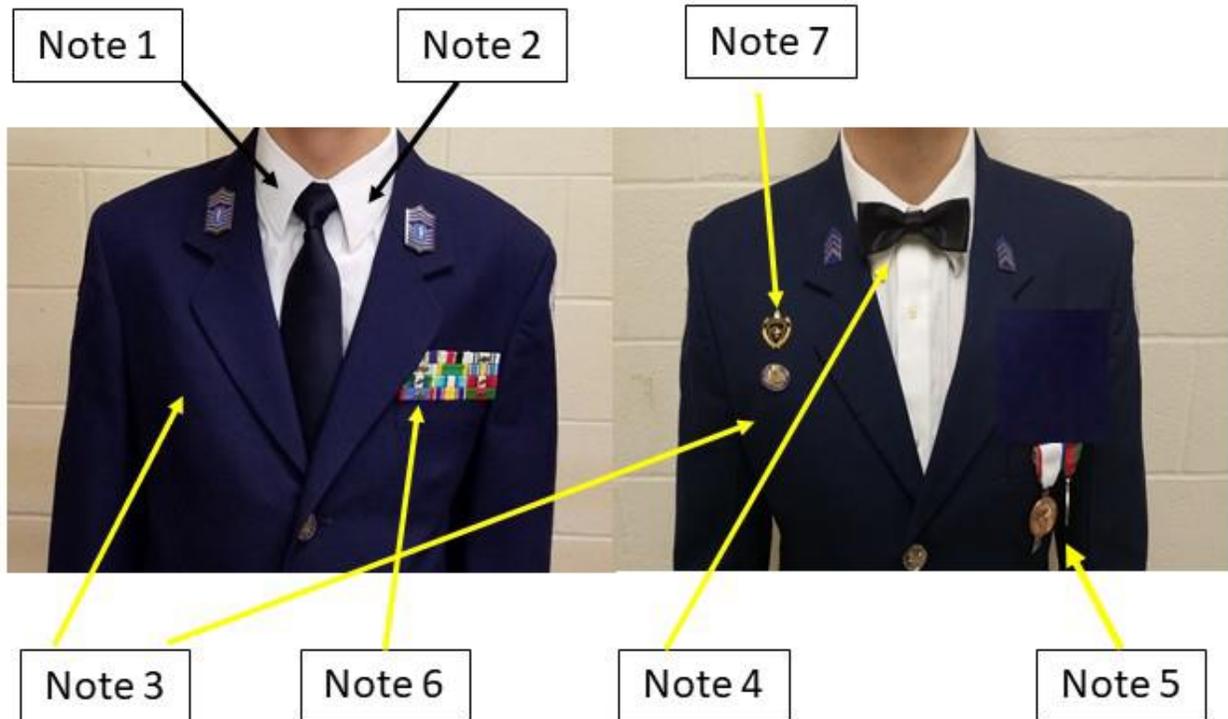
$\frac{3}{4}$ inch
stripe

1. Berets. Solid Color, white, dark blue or black ONLY, with AFJROTC officer or enlisted rank insignia or mini-Hap Arnold Insignia. The former officer/enlisted flight cap emblem will not be worn on the beret.
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. 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, dark 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

Figure 3-15. Semi-Formal Dress

Attachment 7-13

Semi-Formal Dress Uniform

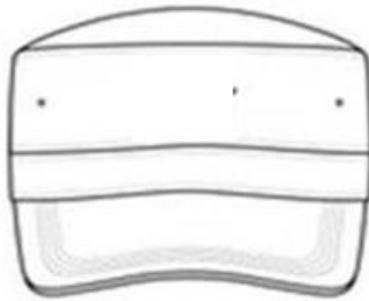


1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket. 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.

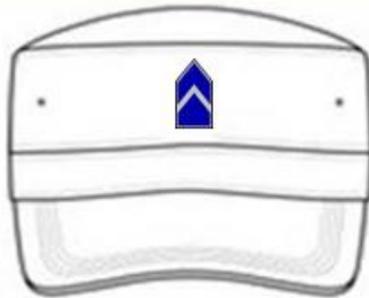
Figure 3-16. Cadet ABU Headgear

Attachment 7-6

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.

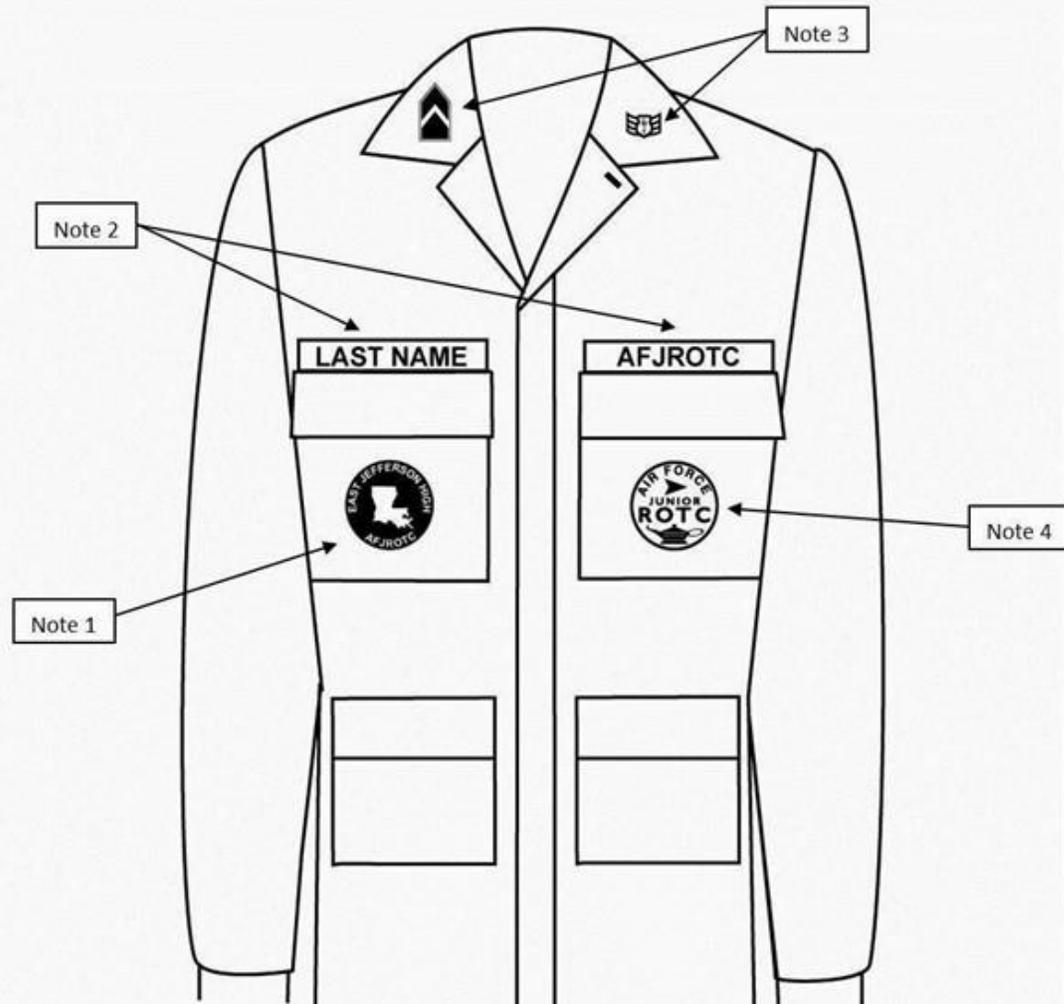


Officers will wear rank insignia on the ABU cap.

Figure 3-17. Cadet ABU

Attachment 7-5

CADET ABU Male and Female



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

CHAPTER FOUR BASIC DRILL

This chapter is for instruction and quick review of the basic drill positions and movements which are part of basic cadet drill and ceremonies training.

Drill is the art or exercise of training personnel in precision individual and formation movement. It instills discipline, teamwork, and *esprit de corps* among those involved.

During the first several weeks of the school year, the Leadership Education portion of the Aerospace Science course will concentrate primarily on the instruction and evaluation of basic drill positions and movements. You will be evaluated on your ability to perform these actions. Also, cadet flight leaders may learn how to command basic individual and group drill.

After these first few weeks, about one day each week throughout the rest of the school year will be devoted to practicing the basic drill movements while learning some intermediate and advanced drill techniques.

DRILL TERMS

Alignment. Combination of dress and cover. See Dress and Cover.

Base. The element on which a movement is planned, regulated, or aligned.

Cadence. The uniform step and rhythm in marching and giving of commands; the number of steps marched per minute.

Center. The middle point of a formation. On an odd numbered front, center is the center person or element. On an even numbered front, center is the person or element just right of center.

Cover. Individual alignment directly behind the person in front of them while maintaining distance

Dress. The alignment of individuals or elements side to side, or in line, while maintaining proper interval.

Element. The basic formation; the smallest drill unit comprised of at least three, but usually eight to twelve individuals.

File. A single column of individuals placed one behind the other.

Flank. The extreme right or left (troops' right or left) side of a formation in line or in column.

Flight. A formation of at least two, but not more than four elements.

Guide. Individual designated to regulate the direction and rate of march.

In Column. The arrangement of units (formation), side by side, with guide and element leaders at the head and the dress to the right.

Inverted Column. The arrangement of units (formation), side by side, with guide and element leaders at the rear and the dress to the left.

In Line. The arrangement of units (formation), one behind the other, with the guide and element leaders to the right flank and the dress to the right.

Inverted Line. The arrangement of units (formation), one behind the other, with the guide and element leaders to the left flank and the dress to the left.

Interval. The space between individuals placed side by side. Normal interval is an arm's length and close interval is 4 inches.

Mark Time. Marching in place at the cadence of 100 to 120 steps per minute.

Pace. A step of 24 inches, measured heel to heel. This is the length of a full step in quick time.

Quick Time. The cadence of 100 to 120 steps (12 or 24 inches in length) per minute.

Rank. A single line of persons placed side by side.

Step. The prescribed distance measured from heel to heel between the feet of a marching person; usually 12 or 24 inches.

Unit. Any portion of a given formation.

BASIC DRILL COMMANDS

Most drill commands are in two parts, with a definite pause between them, called the Preparatory Command and Command of Execution. All commands are given from the position of attention, at the cadence you want the movement to be performed, and always with a clear—command voice.

Preparatory Command. Tells what the movement or action will be. This allows mental preparation to execute the movement or action.

Command of Execution. The —goll command. Tells when the action or movement is to be performed.

Combined Command. A command where the preparatory and execution commands are combined. Examples: At Ease, Rest, and Fall In.

Supplemental Command. Directs one unit of the formation to perform an action or movement different from the rest.

Informational Command. Has no preparatory or command of execution and is not supplemental in nature. Example: —Dress your flight to the right.

CHARACTERISTICS OF A COMMAND VOICE

A good command voice is a skill you have to work at. The following are characteristics of a command voice:

Loudness. Volume used is giving commands.

Projection. The ability of the individual to project the voice without strain.

Distinctness. The correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to form words.

Inflection. The rise and fall of the voice, change in pitch.

Snap. The extra quality in a command voice that demands an immediate response.

INDIVIDUAL POSITIONS AND MOVEMENTS

Attention. Attention is a standing position assumed by military personnel up- on command. The commander brings the men and women to attention from any of the rest positions except fall out by issuing the command **Flight, TENCH HUT**. Like all other commands, the command to call the unit to attention should be given with a rhythmic flow of language and with a command voice that reflects enthusiasm and authority.

At the preparatory command **Flight**, cadets will assume the position of parade rest. At the command of execution, **TENCH HUT** they assume the position of attention.

To come to attention, bring the heels together smartly and on line. Place the heels as near each other as the conformation of the body permits, and ensure the feet are turned out equally, forming a 45-degree angle. Keep the legs straight without stiffening or locking the knees.

The body is erect with hips level, chest lifted, back arched, and shoulders

square and even. Arms hang straight down alongside the body without stiffness, and the wrists are straight with the forearms. Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers or sides of the skirt. Hands are cupped (but not clenched as a fist) with palms facing the leg.

The head is kept erect and held straight to the front with the chin drawn in slightly so the axis of the head and neck is vertical; eyes are to the front, with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

Parade Rest. The command for this position is **Parade, HEST**. On the preparatory command of **Parade**, cadets should mentally prepare to do the movement. On the command of execution **HEST** the cadet should raise the left foot from the hip just enough to clear the ground and move it smartly to the left so the heels are 12 inches apart as measured from the inside of the heels.

Keep the legs straight, but not stiff, and the heels on line. As the left foot moves, bring the arms, fully extended, to the back of the body, uncupping the hands in the process, and extend and join the fingers, pointing them toward the ground. The palms will face outward. Place the right hand in the palm of the left, right thumb over the left to form an —XII—. Keep head and eyes straight ahead. Silence and immobility are required while standing at parade rest.

At Ease. Cadets will assume this position when the combined command, **AT EASE**, is given. On the command, **AT EASE**, cadets may relax in a standing position. Their position in the flight will not change. Their right foot must re-

main in place and silence must be maintained.

Fall Out. The command is, **FALL OUT**. Upon hearing the command, **FALL OUT**, cadets may relax in a standing position or break ranks. They must remain in the immediate area, and no specific method of dispersal is required. Moderate speech is permitted.

Right Face. In facing to the right, the command is **Right, HACE**. This is a two-count movement.

On the preparatory command of **Right**, cadets should mentally prepare themselves to do the movement. On the command of execution **HACE**, the cadet raises the left heel and right toe slightly and pivots 90 degrees to the right on the ball of the left foot and the heel of the right foot, assisted by a slight pressure on the ball of the left foot.

Legs should be kept straight, but not stiff. The upper portion of the body remains at attention. This completes count one of the movement. Next, bring the left foot smartly forward, ensuring heels are together and on line. Feet should now be forming a 45-degree angle, which means the position of attention has been resumed. This completes count two of the movement.

Left Face. In facing to the left, the command is **Left, HACE**. This is a two-count movement.

On the preparatory command of **Left**, cadets should mentally prepare themselves to do the movement. On the command of execution, **HACE**, the cadet raises the right heel and left toe slightly and pivots 90 degrees to the left on the ball of the right foot and the heel of the left foot, assisted by a slight pressure on the ball of the right foot.

Legs should be kept straight, but not stiff. The upper portion of the body remains at attention. This completes count one of the movement. Next, bring the right foot smartly forward, ensuring

heels are together and on line. Feet should now be forming a 45-degree angle, which means the position of attention has been resumed. This completes count two of the movement.

About Face. In facing to the rear, the command is **—About, HACE**. This is a two-count movement.

At the command of execution **HACE**, the cadet lifts the right foot from the hip just enough to clear the ground. Without bending the knees, the cadet should place the ball of the right foot approximately half a shoe length behind and slightly to the left of the left heel.

The weight of the body should be distributed on the ball of the right foot and the heel of the left foot. Keep both legs straight, but not stiff. The position of the left foot has not changed. This completes count one of the movement.

Keeping the upper portion of the body at the position of attention, pivot 180 degrees to the right on the ball of the right foot and heel of the left foot, with a twisting motion from the hips. Suspend arm swing during the movement, and remain as though at attention. On completion of the pivot, heels should be together and on line and feet should form a 45-degree angle. The entire body is now at the position of attention. This completes count two of the movement.

FORMING AND INSPECTING THE FLIGHT

Form the Flight. To form the flight, the Flight Sergeant will first take a post and face the assembly space where the flight is to be formed. The flight forms in three elements of an equal number of cadets at the command **—FALL IN.**||

The Flight Guide will take a position facing the Flight Sergeant and to the Flight Sergeant's left so that the first element will fall in centered on and three paces from the Flight Sergeant.

Once halted at the position of attention, the Flight Guide performs an automatic dress right dress. When the Flight Guide feels the presence of the first Element Leader with the fingertips, the Flight Guide will execute an automatic ready front.

The first element members fall in directly to the left of the Element Leader, and once halted, execute automatic dress right dress. The second and third Element Leaders fall in behind the first Element Leader, execute automatic dress right dress, visually establish a 40-inch distance, and align themselves directly behind the cadet in front of them. The remaining cadets will fall in to any open position to the left of the element leaders and execute an automatic dress right dress to establish dress and cover.

As soon as dress, cover, interval, and distance are established, each cadet executes an automatic ready front on an individual basis and remains at the position of attention. Once it is formed, the left flank of the formation will be squared off, with extra cadets on the end of the third or second elements only as needed. The Flight Sergeant, after forming the flight, will take the last position in the third element and the Flight Commander will take charge of the flight.

Size the Flight. There are many cadets of all heights throughout the formation after the execution of fall in. This looks totally disorganized and definitely not military. To remedy this, Flight Commanders size the flight.

After the flight has fallen in, the Flight Commander commands, **Right, HACE**. With the flight now in column formation, the Flight Commander orders, **—With the exception of the Element Leaders and Flight Sergeant, if you're taller than the person in front of you, tap them on the shoulder and move up.**

After the taller cadets have moved to the front of the formation, the Flight Commander commands, **—Right,**

HACE. With the flight now in inverted line formation, the Flight Commander again orders, **—With the exception of the Element Leaders and Flight Sergeant, if you're taller than the person in front of you, tap them on the shoulder and move up.**

Though not always necessary, it is good practice for the Flight Commander to command, **—Left, HACE,** and direct the taller cadets (with the exception of the Element Leaders and Flight Sergeant) forward one last time. The flight is now sized properly and the Flight Commander commands, **Left, HACE.**



Taking Report. After sizing the flight, the Flight Commander commands, **REPORT.**

Without moving the feet, the first Element Leader twists at the waist to face the Flight Commander, salutes, and reports, **—Sir/Ma'am, first element all present or accounted for.** The Flight Commander, without moving the feet, twists at the waist to face the first Element Leader, returns the salute, and faces forward. The first Element Leader drops the salute and faces forward.

The second and third Element Leaders, in turn, perform the same procedure to report the status of their elements. After the Element Leaders have reported, the Flight Commander may command the flight, **AT EASE,** until the inspector approaches.

Open Ranks Inspection. As the inspector approaches, the Flight Commander faces the flight at attention, calls the flight to attention, and executes an about face. The inspector

stops three paces directly in front of the Flight Commander. The Flight Commander salutes and reports,

—Sir/Ma'am, 5 Flight all present or

accounted for. The inspector returns the salute and orders, **—Prepare the flight for inspection.**

The Flight Commander executes an about face and commands, **Open Ranks, HARCH.** On the command **HARCH,** the third element stands fast and performs and holds an automatic dress right dress. The second element takes one pace forward with the left foot, then performs and holds an automatic dress right dress. The first element, starting with the left foot, takes two paces forward and performs and holds an automatic dress right dress.

The Flight Commander, immediately after commanding the flight to open ranks and while the elements are opening, steps off with the left foot and proceeds to align the elements. After aligning the third element, the Flight Commander executes a right face in marching, halts three paces past the first element, faces left, and commands, **REDUP, HUNT.** The Flight Commander takes one pace forward with the left foot (to a position directly in front of the Flight Guide), faces right, salutes, and reports to the inspector, **—Sir/Ma'am, the flight is prepared for inspection.** The inspector returns the salute and proceeds directly to inspect the Flight Commander.

The Flight Sergeant at this point takes one step to the rear, faces to the right, marches quickly around the flight to a position one pace to the right and one pace in front of the Flight Guide, executes a left face.

After inspecting the Flight Commander, the inspector tells the Flight Commander, —Accompany me on the inspection. The inspector steps past the Flight Commander's left side and begins inspecting the Flight Guide.

The Flight Commander performs a left face and commands, —**Second and third elements, Parade, HEST**. The Flight Commander executes a half left in marching without arm swing and halts one pace to the right and one pace to the rear of the inspector, causing the Flight Commander to precede the inspector.

These positions of the Flight Commander, inspector, and Flight Sergeant are maintained throughout the inspection of the front of each element. When moving from cadet to cadet during the inspection, the inspector and Flight Commander simultaneously execute right faces in marching and in-place halts. The Flight Sergeant simply takes two paces forward without facing the element.

After the inspector has inspected the last cadet in the first element, the Flight Commander hesitates momentarily and allows the inspector and Flight Sergeant to move around the end of the element first to inspect the rear of the element.

While the rear of the first element is being inspected, the second Element Leader comes to attention and commands, —**Second Element, TENCH HUT**.

After inspecting the rear of the element, the Flight Commander stops in front of the second person in the next element and faces right as the inspector stops in front of and begins inspecting the Element Leader. The Flight Sergeant quickly moves around the inspector, takes up the same position to the inspector's left, and continues recording inspection results.

The first Element Leader, when he or she can see the Flight Commander

out of the corner of the eye, commands, —**First element, Parade, HEST**. The same procedures apply to each of the remaining elements.

After the last element has been inspected, that Element Leader does not command, —**Parade, HEST**. The inspector inspects the Flight Sergeant and commands, —**POST**. The Flight Sergeant then returns to the last position in the last element.

The inspector and Flight Commander proceed to the front of the flight. The Flight Commander marches three paces beyond the first element, faces to the left, and commands, —**Flight, TENCH HUT**. The Flight Commander then takes one pace forward, performs a right face, and receives comments from the inspector.

The inspector then tells the Flight Commander, —Take charge of your flight. The Flight Commander salutes the inspector and the inspector departs. The Flight Commander faces left and commands, —**Close Ranks, HARCH**.

On the command —**HARCH**, the first element stands fast. The second element takes one pace forward and halts at the position of attention. The third element takes two paces forward and halts at attention. All cadets cover on the person directly in front of them. The Flight Commander posts in front of and centered on the flight.

STEPS AND MARCHING

Forward, March. To march forward in quick time from a halt, the command is —**Forward, HARCH**. On the command, —**HARCH**, the cadet smartly steps off straight ahead with the left foot, taking a 24-inch step (measured from heel to heel), and places the heel on the ground first.

When stepping off and while marching use coordinated arm swing; that is, right arm forward with the left leg and left arm forward with the right

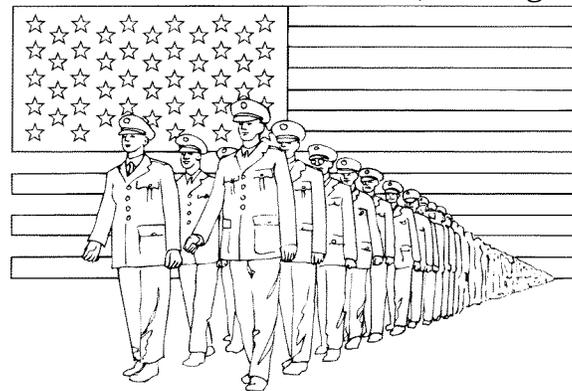
leg. The hands are cupped with the thumbs pointed down, and the arms hang straight, but not stiff, and swing naturally. The swing of the arms will measure 6 inches to the front (measured from the rear of the hand to the front of the thigh) and 3 inches to the rear (measured from the front of the hand to the back of the thigh.)

Proper dress, cover, interval, and distance will be maintained. Cadence will be adhered to. Cadence count, if used, is counted as HUT, TWOOP, THREEP, FOURP, HUT, TWOOP, THREEP, FOURP as follows:

- Counts one and three are given as the heel of the left foot strikes the ground.
- Counts two and four are given as the heel of the right foot strikes the ground.

Flight, Halt. To halt from quick time, the command is **—Flight, HALT**, given in rhythm as either foot strikes the ground. On the command **—HALT**, the cadet takes one more 24-inch step. Next, the trailing foot will be brought smartly alongside the front foot. Heels will be together, on line, and form a 45-degree angle. Coordinated arm swing will cease as the weight of the body shifts to the leading foot when halting.

To the Rear, March. The command **—To the rear, HARCH** is given as the right foot strikes the ground. At the command **—HARCH**, take one half step (12-inch pace) with the left foot and pivot on the balls of both feet 180° to the right while suspending the arm swing. Then step off with the left foot in the new direction with another 12-inch half step and continue the march in the new direction with full 24-inch steps.



While pivoting, do not force the body up or lean forward.

Right Flank, March. The command **“Right Flank, HARCH”** is used to move the entire formation right quickly, for short distances and calls for a right facing maneuver while marching. The preparatory command **—Right Flank** is given as the right foot strikes the ground. The command of execution, **—HARCH**, is given the next time the right foot strikes the ground.

All cadets in the flight take one more step and pivot on the left foot at the same time, turning 90° to the right and

stepping off with the right foot. This causes the entire formation to change direction in one step.

Left Flank, March. The command **—Left Flank, HARCH** is used to move the entire formation left quickly, for short distances and calls for a

left facing maneuver while marching. The preparatory command, **—Left Flank** is given as the left foot strikes the ground. The command of execution, **—HARCH** is given the next time the left foot strikes the ground.

All cadets in the flight take one more step and pivot on the right foot at the same time, turning 90° to the left and stepping off with the left foot. This causes the entire formation to change direction 90° in one step.

Column Right, March. The command **—Column Right, HARCH** is used to turn a column formation 90° but maintain the formation during the change in direction. In a column movement the formation turns 90°, but not in one step. Turning a corner in a parade would be a common use of the column movement.

The preparatory command—**Column Right** is given as the right foot strikes the ground and the command of execution, —**HARCH** is given the next time the right foot strikes the ground.

On the command, —**HARCH**, the first element takes one more 24-inch step, pivots 90 degrees to the right on the ball of the left foot, and suspends arm swing during the pivot. Step off with one 24-inch step and begin half steps with coordinated arm swings. Each cadet in the first element follows the person in front of them and pivots in the same place.

The second element takes one 24-inch step, pivots 45 degrees to the right on the ball of the left foot, takes two 24-inch steps, and pivots another 45 degrees to the right on the ball of the left foot. Continue marching in 24-inch steps until even with the person who marches to your right, then begin half steps and establish dress and cover.

The third element takes one more 24-inch step, pivots 45 degrees to the right on the ball of the left foot, takes four 24-inch steps, and pivots another 45 degrees to the right on the ball of the left foot. Continue marching in 24-inch steps until even with the person who marches on the right, then begin half steps and establish dress and cover.

As soon as the entire flight has turned and dress and cover is reestablished, the command, —**Forward, HARCH**, is given.

Column Left, March. The command —**Column Left, HARCH** is used to turn a column formation 90° but maintain the formation during the change in direction. In a column movement the formation turns 90°, but not in one step. Turning a corner in a parade would be a common use of the column movement.

The preparatory command—**Column Left** is given as the left foot strikes the ground and the command of execution, —**HARCH** is given the next time the left foot strikes the ground.

On the command, —**HARCH**, the third element takes one more 24-inch step, pivots 90 degrees to the left on the ball of the right foot, and suspends arm swing during the pivot. Step off with one 24-inch step and begin half steps with coordinated arm swings. Each cadet in the third element follows the person in front of them and pivots in the same place.

The second element takes one 24-inch step, pivots 45 degrees to the left on the ball of the right foot, takes two 24-inch steps, and pivots another 45 degrees to the left on the ball of the right foot. Continue marching in 24-inch steps until even with the person who marches to your left, then begin half steps and establish dress and cover.

The first element takes one more 24-inch step, pivots 45 degrees to the left on the ball of the right foot, takes four 24-inch steps, and pivots another 45 degrees to the left on the ball of the right foot. Continue marching in 24-inch steps until even with the person who marches on the left, then begin half steps and establish dress and cover.

As soon as the entire flight has turned and dress and cover is reestablished, the command, —**Forward, HARCH**, is given.

CHAPTER FIVE CUSTOMS & COURTESIES

Military customs and courtesies go beyond basic politeness; they play an extremely important role in building morale, esprit de corps, discipline, and unit effectiveness.

By teaching respect for the flag, for example, they remind us of the allegiance and sacrifice required of all military personnel, past and present. Customs and courtesies ensure proper respect for the chain of command, and they build the foundation for the self-discipline that is important in times of crises. Traditional ceremonies allow us to properly honor those who have served well and faithfully, and the customs and courtesies surrounding mass formation help to develop unit cohesion and synchronize our efforts to achieve a common goal.

A custom is an act or ceremony, stemming from tradition, which is enforceable as an unwritten law. On the other hand, if guidance is in written form, it is a military courtesy.

BASIC ETIQUETTE

Etiquette is defined as common, everyday courtesy. The world functions more smoothly and pleasantly when citizens practice good manners. Because your actions are part of everyday life, you need to make a conscious effort to

analyze your behavior. Your manners are of utmost importance not only because you are representing the Air Force and Junior ROTC but also because you are dealing with human feelings. As you read through this section, take the time to make a mental comparison to see how you measure up. This may help you identify areas you need to make a conscious effort to improve upon.

Say "Please" and "Thank You". People respond more enthusiastically when you ask them in a courteous manner to do something. They also appreciate it when you acknowledge their efforts by saying, "Thank you."

Address Adults Properly. As a rule, address *all* adults with whom you associate as "Mr." or "Ms." and a last name. Also, responding with "yeah" or "nah" is disrespectful. Proper responses include, "Yes, ma'am," or "No, sir."

Classroom Courtesy. How you conduct yourself in the school environment will leave a lasting impression (good or bad) on your teachers and fellow students. Ensure these impressions are positive by always being

courteous. For example, do not lean or sit on desks, and do not lean back in a chair and put your feet on yours or someone else's desk. This type of conduct does not present a positive image.

In general, your manners in the school environment are pretty much



common sense. If you are considerate of other people and conscious of your image, your manners will be above reproach. Likewise, it is your responsibility to make your fellow cadets aware of any rude behavior on their part.

Don't Gossip. Discussions of others' personal habits, problems, and activities, real or rumored, often result in quarrels and disputes among people who live and work together. The morale of any Junior ROTC group will suffer because of feuds that arise from gossip. The best policy is not to gossip and to discourage others from gossiping.

RESPECT FOR THE U.S. FLAG

When you offer respect for our flag and our national anthem, you have an opportunity to reflect thoughtfully on the democratic principles that have made our nation great. The meaning of freedom, dignity of the individual, the pursuit of happiness, and national unity all come to mind when you think of our flag. It is the symbol of our nation to the world.

When you salute the flag as it is raised or lowered, **THINK.** Think about the flag flying over Arlington and other national cemeteries. Think about the flag being carried into combat by Service members. Think about the freedom Americans enjoy today, freedom without precedent in the history of the world. You project the strength behind the flag to make this freedom possible.

Showing Respect for the Flag. You must use the following procedures

when showing respect to the flag and the National Anthem.

- All cadets in uniform, and outdoors, at any ceremony where the U.S. flag is present, come to attention, face the flag in the ceremony, and salute. (See Chapter 4, Basic Drill). If the flag is not visible, face the band and salute in its direction. If the music is recorded, face the front and salute. At all other outdoor occasions, follow the same general principle; come to attention, salute, and face the flag, if visible, or the music.
- Indoors (in uniform), when the National Anthem or *to the Colors* is played, face the flag (if present) and assume the position of attention. If no flag is present, assume the position of attention, facing the music. Do not salute.
- When in civilian clothes outdoors, take the same action as when in uniform, but use the following manner of saluting. Men remove their hats with the right hand and hold it



at the left shoulder with the right hand over the heart. Men without hats and women salute by standing at attention and placing the right hand over the heart.

- When in civilian clothes indoors, render the civilian salute by standing at attention and placing the right hand over the heart.

JUNIOR ROTC CUSTOMS AND COURTESIES

Addressing Other Cadets. One of the most frequent custom and courtesy cadets must immediately accept and render is that of addressing or responding to cadet officers with —Yes, Sir (Ma’am) or —No, Sir (Ma’am). While this affectation may seem strange at first, it will quickly become second nature. This is one of the first lessons in —better citizenship you are exposed to in AFJROTC. Using —Sir" or "Ma’am is equally correct whether you are addressing a four-star general, your parents or guardians, your boss, or even your neighbor. It demonstrates the kind of positive attitude, self-discipline, and respect every person appreciates in others.

You will always address the SASI as Sir or Colonel, and the ASIs as Chief or Sergeant.

The SASI or ASI, on the other hand, may address cadets by their first name. This is not being casual or unprofessional. It is common practice within a junior-senior relationship for the senior member to use the first name of the junior member as a sign of both respect and friendship. It will never be done unless the situation is appropriate.

The junior member, however, will never presume to respond to the senior member in any way other than an appropriate military manner unless invited to do so. Again, this is permitted only when appropriate and never when conducting formal drill practice. This is a common *custom and courtesy* practiced throughout the world in all military and civilian communities.

Saluting. The salute is an old and honorable tradition to greet one another which goes back to the earliest days of warfare.

Your own salute has its beginning dating back to medieval times. During this time, knights wore suits of

armor which included a helmet and a visor. When two knights riding horses met, they would raise their visors to expose their faces for recognition. If recognized as friends, they would leave their visors up and drop their hands. This was always done with the right hand since the left hand was used to hold the reins of the horse. The salute further evolved during the time when free men serving as soldiers in Europe began carrying their own weapons. When these soldiers met, they would raise their right hand to show that they held no weapon and that the meeting was a friendly one.

The hand salute of today is a version of all the variations of this same act since antiquity. It is an honorable and significant tradition which is followed in some form or fashion by every professional military force in the world.

When saluting another cadet, you are not saluting fellow students you happen to know. You are saluting the uniform, the rank, and the position whether you recognize the individual or not. Cadets saluting each other may be best friends or bitter rivals, it doesn't matter. AFJROTC membership dictates that you render the proper military courtesies to each other whenever appropriate and that you do so in a professional manner.

- The salute is not normally rendered when not in uniform.
- Salutes are exchanged only between enlisted and officer personnel and between officers of different grade/rank.
- Enlisted cadets do not salute each other or enlisted members of the Armed Forces, except during certain drills and ceremonies.
- When visiting a military installation, you will salute all officers, because an active duty or reserve Second Lieutenant still outranks a —Cadetll Colonel.

- Salutes are usually only accomplished when outside and wearing the flight cap, indoors when formally reporting-in, or during other official indoor ceremonies requiring such action.
- Most of your salutes will be rendered outdoors and off campus when passing other cadets or the SASI.
- When walking with cadets of higher rank, the most senior cadet (officer or enlisted) will walk on the right side. The right side is considered by military tradition a position of honor and respect.
- The enlisted cadet or junior cadet officer always initiates the salute. The salute is initiated when the lower ranking individual is approximately three to six paces from the individual being saluted. The salute is held by the junior cadet and the senior cadet or SASI will return the salute before passing. Once the senior cadet or SASI salutes, the junior cadet will drop their salute.
- The salute is also accompanied by a greeting. The junior cadet greets:
—Good Morning(Afternoon/Evening), Sir (Ma'am). The senior cadet responds: —Good Morning (Afternoon/Evening).

- If you are running outdoors in uniform, slow to a normal walk in order to render or return the salute. The salute is never rendered while running.

Reporting In. Indoors, the salute is rendered whenever you are formally reporting to a more senior cadet officer or the SASI. This is accomplished by approaching the senior cadet officer or SASI in a military manner, stopping approximately 2-3 paces directly in front of the individual being reported to, standing at attention, rendering the salute and stating, —Cadet (**LAST NAME**), reports as ordered.

You will remain at attention (holding the salute) until the salute is returned. If the SASI or senior cadet officer does not state, —At Ease, when returning the salute, remain at attention after dropping the salute. If the command, "At Ease," is given, execute a crisp Parade Rest.

When finished, come to attention and render the salute again, without comment. The salute will again be held until the SASI or senior cadet officer returns it. Then, drop the salute, execute an About Face, and exit in a military manner, by the most direct route.

CHAPTER SIX

ORGANIZATION AND CADET LEADERSHIP

The AFJROTC TX-957 Group is based at Cedar Hill High School in Cedar Hill, Texas. It is under the command of a cadet Group Commander designated by the instructors the preceding school year. The Group Commander is assisted by the Deputy Group Commander, Support Squadron Commander, and coordinates with the Senior Enlisted Advisor for information on the Group as a whole and as individuals.

The Group is further organized into three other squadrons: Special Operations Squadron, Support Squadron, and the Longhorn Squadron which are under the direct control of their respective commanders, who are also appointed by the instructors.

The key personnel positions are de-

termined by the cadre with the assistance of the outgoing leadership staff.

Special Operations: The Special Operations Commander is responsible for short and long range planning of all scheduled AFJROTC co-curricular and extracurricular activities.

Support Squadron: The Support Squadron Commander controls a wide variety of cadet officers and non-commissioned officers who lead and specialize in the administrative duties of the Corps.

Longhorn Squadron: The Longhorn Squadron Commander is responsible for leadership of the flights. The Flights are led by Flight Commanders, who are chosen by the instructors. The flights represent the class periods of each school day.

- Flight Commanders are assisted by Flight Sergeants and Flight Guides. Each Flight is divided into three or four elements led by Element Leaders.

First-year cadet classes will not have permanently assigned flight leaders. Leadership duties will rotate periodically among cadets the instructors determine to have the most leadership potential. This method will expose the most first-year cadets to the challenge of leadership.

JOB DESCRIPTIONS

Special Operations Squadron job descriptions are found in Chapter 10, Special Programs. The following are the other positions and job descriptions currently identified for the TX-957 AFJROTC Group.

GROUP COMMANDER (CG/CC)

Is responsible for:

- Commanding and controlling the Group, using staff and subordinate commanders.
- The appearance, discipline, efficiency, training, and conduct of the Group.
- Assisting instructors in conducting leadership training.
- Establishing goals to be achieved by the Group.
- Monitoring the Cadet Promotion System.
- Convening Cadet Boards as required.
- Planning and coordinating all Group activities, facilities, and resources

according to Air Force policies and procedures.

- Coordinating with the Senior Aerospace Science Instructor (SASI) and ASIs.

Deputy Group Commander (CG/CD)

Is responsible for:

- Command of the group during the commander's absence.
- Assisting the Group Commander as directed.
- Presiding over cadet boards as necessary.
- Establishing special action committees as required and monitoring their progress.
- Keeping the Group Commander informed of all activities related to his or her position.

Command Chief (CG/SEA)

Is responsible for:

- Providing recommendations to the CC and CD based on inputs from cadets and acts as liaison between the Corps and Group staff.
- Advising the CC on problems in the Corps and recommends solutions.
- Holding any necessary cadet NCO meetings to ensure proper support is given to the Group.
- Conducting necessary activities to monitor the Group's status.

SUPPORT SQUADRON COMMANDER (SS/CC)

Is responsible for:

- Command and control of the Support Squadron positions. Assuming command of the Group in the absence of the Group Commander and the Deputy Group Commander.
- Planning and coordinating Group extracurricular and co-curricular activities, using the Squadron Staff.
- Work with the Special Ops Commander as needed on short- and long-range planning of all scheduled activities, to include coordinating

Drill Team and Color Guard performances and competitions, APT activities, Modeling Club activities, Orienteering events, and the Annual Awards Ceremony.

- Preparing and updating the Master Operations Plan (MOP).
- Ensuring pertinent squadron information and uniform requirements are passed on to the appropriate offices on a regular basis to ensure its maximum dissemination through all available resources, to include the Group Web.

Personnel (SS/DP)

Is responsible for:

- Ensuring proper maintenance of cadet administrative files.
- Maintaining the group organizational chart and unit manning document (UMD).
- Auditing cadet participation in extra-curricular and co-curricular activities for award credit.
- Publishing and distributing special orders.
- Preparing plaques and certificates for award winners.
- Supervising duties of assigned personnel staff.
- Maintaining a record of cadet and Group awards earned and available.

Information Systems (SS/IS)

Is responsible for:

- Recording and filing staff meeting agenda and minutes and providing them to the senior staff and instructors within two business days following the meeting.
- Maintaining the Group's Web Page on the Internet.
- Organizing and filing information and documents appropriately.
- Maintaining continuity files.
- Maintaining and updating all cadet regulations/publication and cadet data base.

- Supervising duties of assigned information management staff.
- Publishing a cadet newsletter twice each semester, which highlights Group activities, achievements, and special interest stories.

Logistics (SS/LG)

Is responsible for:

- Assisting the ASI in issuing and receiving uniform items, equipment, and supplies.
- Assisting the ASI in maintaining supply records in accordance with AFJROTC directives.
- Organizing and supervising the maintenance, repair, and cleaning of AFJROTC facilities, uniforms, and equipment.
- Conducting supply inventories as required.
- Providing guidance to the entire Cadet Corps on proper supply discipline.
- Coordinating logistical support.
- Supervising duties of assigned logistics staff and flight supply representatives.
- Coordinating and directing supply representatives.

Public Affairs (SS/PA)

Is responsible for:

- Overseeing all community service activities.
- Submitting news articles to: school and local newspapers, Leader Magazine, and other publications as necessary concerning corps activities.
- Assist the Information Systems Officer in publishing the cadet newsletter.
- Providing all group audio/visual and photographic support.



- Maintain a digital photo library and scrap book of all group activities.
- Supervising duties of assigned public affairs staff.

Historian (SS/HS)

Is responsible for:

- Recording and recovering of historical information and data pertaining to Corps activities.
- Documentation of historical activities, achievements, and special interest items.
- Updating and maintaining an up-to-date scrapbook documenting Group activities.
- Supervising duties of assigned historian staff.

Safety (SS/SE)

Is responsible for:

- Investigating all injuries and safety incidents resulting from, or pertaining to Corps activities.
- Ensuring appropriate school safety policies are complied with during cadet activities.
- Reporting all safety violations or findings to the instructors and providing recommendations for corrective actions.

**SPECIAL OPS
SQUADRON COM-
MANDER (SO/CC)**

Is responsible for:

- Command and control of the Special Ops Squadron positions. Assuming command of the Group in the absence of the Group Commander, Deputy Group Commander, and Support Squadron Commander.
- Planning and coordinating extracurricular and co-curricular activities, using the Squadron Staff.

- Short- and long-range planning of all scheduled activities, to include coordinating Drill Team and Color Guard performances and competitions, APT activities, Modeling Club activities, Orienteering events, and the assisting with the Annual Awards Ceremony.
- Work with the Support Squadron Commander as needed in preparing and updating the Master Operations Plan (MOP).
- Ensuring pertinent squadron information is passed onto the appropriate offices on a regular basis to ensure its maximum dissemination through all available resources, to include the Group Web Page.

Drill Team Commander (SO/DT)

Is responsible for:

- Ensuring drill team practices are regularly held and attendance is reported on a regular basis.
- Helping with performance and activity logistical support as needed.
- Identifying and reporting team needs to include routines, uniforms, and supplies as needed and/or on a regular basis.
- Identifying to the personnel office and instructors all drill team and drill competition ribbon qualified personnel. This will be done well in advance of the ribbon presentation to ensure all qualified are recognized.

Color Guard Commander (SO/CG)

Is responsible for:

- The scheduling of personnel for **ALL** color guards. This can be done on a small team basis or another approved system as coordinated with applicable personnel. Whatever the system, it is imperative that the instructors

approves and knows what system you plan to use.

- Ensuring color guard practices are regularly held and attendance is reported on a regular basis.
- Helping with performance and activity logistical support as needed.
- Identifying and reporting team needs to include routines, uniforms, and supplies as needed and/or on a regular basis.
- Identifying to the personnel office and instructors all color guard and drill competition ribbon qualified personnel. This will be done well in advance of the ribbon presentation to ensure all qualified are recognized.

Physical Training Team Commander (SO/PT)

Is responsible for:

- Ensuring PT team practices are regularly held and attendance is reported on a regular basis.
- Helping with performance and activity logistical support as needed.
- Identifying and reporting team needs to include routines, uniforms, and supplies as needed and/or on a regular basis.
- Identifying approved physical fitness ribbon qualified personnel. Also identify all drill competition ribbon qualified personnel. This will be done well in advance of the ribbon presentation to ensure all qualified are recognized.

Singing Cadets Commander (SO/SC)

Is responsible for:

- Ensuring singing cadet practices are regularly held and attendance is reported on a regular basis.

- Helping with performance and activity logistical support as needed.
- Identifying and reporting team needs to include routines/songs, uniforms, and supplies as needed and/or on a regular basis.

**Awareness Presentation Team
Commander (SO/AP)**

Is responsible for:

- Ensuring awareness presentation team practices are regularly held and attendance is reported on a regular basis.
- Helping with performance and activity logistical support as needed. This will include such things as contacting school principal's/community leaders to set up the performance/activity.
- Identifying and reporting team needs to include routines, uniforms, and supplies as needed and/or on a regular basis.
- Also identify all APT Badge qualified personnel. This will be done well in advance of the ribbon presentation to ensure all qualified are recognized.

**Modeling and Rocket Team
Commander (SO/MT)**

Is responsible for:

- Ensuring modeling team practices are regularly held and attendance is reported on a regular basis.
- Helping with performance, activity, and rocket launch logistical support as needed.
- Identifying and reporting team needs to include supplies as needed and/or on a regular basis.
- Also identify all Model Rocket Badge and/or AMA Wings qualified personnel. This will be done

well in advance of the ribbon presentation to ensure all qualified are recognized.

**Orienteering Team
Commander (SO/OT)**

Is responsible for:

- Ensuring orienteering team practices are regularly held and attendance is reported on a regular basis.
- Helping with performance and activity logistical support as needed.
- Identifying and reporting team needs to include course info, meet info, uniforms, and supplies as needed and/or on a regular basis.
- Identifying all activity ribbon and orienteering competition ribbon qualified personnel. This will be done well in advance of the ribbon presentation to ensure all qualified are recognized.

Kitty Hawk Commander (SO/KH)

Is responsible for:

- Ensuring Kitty Hawk responsibilities are carried out as directed by Instructors.
- Identifying and reporting team needs to include uniforms and supplies as needed and/or on a regular basis.
- Ensuring tutors are available for needed areas and managing the tutoring schedule. This may be done through a tutor leader if the need exists.

LONGHORN SQUADRON COMMANDER (LS-/CC)

Is responsible for:

- Planning and coordinating activities within the squadron each semester.
- Command and control of the Squadron, using staff and subordinate commanders.
- Relaying information from the senior Group Staff to the Flight Commanders regularly.
- Relaying information from the Flight Commanders to the Group Staff.
- Acting as liaison between instructors and the Squadron.
- Recommending cadets within the squadron for awards and recognition to the CC and instructors.

First Sergeant (LS/CCF)

Is responsible for:

- Implementing the squadron commander's leadership policies.
- Keeping the Squadron Commander informed on matters of health, morale, and discipline of cadets.
- Enforcing uniform wear and standards of conduct, customs, and courtesies.
- Liaison between squadron NCOs and the SEA.
- Coordinating logistics activities between staff and flight sergeants.

Flight Commander ("X" FLT/CC)

Is responsible for:

- Maintaining discipline, training, and conduct of the flight.
- Leading the flight in drill and ceremonies formations.
- Planning and coordinating activities within the flight.
- Execution of classroom procedures.
- Recommending cadets within the flight for awards and recognition.

Flight Sergeant ("X" FLT/SG)

Is responsible for:

- All flight logistics activities.
- Assisting the FLT/CC with leadership of the flight.
- Providing flight leadership during the commander's absence.
- Maintaining current flight roster.

Flight Guide ("X" FLT/GO)

Is responsible for:

- Assists the FLT/SGT in accomplishing flight responsibilities.
- Assumes the FLT/SGT's duties in their absence.
- Performing as Guidon Bearer during flight drill.

Element Leader ("X" FLT/E1-E2-E3)

Is responsible for:

- Maintaining the appearance, discipline, efficiency, training, and conduct of the element's cadets.
- Coordinating activities within the element and keeping element members informed about these activities.
- Recommending cadets in the element for awards.

STAFF MEETINGS

The Cadet Group Commander and staff must meet on a frequent basis to operate an effective program. Accordingly, the cadet staff will meet at least once a month or as determined by the Cadet Commander or instructors.

The Cadet Commander will submit an agenda to the instructors before the meeting. One of the instructors should be present at meetings, if available.

Attendance by cadet staff members at these meetings is mandatory unless written permission for absence is approved by the Group Commander or instructors. Oral requests are not recognized. The top Corps leaders cannot merely hold a position and rank without participating.

Four unexcused absences will and an excessive number of excused

absences may—result in a staff member’s removal from office and loss of temporary rank. In every case, the staff member is solely responsible for ensuring an acceptable replacement is present at all staff meetings.

The cadet staff members required to attend all staff meetings are:

- Group Commander
- Deputy Group Commander
- Command Chief
- Information Systems Officer
- Public Affairs Officer
- Squadron Commanders
- Flight Commanders

Also, the Cadet Commander may order the presence of other staff members at any scheduled staff meeting to address special concerns.

The Information Systems Officer is the official recorder of all staff meetings and will maintain a file of all meeting minutes and agendas. Copies of the meeting minutes will be provided to the instructors, Group Commander, Squadron Commanders, and Flight Commanders no later than two school days after the meeting.

Flight Commanders are responsible for briefing their flight members on the staff meeting proceedings.

Figure 6-1. TX-957th AFJROTC Group's Organization Chart

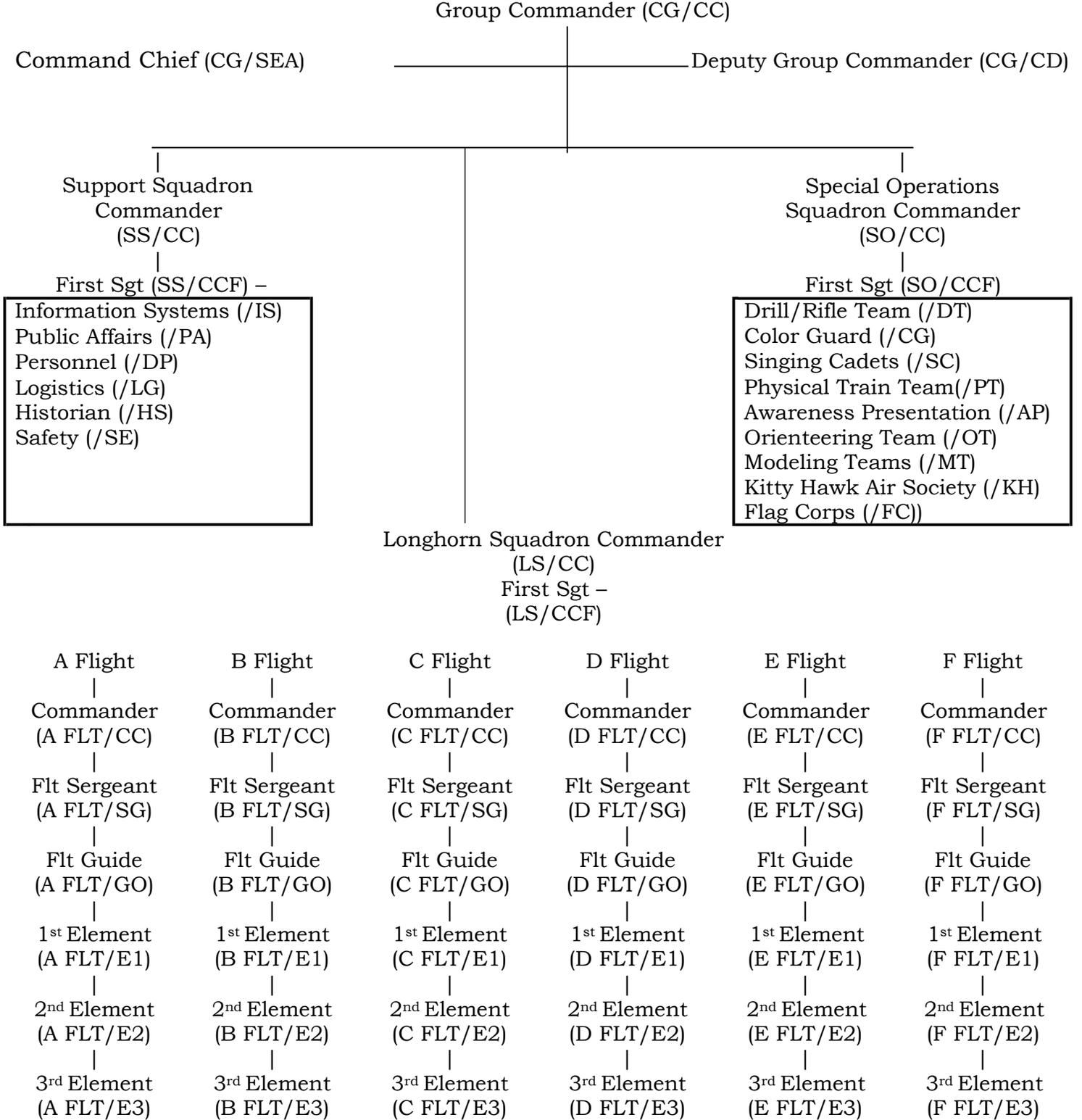


Figure 6-2. TX-957th AFJROTC Group's Unit Manning Document

Function	Position Title	Maximum Grade	Auth	
Command	Group Commander	Cadet Colonel	1	
	Deputy Commander	Cadet Lt. Colonel	1	
	Command Chief	Cadet Chief Master Sergeant	1	
	Inspector General	Cadet Senior Master Sergeant	1	
Support Squadron	Commander	Cadet Major	1	
Squadron	Executive Officer	Cadet Captain	1	
	First Sergeant	Cadet Senior Master Sergeant	1	
	Information Systems Officer	Cadet Captain	1	
	Superintendent	Cadet Master Sergeant	1	
	Public Affairs Officer	Cadet Captain	1	
	Superintendent	Cadet Master Sergeant	1	
	NCO	Cadet Technical Sergeant	1	
	Personnel Officer	Cadet Captain	1	
	Superintendent	Cadet Master Sergeant	1	
	NCO	Cadet Technical Sergeant	1	
	Logistics Officer	Cadet Captain	1	
	Superintendent	Cadet Master Sergeant	1	
	NCO	Cadet Technical Sergeant	1	
	Historian	Cadet Master Sergeant	1	
	Superintendent	Cadet Technical Sergeant	1	
	Safety Monitor	Cadet Technical Sergeant	1	
	Special Ops Sq	Commander	Cadet Lt. Colonel	1
	Squadron	Executive Officer	Cadet Captain	1
		First Sergeant	Cadet Senior Master Sergeant	1
		Drill Team/Rifle Team Commander	Cadet Captain	1
Superintendent		Cadet Master Sergeant	1	
Color Guard Commander		Cadet Captain	1	
Superintendent		Cadet Master Sergeant	1	
Singing Cadets Commander		Cadet 1 st Lieutenant	1	
Superintendent		Cadet Technical Sergeant	1	
Physical Training Commander		Cadet Captain	1	
Superintendent		Cadet Master Sergeant	1	
APT Commander		Cadet 1 st Lieutenant	1	
Superintendent		Cadet Technical Sergeant	1	
Modeling Teams Commander		Cadet 1 st Lieutenant	1	
Superintendent		Cadet Technical Sergeant	1	
KHAS Commander		Cadet 1 st Lieutenant	1	
Flag Corps Commander		Cadet 1 st Lieutenant	1	
Superintendent		Cadet Technical Sergeant	1	
Orienteering Commander		Cadet Captain	1	
Superintendent		Cadet Master Sergeant	1	
Longhorn Squadron		Commander	Cadet Major	1
	Executive Officer	Cadet Captain	1	
	First Sergeant	Cadet Senior Master Sergeant	1	
Flight	Commander 1,*	Cadet 1 st Lieutenant	6	
	Flight Sergeant 2	Cadet Technical Sergeant	6	
	Guidon Bearer 3	Cadet Staff Sergeant	6	
	Element Leader 4	Cadet Senior Airman	24	

* - If a fourth year cadet, the maximum grade is Captain

1 - If a first year cadet, the maximum grade is Staff Sergeant
2 - If a first year cadet, the maximum grade is Senior Airman

3 - If first year cadet, the maximum grade is Airman First Class
4 - If a first year cadet, the maximum grade is Airman

Figure 6-3. TX-957th AFJROTC Group's Cord Designation

ROTC CORD DESIGNATION

<u>Position</u>	<u>Cord</u>
Group Commander	Blue and White
Deputy Group Commander	Black and Gold
Squadron Commanders	Black and Grey
Flight Commanders	Gold
Spec Ops Team Commanders	Maroon
Support Squadron Officers (Personnel, Public Affairs, etc.)	Grey
Command Chief	Black and Royal Blue
Inspector General	Grey and Jay Blue
Squadron First Sergeants	Jay Blue
Freshman Flight Leaders	Green
Kitty hawk	White
<u>Team</u>	<u>Cord</u>
Drill Team	Scarlet
Rifle Team	Scarlet
Color Guard	Scarlet
Physical Training Team	Medium Blue

CHAPTER SEVEN

PROMOTIONS AND PERSONNEL ADMINISTRATION

Personnel actions and administration are vital to the operation of our JROTC Group. They are re-

ported (positive or negative) based on your contributions to the cadet corps. Positive reports will be rewarded and negative reports will result in disciplinary actions.

Promotions, awards, decorations and other recognition are **earned**, never demanded. Your actions and behavior at all times are considered when determining whether or not you are worthy of recognition. This means your behavior in or out of uniform, on or off campus, will affect your eligibility for awards and promotions.

PROMOTIONS

Promotion provides constant challenge and motivation to members of the active duty Air Force as well as to members of AFJROTC. The insignia of particular cadet ranks reflect visible evidence of progression and standing among fellow cadets. It should be noted that promotion is recognition of growing maturity, the ability and willingness to accept additional responsibility, and demonstrated leadership and followership qualities.

Promotions are awarded to cadets who meet certain, specified conditions set forth in this chapter. No cadet will be promoted who is not passing (75 or higher) their AFJROTC class. In certain cases, cadets must be passing (70 or higher) all of their classes. No special grade consideration is given for AP or Honors courses.

There are two types of ranks a cadet may hold at the same Time-Permanent and Temporary.

See Promotion Criteria Chart at the end of this chapter for specifics on all promotions.

Permanent Rank

This rank is awarded based on years of satisfactory service in JROTC. Permanent ranks are presented during uniform issue at the beginning of each school year (except first-year cadets, who are considered after completing their first semester).

- First-year cadets in the first semester are Cadet Airmen Basic.
- First-year cadets in the second semester are Cadet Airmen.
- Second-year cadets are Cadet Airmen First Class.
- Third-year cadets are Cadet Senior Airmen.
- Fourth-year cadets are Cadet Staff Sergeants.

The SASI and instructors will make determinations regarding exceptions to permanent rank promotions. First year cadets are judged on their first semester grades.

Temporary Rank Promotions

These ranks are awarded based on the leadership position to which you are assigned. Only a limited portion of the Corps is assigned to leadership positions. You must **earn** a leadership position, based on past performance and future potential. Being a third or fourth-year cadet does not guarantee a leadership position.

You must then **keep** the leadership position by continued satisfactory service. Failing to perform assigned

leadership duties will be grounds for your losing the position and rank.

Temporary ranks are not carried over to the next school year. Temporary grades are awarded only when they are higher than your permanent rank.

As stated earlier, temporary ranks are awarded based on the leadership position to which you are assigned. Cadets in leadership positions are expected to exceed standards, not just meet them.

Like the Air Force, job responsibilities and duties will increase with promotion. Cadets earn job assignments

and are entrusted to carry out their duties, to include supervisory responsibilities, to the best of their ability. Failing to do so will result in losing the position and its associated rank.

At the end of the school year the instructors will appoint cadets to temporarily fill Group leadership positions, from the Flight Commanders to the Group Commander. However, some positions may not be filled and some cadets may be assigned more than one position. Cadets assigned to more than one position will be awarded the highest rank.

Cadet officer grades are hard to achieve and will normally be awarded only to fourth-year and some third-year cadets, but this is no guarantee that all fourth- and third-year cadets will be in a leadership or officer position. The SASI and ASIs will closely scrutinize a cadet officer's entire academic record and conduct. Also, officers will almost always have successfully completed a sanctioned Summer Leadership School; to include MOWW or Boys/Girls State.

Second-year cadets will not normally be officers. If there are not enough qualified fourth- and third-year cadets

to fill all cadet officer positions, the best qualified second-year cadets will fill the positions. Again, academic record and past conduct will be scrutinized and preference will be given to those who have successfully completed a sanctioned Summer Leadership School.

As cadets leave the program (disenroll from school or JROTC, transfer to another school, etc.) or fail to meet standards, their immediate cadet supervisor will nominate a replacement for SASI or ASI approval.

Cadet leaders will be evaluated after the first semester to consider whether or not

they will retain their current position and for promotion. To be promoted, cadet leaders must meet all of the promotion criteria chart requirements during the first semester of the current school year:

Retaining your current position will be based on the promotion criteria chart information.

Transferring In

Cadets who transfer from another JROTC program will assume temporarily the permanent grades they have earned (based on years of JROTC) in their last unit. The ASI will request their cadet records from the losing unit. Upon receipt of the cadet records, the instructors will evaluate the cadet's record and award an appropriate grade and position.

UMD

A cadet will wear the insignia of the cadet temporary rank. Normally, cadets will not hold a temporary grade higher than the maximum grade authorized for



the position in the Unit Manning Document (see Chapter 6).

For the first semester of the school year, cadets assigned to leadership positions will receive a rank lower than what is stated on the UMD for that position. (However, any cadet who was selected a Distinguished or Honor Graduate of a sanctioned Summer Leadership School the previous summer would normally receive the highest authorized rank for that position.)

As stated earlier, some cadet NCOs may hold officer positions. Remember, the UMD shows only the **maximum** rank for that position. There are no minimum ranks.

ISS

Suspension (in or out of school) or will be grounds for immediate demotion, loss of position, and/or loss of promotion eligibility. The instructors will be the final authority on this issue.

CADET PROMOTION BOARD

The Group Commander will convene a Cadet Promotion Board. The board will document and forward promotion recommendations to the instructors.

(Note: An instructor will be present during promotion boards.)

For cadet officers, the Cadet Corps Commander will chair the promotion board and select three board members (must be promotion board eligible) from among the cadet officers. The Personnel Officer will record the proceedings without comments or vote.

For cadet enlisted promotions, the Command Chief will chair the promotion board and select two members (must be promotion board eligible) from among the enlisted cadets. The Personnel Superintendent will record the proceedings without comments or vote.

The board score will be based on a personal interview and records review. The board will not have access to the

cadet's other weighted factors. The board dates will be posted at least two weeks prior to the board. Cadets who cannot or fail to appear before the board will not be considered for promotion (Extenuating circumstances will be considered by the instructors).

Points will be tallied for all nominees and instructors will determine the number of cadets promoted.

The SASI and ASIs will determine promotion recommendations for the members and recorders of the promotion boards.

Proceedings. Although the proceedings are closed, any cadet or supervisor can submit documents they want considered by the board concerning promotion of any cadet, including themselves. As a minimum, the board members will evaluate the cadet's records, any written submitted correspondence, and the cadet's personal interview when determining whether a cadet should be promoted.

Procedures. The Group Commander will publish procedures telling when and where the boards will convene, who will chair the boards, who will be members of the board, and reporting instructions for nominees.

The Personnel Officer will notify nominees when and where to report to the board and what general areas they will be asked to discuss with the board. The board members will evaluate and grade each nominee on a scale from 1 to 10. There is no quota system, all or none may receive a score of 10. In addition to the score, the board members will recommend to promote or not promote each cadet. All recommendations to not promote must be fully justified in writing, listing all of the factors used to make this determination. Board members will document their evaluations on each cadet without discussion with other board members. The board president will collect the evaluation

forms and forward them to the instructors for review and approval.

Nominees will report to the board in uniform as directed and be prepared to answer questions about all of the following topics:

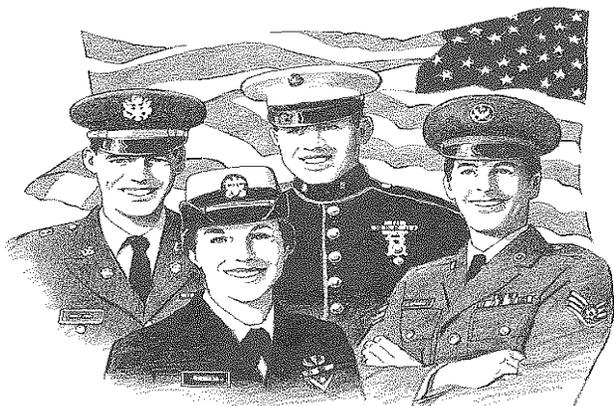
- The cadet's accomplishments and why they deserve promotion.
- Disciplinary problems noted in the cadet's record.
- Recent current events in the news, especially concerning U.S. government affairs.
- The cadet's Chain-of-Command, up to and including the President of the United States.

CADET PROMOTION TEST

All eligible cadets wishing to be promoted (except first-year) will take a 75- question multiple choice promotion examination (normally during a class period) covering the material in this Cadet Guide. Testers will have about 1 hour to complete the test. Failure to take the test will keep a cadet from being promoted.

TRAINING CERTIFICATES

Certificate of Completion. Presented to a cadet in good standing who has successfully completed at least three years of AFJROTC. A cadet must have this certificate in their possession when



enrolling in college ROTC or when

enlisting in the armed services to receive the following training credit:

- Excused from one year of the General Military Course (GMC) of the college AFROTC program. Must contact the Professor of Aerospace Science (PAS) at the college or university where the cadet is enrolled to receive training credit.
- Enlistment at pay grade E-3 in the Army, Navy, or Air Force and E-2 in the Marine Corps after completing basic training. Provides immediate and substantial monetary benefits and accelerated promotion opportunities ahead of other enlistees who enter active duty at the same time.

Certificate of Training. Presented to a cadet in good standing who successfully completes two years of AFJROTC. Cadets must have the certificate in their possession to be excused from one semester of a college AFROTC program. The PAS must be contacted upon enrollment at a college or university offering the AFROTC program.

Eligibility. These certificates are very important documents. Passing grades in *each semester* of AFJROTC enrollment constitutes successful completion for the purposes of issuing these certificates. Cadets may be awarded certificates even if they do not graduate from high school since the certificate is based only on AFJROTC performance.

OTHER ACTIONS

Here is discussed some of the most common personnel actions occurring in the Group. This list is not all inclusive.

Suggestions. Suggestions are encouraged and welcome from any cadet. A suggestion box is available in the AFJROTC classroom. Anything a cadet wishes to say, comment, or question can be deposited into the box on a piece of paper with or without a name. If you

want a personal response, please annotate this and add your name.

The Group Senior Enlisted Advisor is responsible for screening and resolving each complaint or suggestion. Those deemed appropriate will be evaluated during staff meetings.

All input is appreciated as it increases corps efficiency and feedback will increase morale. Suggestions adopted by the Corps will be appropriately recognized.

Dereliction of Duty. All duties that are neglected by cadets will be noted. Dereliction of Duty Forms (**STRIKES**), are used to note such actions. The appropriate authority will fill out the form for a cadet who has not done their assigned duty. (For example, Flight Commanders complete a form for a cadet who volunteers, but fails to show, for flag details, ushering duty, fund raisers, etc.)

The cadet will be notified and counseled by the Group Commander. Depending on the severity the matter, the situation will be brought to the attention of the instructors for further determination. The form will be filed in

the cadet's personnel record to be used later to evaluate the cadet for leadership schools, job assignments, promotions, and awards.

Uniform Discrepancies. Any and all cadets will note uniform discrepancies of other cadets. Any cadet seen not conforming to dress and appearance regulations will be notified and requested to correct their action on the spot. If no correction is made, the reporting cadet will complete a Uniform Discrepancy Form. These forms will be deposited in the discrepancy box found in the AFJROTC classroom. The Deputy Group Commander and Senior Enlisted Advisor will monitor these reports and forward them to the instructors.

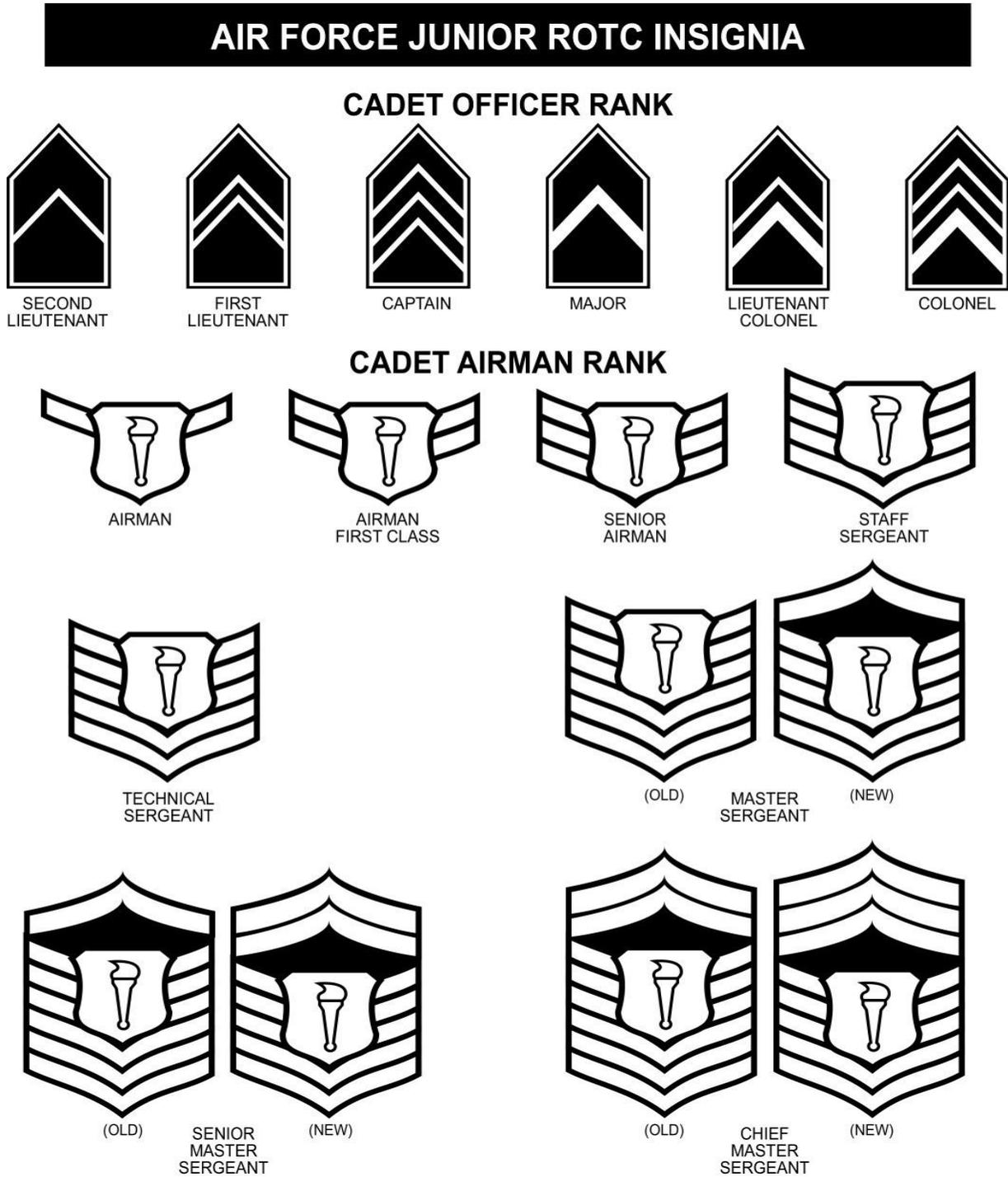
The cadet will be notified and counseled by an instructor and the cadet may receive zeros (**0**) for their weekly uniform grades if the violation is serious enough. In all cases, the form will be filed in the cadet's personnel folder by the Personnel Officer to be used later to evaluate the cadet for leadership schools, job assignments, promotions, and awards.

Figure 7-1. TX-957th AFJROTC Group's Promotion Criteria Chart			
PROMOTION CRITERIA CHART		<u>Temporary</u>	
		<u>Retain</u>	<u>Promote</u>
I. GENERAL REQUIREMENTS			
Pass all classes w/no 6 wk failures *		Y	Y
No suspensions *		Y	Y
All duties satisfactory		Y	Y
No Major Discipline Problems		Y	Y
II. Weighted Promotion System			
	<u>Max</u>		
ROTC Grade -semester avg.	100	75	85
Promotion Test -cadet guide	75	60	64
Service – semester hours	25	5	10
Board – see board section	10	0	7
Total	210	140	166
<u>To be promoted you must:</u>			
1) Meet all –Yll general requirements			
2) Have the minimum total score			
3) Be approved by the instructors			

* Can be waived by submitting a letter of justification/explanation to the SASI. SASI will make the final determination

Figure 7-2. TX-957th AFJROTC RETENTION CHART	
PERMANENT RANK RETENTION CRITERIA	<u>Permanent</u>
	<u>Retain</u>
I. GENERAL REQUIREMENTS	
Successfully completed previous semester	Y
No Major Discipline Problems	Y
ROTC Grade -semester avg.	70
Promotion Test -cadet guide	Must Take Test
Total	70

Figure 7-3. AFJROTC Rank Insignia



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CHAPTER EIGHT

AWARDS AND DECORATIONS

The Cadet Awards and Decorations Program exists to foster morale, incentive, and *esprit de corps*, and recognizes the achievements of AFJROTC cadets. Appropriate medals, ribbons, badges, pins, etc., will be temporarily issued to deserving cadets; they must be turned in at the end of the school year when other uniform items are turned in.

All awards and decorations will only be worn in accordance with AFJROTC directives and this Cadet Guide (see Chapter 4, Dress & Appearance).

Minimum criteria specified in this chapter are often stricter than those established by Headquarters AFROTC. We have done this to preserve the integrity of the decorations to ensure they recognize truly exceptional performance. We want to guard against rewarding mediocrity.

LETTERMAN JACKETS

The requirements for Letterman Jackets are as follows:

- Should have completed a Summer Leadership Program
- Have completed two years of JROTC and enrolled for the third
- Have a cumulative GPA of least 2.5
- Have an 85 percent JROTC semester grade for each of the past four semester
- Have minimum of 30 service hours
- Have served in a substantial Corps leadership position

The instructors will make the final decisions based on the above criteria as the minimum.

INSIGNIA AND BADGES

Ground School Badge. Awarded for completion of any aviation ground school program prescribed by the Federal Aviation Administration (FAA).

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

Flight Certificate Badge. Awarded to any cadet who possesses an FAA flight examiner pilot's certificate for either powered or unpowered aircraft.

Awareness Presentation Team Badge. Awarded for participation in an Awareness Presentation Team event and two thirds of all practices.

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

American Modeling Association (AMA) Wings. Awarded to cadets who are members in good standing of the CHHS model airplane club. To earn the wings, club members must:

- Construct all required models.
- Attend at least two-thirds of all club meetings and events.

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

The award recognizes only one outstanding second- or third-year cadet each year. Announcement is made at the Annual Awards Ceremony. This al-

allows the recipient to wear the award throughout the 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 recipient should also hold the following awards to qualify:

- Achievement Ribbon
- Leadership Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Co-curricular Activities Leadership Ribbon
- Service Ribbon

Aerospace Education Foundation (AEF) Academic Cadet Award.

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 —CII on their transcript.

Model Rocketry Badge. Awarded to cadets who have fulfilled the following model rocketry program requirements:

- Attend at least two-thirds of all model rocketry meetings.
- Participate in the minimum required model rocket launches.

Shoulder Cords. Cadets are permitted to wear one cord on the left shoulder. Wear the shoulder cord only on the light blue shirt/blouse and the service dress coat. Colors denote different honors.

- ***Drill Team Cord.*** Scarlet shoulder cords are worn on a daily basis by members who have participated in at least one drill meet and two-thirds of all practices. To maintain the cord in the spring semester you must also participate in a meet that semester and attend two thirds of all practices. Other cadets will be issued, and may temporarily wear, the cord only during an actual

performance or detail as part of the Drill Team uniform.

- ***Color Guard Cord.*** Scarlet shoulder cords are worn on a daily basis by members who have participated in at least three color guard events and two-thirds of all practices. To maintain the cord in the spring semester you must also participate in three color guard events that semester and attend two thirds of all practices. Other cadets will be issued, and may temporarily wear, the cord only during an actual performance or detail as part of the Drill Team uniform.
- ***Kitty Hawk Air Society Cord.*** White shoulder cords are worn on a daily basis by duly inducted Kitty Hawk Air Society members.
- ***Command Cords.*** The Group Commander, Deputy Group Commander, Squadron Commanders and Flight Commanders, and other authorized positions will wear designated color cords.

AWARDS AND DECORATIONS

Order of Precedence. Ribbons and medals must be arranged in the order of precedence. The ribbon or medal with the highest precedence must be nearest the lapel on the top row; other ribbons or medals will follow from the wearer's right to left (see Figures 8-1 and 8-2). The current order of precedence for AFJROTC ribbons can also be found on the chart posted on the class-room bulletin board.

Subsequent Awards. Oak leaf clusters (bronze or silver) are added to ribbons as the award is earned the second or more times. Bronze oak leaf clusters each signify one subsequent award. Silver oak leaf clusters replace each five bronze oak leaves. (See Figure 8-3.)

Ribbons of Other Services. AFJROTC cadets are permitted to wear ribbons earned while they were enrolled in

United States Army, United States Navy, United States Marine Corps, or United States Coast Guard JROTC units. Group the ribbons according to service with the order of precedence determined by the regulations of each service.

Valor Awards. Valor awards from all services are worn ahead of all other ribbons from any service. The AFJROTC



Valor Awards will be worn first, with other services' Valor Awards worn in the following order: Army, Navy, Marine Corps, and Coast Guard.

Medals. Medals and ribbons may not be worn simultaneously for formal, semi-formal, and/or special occasions.

The routine wear of medals with ribbons is prohibited.

DESCRIPTIONS AND CRITERIA

AFJROTC LEVEL AWARDS

Gold and Silver Valor Award. These awards consist of a medal, ribbon, and citation. Headquarters AFROTC approve and authorize these awards.

- The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.
- The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

Cadet Humanitarian Award. This award consists of a ribbon and certificate. Headquarters AFROTC approves and authorizes this award.

The award recognizes humanitarian effort or performance by cadets involving actions above and beyond the call of duty.

NATIONAL SERVICE ORGANIZATION AWARDS

Air Force Association (AFA) Award.

This AFA-sponsored award consists of a medal and ribbon. The AFA Award is presented at the Annual Awards Ceremony to the most outstanding third-year cadet. The award recipient should possess or meet the following personal characteristics and eligibility criteria:

- Positive attitude toward AFJROTC and school.
- Outstanding personal appearance (uniform and grooming).

- Display the highest personal attributes such as initiative, judgment, and self-confidence.
- Courteous demeanor (prompt-ness, obedience, and respect for customs).
- Growth potential (capacity for responsibility, high productivity, adaptability to change).
- Possession of the highest personal and ethical standards and strong positive convictions.
- Rank in the top of their AS and academic class.
- Be recommended by the instructors for the Outstanding Cadet Ribbon.

Daedalian Award. The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WW I military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon.

This annual award recognizes one outstanding third-year cadet at each unit. The winner is announced at the Annual Awards Ceremony. The selected cadet should meet the following criteria:

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

American Legion Scholastic Award.

This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. This award is presented at the Annual Awards Ceremony to one third- or fourth-year cadet based on the cadet's overall scholastic achievements. The cadet should:

- Rank in the top of their high school class and AS class
- Demonstrate leadership qualities.
- Actively participate in student activities.

American Legion General Military Excellence Award.

This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. This award is presented annually to one first, second, third and fourth-year cadet based on the cadet's general military excellence. The cadet should:

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

Daughters of the American Revolution (DAR) Bronze Award.

This award consists of a bronze medal and ribbon. It is presented annually to one cadet that best meets the following criteria:

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

American Veterans (AMVETS) Award.

This award consists of a medal pendant and ribbon and is presented at the Annual.

Awards Ceremony. It is awarded to one qualified cadet that possesses individual characteristics contributing to leadership, such as:

- A positive attitude toward Air Force ROTC programs and service in the Air Force.
- Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics *per se*).
- Personal attributes (initiative, dependability, judgment, and self-confidence).
- Active duty officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
- Obtained a grade of "A" (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

Reserve Officers Association (ROA) Award. This award consists of a bronze medal, ribbon, and certificate and is presented at the Annual Awards Ceremony for military and academic achievement to an outstanding fourth-year cadet. The recipient should possess individual characteristics contributing to leadership such as:

- Positive attitude toward the AS curriculum.
- Outstanding personal appearance (wear of the uniform, posture, and grooming).
- Attributes of initiative, judgment, and self-confidence.
- Courtesy (promptness, obedience, and respect).
- Growth potential (capacity for responsibility, high productivity, adaptability to change).

- Demonstrate the highest personal and ethical standards and strong positive convictions.
- Rank in the top of their AS class.

Military Order Of World Wars (MOWW). This award consists of a bronze medal pendant, certificate, and ribbon. It is presented to a cadet at the Annual Awards Ceremony. The cadet must:

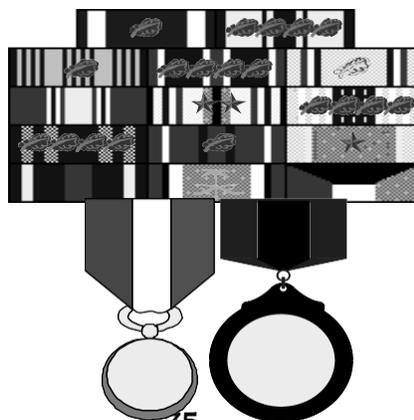
- Excel in all military and scholastic aspects at the time of selection and presentation of the award.
- Indicate through military and scholastic grades, extracurricular activities, and individual endeavors a desire to serve our nation.
- Commit to continue in the aerospace science program for the next school year.

The Military Officers Association of America (MOAA). This award consists of a medal pendant with ribbon and is presented at the Annual Awards Ceremony to an outstanding third-year cadet who shows exceptional potential for military leadership. The cadet should:

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

Veterans Of Foreign Wars (VFW) Award. This award consists of a medal pendant with ribbon and is presented

at the Annual Awards Ceremony to an outstanding cadet from each class who is actively engaged in the AFJROTC program and who possesses the following individual characteristics contributing to leadership:



- Have a positive attitude toward AFJROTC.
- Have outstanding military bearing and conduct.
- Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
- Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
- Demonstrate leadership potential.
- Attain a grade of "B" in AFJROTC with an overall average grade of "C" in all subjects for the previous semester.
- Be active in student activities.
- Not have been a previous recipient of this award.

National Sojourners Award. This award consists of a ribbon, medal pendant, and certificate, recognizing an outstanding third-year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. The cadet should:

- Be in the top of their academic class.
- Encourage and demonstrate ideals of Americanism.
- Demonstrate potential for outstanding leadership.
- Not have previously received the award.

Sons Of The American Revolution (SAR) Award. This award consists of a bronze medal with ribbon and recognizes one outstanding third-year cadet who exhibits a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. The cadet should:

- Be currently enrolled in the AFJROTC program.

- Be in the top of their AFJROTC and overall class.

Scottish Rite, Southern Jurisdiction Award. This award consists of a medal, ribbon, and certificate, recognizing one outstanding third-year cadet. The cadet should:

- Contribute the most to encourage Americanism by participation in extracurricular activities or community projects.
- Demonstrate academic excellence by being in the top of their class.
- Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
- Not have been a previous recipient of this award.

Military Order Of the Purple Heart Award. This award consists of a medal pendant with a ribbon and annually recognizes one outstanding third- or fourth-year cadet who demonstrates leadership ability. The cadet should:

- Have a positive attitude toward AFJROTC and country.
- Hold a leadership position in the cadet corps.
- Be active in school and community affairs.
- Attain a grade of "B" or better in all subjects for the previous semester.
- Not have been a previous recipient of this award.

Air Force Sergeants Association (AF-SA) Award. This annual award consists of a medal pendant with a ribbon and recognizes an outstanding third- or fourth-year. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. The cadet should:

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

- Not have been a previous recipient of this award.

Tuskegee Airmen Award

This award consists of a ribbon and certificate recognizing two cadets that:

- Maintains a—Bll average in ROTC
- Is in good academic standing
- Actively participates in corps activities
- Participated in at least 50% of all unit service programs

Unit Level Awards

These awards are based on three time-lines: Annually, Semester, and 6-weeks. Award timelines terminate with end of school year activities.

6-WEEKS

Drill Competition Ribbon. Awarded to team members (primary and alternates) for —placingll in an Air Force or Joint Service drill meet.

Orienteering Competition Ribbon. Awarded to team members (primary or alternates) for —placingll in an orienteering meet.

Service Ribbon. Awarded for sustained, distinctive performance in school, community, or AFJROTC service projects. Qualifying projects will be determined by the instructors.

Cadets earn the Service Ribbon for each ten hours of accumulated service time. You are responsible for ensuring the Cadet-in-Charge of the event correctly records your participation and accurate time for each qualifying project.

Activities Ribbon. Awarded for distinguished participation in at least two of the following co-curricular activities:

- Community parades.
- Model/rocketry meets.

- Academic or essay competitions.
- Orienteering meets.

Oak leaf clusters will be awarded for every additional two activities. Any activity qualifying for this award will not be used to accumulate service hours toward the Service Ribbon.

If a cadet has earned the Co-Curricular Activities Leadership Silver Star and also earns the Activities Ribbon, the cadet may wear both ribbons (the maximum allowed).

Achievement Ribbon. Awarded for any of the significant achievements listed here and limited to no more than 5% of the cadet corps.

- Earning the Boy Scouts of America Eagle Scout award.
- Standing in the top 10% of your academic class.
- Earning the Honor/Distinguished Graduate Award at a sanctioned Summer Leadership School.
- Any other significant achievement as determined by the instructors.

NOTE: Cadets may not receive more than one Achievement Ribbon per year.

- ***Flight Commander's Honor Cadet.*** Every six-week grading period, Flight Commanders may select, with Instructors concurrence, a single outstanding cadet in their flight to receive this award. The Honor Cadet must have demonstrated superior leadership in the conduct of the flight and contributed significantly to flight operations.

SEMESTER

Academic Ribbon. Awarded each semester for academic excellence as signified by attaining an "A" in AFJROTC and not showing up on any failing lists for all other classes.

Outstanding Flight Ribbon. Awarded each semester to members of the outstanding flight. The outstanding flight is determined by the total average grades of all members in the flight. It includes exam grades, homework, drill proficiency and uniform inspections.

Co-curricular Activities Leadership Ribbon. Awarded for demonstrating superior leadership while planning and participating in group activities including, but not limited to:

- Curriculum-In-Action field trips
- Air Force or Joint Service drill meets
- Group field day events
- Annual Awards Ceremony
- Any other group activity deemed appropriate by the instructors
- Awareness Presentation Team Events

The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. The silver star may be awarded a maximum of four times (four stars) and is worn centered on the Activities Ribbon.

Drill Team Ribbon. Awarded for distinguished participation in one scheduled Air Force or Joint Service drill meet (or two public demonstration events) and two-thirds of all Drill Team practice sessions each semester.

Color Guard Ribbon. Awarded for distinguished participation in at least three scheduled color guard events and two-thirds of all Color Guard practice sessions each semester.

Singing Cadets and JROTC Band members may qualify for this award by performing, with the Color Guard in at least two public events.

Saber Team Ribbon. Awarded for distinguished participation in one scheduled Air Force or Joint Service drill meet (or two public demonstration events) and two-thirds of all saber team practice sessions each semester.

Health and Wellness. Awarded for sustained participation in units Health and Wellness Program

Recruiting Ribbon. Awarded for outstanding effort in support of the Group's recruiting activities. To qualify, cadets must recruit one new AFJROTC cadet who successfully completes at least one full semester in the JROTC program.

Attendance Ribbon. Awarded each semester to cadets with perfect attendance in ROTC, no absences or tardies (except school business exempted or excused absences) for the entire semester.

Good Conduct Ribbon. Awarded to cadets with no suspensions of any kind (ISS, Out-of-School, AEP, etc.) and no adverse reports from any other school staff or faculty member and no detentions or other inappropriate behavior as determined by the instructors in a semester. Also, a referral to the office from AFJROTC class will disqualify you from this award for that semester.

Dress and Appearance Ribbon. Awarded for wearing the AFJROTC uniform on every designated uniform day and maintaining a 90 average on uniform inspections each semester. Failing to wear the uniform just once, excused or unexcused, will disqualify you from this award for that semester.

ANNUALLY

Outstanding Cadet Ribbon. Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. These awards are presented at the Annual Awards Ceremony. The recipient from each class should

have earned the following awards during the current school year:

- Academic Ribbon
- Service Ribbon
- Good Conduct Ribbon
- Dress and Appearance Ribbon

If more than one cadet in each class earned all of these awards, the instructors will select the outstanding cadet.

Leadership Ribbon. Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. It will be presented at the Annual Awards Ceremony.

The SASI and ASI will select no more than 5% of the corps of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

Superior Performance Ribbon. Awarded annually for the top 10% of each cadet year group based on academic average and service points with the following *minimum* criteria: JROTC grade average must be at least 95, and

should have earned at least two Service Ribbons in the current school year.

Outstanding Unit Award. Awarded to all cadets enrolled at the time a unit's **OUTSTANDING** rating is earned.

Excellent Unit Award. Awarded to all cadets enrolled at the time a unit's **EXCELLENT** rating is earned.

Leadership School Ribbon. Awarded for completion of an approved leadership school program of at least 5 days duration.

Longevity Ribbon. Awarded for completion of each AS year. The ribbon will be awarded at the Annual Awards Ceremony.

Awareness Presentation Team Badge. Awarded for participation in an Awareness

American Modeling Association (AMA) Wings. Awarded to cadets who are members in good standing.

**NOTE: See AFJROTC
Ribbon Chart at
Attachment 5 for a
complete list of awards**

Figure 8-1. AFJROTC Awards and Order of Precedence

INSTRUCTIONS:		
<ul style="list-style-type: none"> Place a check in Column A at each ribbon you have. Number them in Column C (1, 2, 3, etc.) in order from top to bottom. Then match the total number with the correct style shown in the diagrams on Figure 8-2. 		
A	B	C
	AFJROTC Valor Award (Gold)	
	AFJROTC Valor Award (Silver)	
	Cadet Humanitarian Award	
	Community Service with Excellence Award	
	Air Force Association Award	
	Daedalian Award	
	American Legion Scholastic Award	
	American Legion General Military Excellence Award	
	Daughters of the American Revolution Award	
	American Veterans Award	
	Reserve Officers Association Award	
	The Military Order of World Wars Medal	
	Military Officers Association Award	
	Veterans of Foreign Wars Award	
	National Sojourners Award	
	Sons of the American Revolution Award	
	Scottish Rite, Southern Jurisdiction Award	
	Military Order of the Purple Heart Award	
	Air Force Sergeants Association Award	
	Sons of Union Veterans of the Civil War	
	Tuskegee Airmen Inc. AFJROTC Cadet Award	
	The Retired Enlisted Association Award	
	Celebrate Freedom Foundation/Embry Riddle Aeronautical University JROTC Award	
	Outstanding Cadet Ribbon	
	Leadership Ribbon	
	Achievement Ribbon	
	Superior Performance Ribbon	
	Distinguished Unit Award	
	Outstanding Organization Award	
	Top Performer Award	
	Academic Ribbon	
	Outstanding Flight Ribbon	
	Leadership School Ribbon	
	Special Teams Competition	
	Orienteering Ribbon	
	Co-curricular Activities Leadership Ribbon	
	Drill Team Ribbon	
	Color Guard	
	Saber Team	
	Marksmanship Ribbon	
	Good Conduct Ribbon Service Ribbon	
	Service Ribbon	
	Health and Wellness Ribbon	
	Recruiting Ribbon	
	Activities Ribbon	
	Attendance Ribbon	
	Dress & Appearance Ribbon	
	Longevity Ribbon	

Figure 8-2. Diagrams of Ribbon Sets

To create your ribbon set, match the number you have earned with the set shown below. Number in Col C indicate position as shown.

18

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18

17

	1	2	
3	4	5	
6	7	8	
9	10	11	
12	13	14	
15	16	17	

16

		1	
2	3	4	
5	6	7	
8	9	10	
11	12	13	
14	15	16	

15

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15

14

	1	2	
3	4	5	
6	7	8	
9	10	11	
12	13	14	

13

		1	
2	3	4	
5	6	7	
8	9	10	
11	12	13	

12

1	2	3
4	5	6
7	8	9
10	11	12

11

	1	2	
3	4	5	
6	7	8	
9	10	11	

10

		1	
2	3	4	
5	6	7	
8	9	10	

9

1	2	3
4	5	6
7	8	9

8

	1	2	
3	4	5	
6	7	8	

7

		1	
2	3	4	
5	6	7	

6

1	2	3
4	5	6

5

	1	2	
3	4	5	

4

		1	
2	3	4	

3

1	2	3
---	---	---

2

	1	2	
--	---	---	--

1

		1	
--	--	---	--

Figure 8-3. Placement of Oak Leaf Clusters

1	2	3	4	5	6	7	8	9	10
								Note	

 = Each BRONZE OLC represents subsequent awards of the same ribbon.

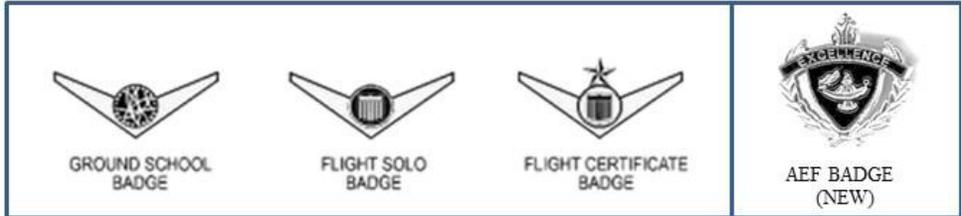
 = Each SILVER OLC represents five BRONZE OLCs.

Note: For the tenth award (nine clusters) wear one ribbon with one silver and three bronze clusters, and a second ribbon of the same award without clusters.

- Place clusters horizontally and tilt slightly downward to the wearer’s right to allow maximum number of clusters on the ribbon. Tilt all at the same angle.
- Wear a maximum of four clusters on each ribbon. Place silver clusters to the wearer’s right of bronze clusters. Replace the bronze clusters with a silver cluster after receipt of the fifth bronze cluster.
- If all authorized clusters do not fit on a single ribbon, wear a second ribbon. Wear a minimum of three clusters on the first ribbon before wearing a second ribbon. When wearing the second ribbon, place after the initial ribbon. It counts for one award. When future awards reduce clusters to a single ribbon, remove the second ribbon.
- There are two methods of affixing clusters on ribbons: Separate Cluster or Single-Constructed Cluster (two or more clusters manufactured together).
 - When affixing separate clusters to the ribbon, space clusters equally. If using separate clusters on one ribbon, use them on all ribbons.
 - If using single-constructed cluster, center it. If using single-constructed cluster on one ribbon, use it on all ribbons.
 - You may mix single-constructed clusters with separate clusters only if the combination authorized is not available as a single-constructed cluster. For example, a combination of silver clusters and bronze clusters is not available in a single-constructed cluster. In this event, place the clusters close to one another so they give the appearance of a single-constructed cluster.

Attachment 7-1

**AUTHORIZED AIR FORCE JROTC
BADGES AND INSIGNIA**



Badges/Insignia not listed here are unauthorized.

CHAPTER NINE

PHYSICAL FITNESS/WELLNESS PROGRAM

The primary objective of the AFJROTC Wellness program is to encourage cadets to exercise regularly, watch their diet, and pursue activities determined to improve their physical health and well-being. The AFJROTC program strives to promote the total fitness concept in its curriculum and activities.

At the discretion of the SASI, cadets will be allowed to change into appropriate fitness clothing during physical fitness activities. The AFJROTC PT Uniform may not be mixed with any combination of the Air Force Uniform.

Cadets' physical fitness often affects their mental fitness. The AFJROTC curriculum addresses topics that include general health guidelines, stress and time management, and concepts affecting your self-esteem. The curriculum, however, does not prescribe a strict and rigorous physical fitness program. Instead, it tries to help you understand the value and methods of good physical conditioning, and then allows you to start and pursue activities which you have determined will best meet your needs.

CADET HEALTH AND WELLNESS PROGRAM

The Cadet Health and Wellness Program Ribbon is awarded by the SASI for participation in the Presidential Physical Fitness Program. All cadets who participate in the Presidential Physical Fitness Program will receive the **Health and Wellness Ribbon**. The **Bronze Star**

device will be awarded and worn on the ribbon to any cadet scoring in the 75-84 percentiles in the Presidential Physical Fitness Program. If a cadet earns a percentile score of 85-95 they will wear a **Silver Star**. If they receive a 96-100 percent, they will wear the **Gold Star** on the ribbon.

The Program Assessment is in AFJROTC WINGS. Units will load the initial baseline exercises at the beginning of the school year and then again at the end of the school year to get the final baseline. Awarding of the Ribbon is based on the final baseline.

The Youth Physical Fitness Program

The Youth Physical Fitness Program helps assess the current fitness level of youth aged 6-17, and offers awards to encourage them to stay active. Students can try as often as they'd like. Remember – a strong nation begins with healthy individuals!

The Physical Fitness Program includes five events that measure muscular strength/endurance, cardio respiratory endurance, speed, agility, and flexibility. The unit tailor's weekly exercises or sporting activities to support AFJROTC Presidential Fitness Program.

Testing Guidelines

The Youth Physical Fitness Program recommends fitness testing at least twice each year, in the fall and spring. Testing works best as part of a complete physical education program that

supports the assessment with educational and motivational information. Before conducting the President’s Challenge, or any youth fitness test, you Participant Physical Fitness should review and take into consideration each individual’s medical status to identify medical, orthopedic, or other health problems. At the onset of testing, make sure everyone taking the test knows the correct techniques for each event, including proper pacing and running style. There is no limit to the number of tries an individual may have on each event.

The Youth Physical Fitness Test Instructions

1. Curl-ups (or Partial Curl-ups)

Curl-ups Objective

To measure abdominal strength/endurance by maximum number of curl-ups performed in one minute.

Testing

Have student lie on cushioned, clean surface with knees flexed and feet about 12 inches from buttocks. Partner holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, student raises the trunk, curling up to touch the outside of forearms and elbows to thighs and then lowers the back to the floor so that the scapulas (shoulder blades) touch the floor, for one curl-up. To start, a timer calls out the signal —Ready? Go! and begins timing student for one minute. The student stops on the word —stop.

Scoring

—Bouncing off the floor is not permitted. The curl-up should be counted only if performed correctly.



Partial Curl-ups Objective

To measure abdominal strength/endurance by maximum number of curl-ups.

Testing

Have student lie on cushioned, clean surface with knees flexed and feet about 12 inches from buttocks. The feet are not held or anchored. Arms are extended forward with fingers resting on the legs and pointing toward the knees. The student’s partner kneels behind with hands cupped under the student’s head. The student being tested curls up, slowly sliding the fingers up the legs until the fingertips touch the knees, then back down until the head touches the partner’s hands. The curl-

ups are done to a metronome (or audio tape, clapping, drums) with one complete curl-up every three seconds, and are continued until the student can do no more at the required pace. The student should remain in motion during the entire three second interval.

Scoring

Record only those curl-ups done with proper form and in rhythm. See page 8 for qualifying standards.

Rationale

Partial curl-ups, completed slowly with knees bent and feet not held, are also an indicator of strength and endurance of the abdominal muscles.



Partial Curl-ups



Partial Curl-ups

2. Shuttle Run

Objective

To measure speed and agility.

Testing

Mark two parallel lines 30 feet apart and place two blocks of wood or similar object (approximate size of 2"x2"x4") behind one of the lines. Students start behind opposite line. On the signal —Ready? Go!!! the student runs to the blocks, picks one up, runs back to the starting line, places the block behind the line, runs back and picks up the second block and runs back across the starting line.

Scoring

Blocks should not be thrown across the lines. Scores are recorded to the nearest tenth of a second.



Shuttle Run

3. Endurance Run/Walk

Objective

To measure heart/lung endurance by fastest time to cover a designated distance.

Testing

On a safe, one-mile distance, students begin running on the count —Ready? Go! Walking may be interspersed with running. However, the students should be encouraged to cover the distance in as short a time as possible.

Scoring

Before administering this test, students' health status should be reviewed. Also, students should be given ample instruction on how to pace themselves and should be allowed to practice running this distance against time. Sufficient time should be allowed for warming up and cooling down before and after the test. Times are recorded in minutes and seconds.

Rationale

Shorter distance runs are included as options for younger children. Younger children can be prepared to run the mile. However, some teachers find it easier to administer a shorter run, which provides good information on cardio respiratory endurance of young children.



Endurance Run/Walk

4. Pull-ups (or Right Angle Push-ups or Flexed-Arm Hang)

4a. Pull-ups

Objective

To measure upper body strength/endurance by maximum number of pull-ups completed.

Testing

Student hangs from a horizontal bar with arms fully extended and feet free from floor, using either an overhand grasp (palms facing away from body) or underhand grip (palms facing toward body). Small students may be lifted to starting position. Student raises body until chin clears the bar and then lowers body to full-hang starting position. Student performs as many correct pull-ups as possible.

Scoring

Pull-ups should be done in a smooth rather than jerky motion. Kicking or bending the legs is not permitted and the body must not swing during the movement.



Pull-ups

4b. Right Angle Push-ups

Objective

To measure upper body strength/endurance by maximum number of push-ups completed.

Testing

The student starts in push-up position with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart (approximately 2–4 inches) with the toes supporting the feet. Keeping the back and knees straight, the student then lowers the body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor. A partner holds her/his hands at the point of the 90-degree angle so that the student being tested goes down only until her/his shoulders touch the partner's hand, then back up. The push-ups are done to a metronome (or audio tape, clapping, drums) with one complete push-up every three seconds, and are continued until the student can do no more at the required pace. The student should remain in motion during the entire three second interval.

Scoring

Record only those push-ups done with proper form and in rhythm.

Rationale

Right angle push-ups provide a good indicator of the range of strength/endurance found in children and youth, whereas some are unable to do any pull-ups. Pull-ups remain an option for those students at higher levels of strength/endurance.



Right Angle Push-ups

4c. Flexed-Arm Hang

Students who cannot do one pull-up or want an alternative to the pull-ups or right angle push-ups may do the flexed-arm hang in order to qualify for the National or Participant Physical Fitness Awards. To qualify for the Presidential Award, students are required to do pull-ups or right angle push-ups.

Objective

To measure upper body strength by maintaining flexed-arm hang position as long as possible.

Testing

Using either an overhand grasp (palms facing away from body) or underhand grip (palms facing toward body), student assumes flexed-arm hang position with chin clearing the bar. Students may be lifted to this position. Student holds this position as long as possible.

Scoring

Chest should be held close to bar with legs hanging straight. Timing is stopped when student's chin touches or falls below the bar.



Flexed-Arm Hang

5. V-Sit Reach (or Sit and Reach)

5a. V-Sit Reach Objective

To measure flexibility of lower back and hamstrings.

Testing

A straight line two feet long is marked on the floor as the baseline. A measuring line four feet long is drawn perpendicular to the midpoint of the baseline extending two feet on each side and marked off in half-inches. The point where the baseline and measuring line intersect is the —0ll point. Student removes shoes and sits on floor with measuring line between legs and soles of feet placed immediately behind baseline, heels 8–12 inches apart. With hands on top of each other, palms down, the student places them on measuring line. With the legs held flat

by a partner, the student slowly reaches forward as far as possible, keeping fingers on the measuring line and feet flexed. After three practice tries, the student holds the fourth reach for three seconds while that distance is recorded.

Scoring

Legs must remain straight with soles of feet held perpendicular to the floor (feet flexed). Students should be encouraged to reach slowly rather than —bouncell while stretching. Scores, recorded to the nearest half-inch, are read as plus scores for reaches beyond baseline, minus scores for reaches behind baseline.



V-Sit Reach

5b. Sit and Reach Objective

To measure flexibility of lower back and hamstrings.

Testing

A specially constructed box is used with a measuring scale marked in centimeters, with 23 centimeters at the level of the feet. Student removes shoes and sits on floor with knees fully extended, feet shoulder-width apart, and soles of the feet held flat against the end of the box. With hands on top of each other, palms down, and legs held flat, the student reaches along the measuring line as far as possible. After three practice reaches, the fourth reach is held while the distance is recorded.

Scoring

Legs must remain straight, soles of feet against box, and fingertips of both hands should reach evenly along measuring line. Scores are recorded to the nearest centimeter.



Sit and Reach

In addition to earning AFJROTC **Physical Fitness Ribbon** with the **Bronze, Silver or Gold Stars**, the cadet may also qualify for Physical Fitness Program Awards.

Physical Fitness Program Awards

The Presidential Physical Fitness Award

This award recognizes youth who achieve an outstanding level of physical fitness. Boys and girls who score at or above the 85th percentile of qualifying standards on all five events are eligible for this award. Emblems available with and without year.

The National Physical Fitness Award

This award is for those who score at or above the 50th percentile on all five events, but fall below the 85th percentile in one or more of the events. This demonstrates a basic, yet challenging, level of physical fitness. Emblems available with and without year.

The Participant Physical Fitness Award

Those whose scores fall below the 50th percentile on one or more events receive this award for taking part in the Physical Fitness Test. Emblems available with and without year.

Figure 9-1. President's Challenge Qualifying Standards

President's Challenge Qualifying Standards

The Presidential Physical Fitness Award

Participants must at least reach these levels in all 5 events in order to qualify for the Presidential Physical Fitness Award. These levels represent the 85th percentile based on the 1985 School Population Fitness Survey.

The Presidential Physical Fitness Award (This represents the 85th percentile.)

	Age	Curl-Ups (# one minute)	Partial* Curl-Ups (#)	Shuttle Run (sec.)	V-Sit Reach (inches)	Sit & Reach (cm)	One-Mile Run (min:sec)	Distance Option** (min:sec) 1/4 mile 1/2 mile	Pull-Ups (#)	Rt. Angle* Push-Ups (#)
BOYS	6	33	22	12.1	+3.5	31	10:15	1:55	2	9
	7	36	24	11.5	+3.5	30	9:22	1:48	4	14
	8	40	30	11.1	+3.0	31	8:48		5	17
	9	41	37	10.9	+3.0	31	8:31		5	18
	10	45	35	10.3	+4.0	30	7:57		6	22
	11	47	43	10.0	+4.0	31	7:32		6	27
	12	50	64	9.8	+4.0	31	7:11		7	31
	13	53	59	9.5	+3.5	33	6:50		7	39
	14	56	62	9.1	+4.5	36	6:26		10	40
	15	57	75	9.0	+5.0	37	6:20		11	42
16	56	73	8.7	+6.0	38	6:08		11	44	
17	55	66	8.7	+7.0	41	6:06		13	53	
GIRLS	6	32	22	12.4	+5.5	32	11:20	2:00	2	9
	7	34	24	12.1	+5.0	32	10:36	1:55	2	14
	8	38	30	11.8	+4.5	33	10:02		2	17
	9	39	37	11.1	+5.5	33	9:30		2	18
	10	40	33	10.8	+6.0	33	9:19		3	20
	11	42	43	10.5	+6.5	34	9:02		3	19
	12	45	50	10.4	+7.0	36	8:23		2	20
	13	46	59	10.2	+7.0	38	8:13		2	21
	14	47	48	10.1	+8.0	40	7:59		2	20
	15	48	38	10.0	+8.0	43	8:08		2	21
16	45	49	10.1	+9.0	42	8:23		1	24	
17	44	58	10.0	+8.0	42	8:15		1	25	

The National Physical Fitness Award

Participants must at least reach these levels in all 5 events in order to qualify for the National Physical Fitness Award. These levels represent the 50th percentile based on the 1985 School Population Fitness Survey.

The National Physical Fitness Award (This represents the 50th percentile.)

	Age	Curl-Ups (# one minute)	Partial* Curl-Ups (#)	Shuttle Run (sec.)	V-Sit Reach (inches)	Sit & Reach (cm)	One-Mile Run (min:sec)	Distance Option** (min:sec) 1/4 mile 1/2 mile	Pull-Ups (#)	Rt. Angle* Push-Ups* (#)	Flexed Arm Hang (sec.)
BOYS	6	22	10	13.3	+1.0	26	12:36	2:21	1	7	6
	7	28	13	12.8	+1.0	25	11:40	2:10	1	8	8
	8	31	17	12.2	+0.5	25	11:05		1	9	10
	9	32	17	11.9	+1.0	25	10:30		2	12	10
	10	35	24	11.5	+1.0	25	9:48		2	14	12
	11	37	26	11.1	+1.0	25	9:20		2	15	11
	12	40	32	10.6	+1.0	26	8:40		2	18	12
	13	42	39	10.2	+0.5	26	8:06		3	24	14
	14	45	40	9.9	+1.0	28	7:44		5	24	20
	15	45	40	9.7	+2.0	30	7:30		6	30	28
16	45	37	9.4	+3.0	30	7:10		7	30	28	
17	44	42	9.4	+3.0	34	7:04		8	37	30	
GIRLS	6	23	10	13.8	+2.5	27	13:12	2:26	1	6	5
	7	25	13	13.2	+2.0	27	12:56	2:21	1	8	6
	8	29	17	12.9	+2.0	28	12:30		1	9	8
	9	30	20	12.5	+2.0	28	11:52		1	12	8
	10	30	24	12.1	+3.0	28	11:22		1	13	8
	11	32	27	11.5	+3.0	29	11:17		1	11	7
	12	35	30	11.3	+3.5	30	11:05		1	10	7
	13	37	40	11.1	+3.5	31	10:23		1	11	8
	14	37	30	11.2	+4.5	33	10:06		1	10	9
	15	36	26	11.0	+5.0	36	9:58		1	15	7
16	35	26	10.9	+5.5	34	10:31		1	12	7	
17	34	40	11.0	+4.5	35	10:22		1	16	7	

The Participant Physical Fitness Award

Boys and Girls who attempt all five items, but whose scores fall *below* the 50th percentile on one or more of them are eligible to receive the Participant Award.

CHAPTER TEN

Leadership Development Requirements (LDR)**A**ll Leadership Development

Requirements (LDR's) in the corps will be overseen by the Special Operations Commander who is responsible for short and long range planning of all scheduled AFJROTC LDR activities.

LDR activities are designed and available to make the AFJROTC program more interesting and challenging. Cadets who participate will gain more exposure to leadership, team-work, and citizenship training than those not participating.

In addition, cadets are encouraged to participate in the school's LDR activities, including sports, band, choir, and especially student government. These experiences will enhance the training and abilities of cadets to successfully plan and execute their AFJROTC activities and official duties.

While every cadet is encouraged to participate in as many of these LDR's as possible, there are no mandatory LDR events. Also, you must realize that prudent scheduling on your part is necessary. The AFJROTC LDR schedule of practices and events will not suffer to accommodate the schedule of the school's extracurricular activities. Sometimes, even two or more AFJROTC activities may have scheduling conflicts. Therefore, you may often be faced with prioritizing your desires and making tough decisions. That is a real-world life experience.

Every AFJROTC activity will be supervised by an AFJROTC instructor and led by an experienced cadet charged with the responsibility of managing and recording the activities of each club or committee meeting.

This chapter describes some, but not all, of the AFJROTC LDR activities that may be available any given school year. The deciding factors used to determine whether or not a particular activity will be offered are:

- Cadet participation.
- Instructor availability.
- Sufficient funding.

PARTICIPATION

There are not always enough resources to allow all cadets to participate in all activities and field trips. Therefore, preference for participation is given to cadets whose academic, leadership, and demonstrated performance in other areas meets or exceeds standards. A positive attitude and good conduct and behavior records are also essential considerations.

The uniform is normally worn on field trips, orientation flights aboard Air Force or other service aircraft, and parades. **At the least, the school polo shirt is required attire.**

Cadets must comply with the state and district —No Pass, No Play rules for involvement in AFJROTC activities. Students will be required to maintain passing grades (70 or higher) in all subjects to actively participate or perform in activities. Special consideration is not granted for AP or Honors courses.

Failure to maintain passing grades on a 9-week report will result in probation until the following three-week report. While on probation, students may practice with special teams, but may not compete, perform, or participate in field trips.

Cadets unable to achieve passing grades after the three-week period will be suspended from all activities to allow more time to devote to the course(s) they are failing. A student on suspension

will normally not be permitted to participate or practice in any activities during the suspension.

DESCRIPTION OF SOME AVAILABLE ACTIVITIES

It is not feasible to include all the LDR's which an AFJROTC cadet can participate in during the school year, but the following addresses some of the major programs you may enjoy.

Curriculum in Action (Field Trips).

CIA is a term used to describe school-sponsored co-curricular activities (field trips) that directly support or serve as an extension of the AFJROTC curriculum.

Each school year, the Corps attempts to plan at least three out-of-town field trips:

- NASA's Johnson Space Center in Houston.
- Houston Holocaust Museum, Texas.
- Visit to Air Force installations at one of several bases within driving distance of Cedar Hill.

Kitty Hawk Air Society.

This is a national AFJROTC Honors Club to support, challenge, and honor those cadets who demonstrate academic excellence.

It is led by the KHAS Commander who is responsible for coordinating with the Special Operations Commander and planning, organizing, and leading the KHAS in all activities.

Cadets who are nominated for KHAS membership must meet all of the following criteria:

- Overall GPA of 3.0 (or 9.5 WGPA).
- AFJROTC average of 4.0 (A) for a one-year period.
- No failing grades.

- Successfully completed at least one year of AFJROTC, as well as current AFJROTC enrollment.

- **COLOR GUARD.** The Color Guard presents the national, state, school, and unit flags at home sports events, parades, and other special events approved by the instructors. This elite unit is trained and commanded by the Color Guard Commander who is responsible for coordinating all Color Guard activities, including membership, attendance

equipment, scheduling, and team member credit toward ribbons and other awards.

- **DRILL TEAM.** This is a precision competition unit which performs regulation and exhibition armed and un-armed drill routines at competitions, parades and other special events. They are led by the Drill Team Commander who is responsible for coordinating all Drill

Team activities, including membership, attendance, equipment, scheduling, and team member credit toward ribbons and other awards.

- **SINGING CADETS.** This select group of cadets sings the National Anthem and other patriotic songs at home sports events, parades, and at other special events approved by the instructors. This unit is trained and commanded by the Singing Cadets Leader who is responsible for coordinating all Drill Team activities with the Honor Guard Commander, including membership, attendance, equipment, scheduling, and team



member credit toward ribbons and other awards.

Awareness Presentation Team. This team is an academic endeavor designed to provide positive role models for elementary and middle school students. It provides a practical application of skills learned in the leadership education portion of the AFJROTC curriculum.

An APT team is normally composed of cadets selected by the instructors based on demeanor, verbal abilities, and professional appearance. The team is led by the APT Commander who is responsible for planning, organizing, and leading the APT activities.

The team is responsible for selecting topics, conducting research, writing, and presenting the material used. The instructors approve all topics and content.

Team members should not be considered or advertised as experts. They should be prepared to deliver brief presentations on a topic of current interest that can include, but is not limited to, high school dropouts, drug use and abuse, or stranger danger. Question and answer sessions are not part of APT presentations.

Model Rocketry. Members of this activity will learn to build and launch model rockets. They are led by the Model Rocketry Commander who is responsible for coordinating with the Special Operations Commander and planning, organizing, and leading the Model Rocketry Club activities. This activity is closely supervised by the instructors with a special emphasis on safety.

AFJROTC sponsored rocketry competitions are conducted in events such as altitude, duration, spot launches, and appearance. All launches are con-

ducted under the National Association of Rocketry (NAR) rules and restrictions.

Static/Flying Aerospace Modeling. Members in this activity will learn to build and show model aircraft and other aerospace vehicles. They are led by an Aerospace Modeling Commander who is responsible for coordinating with the Special Operations Commander and planning, organizing, and leading the Model Rocketry Club activities.

There are two competitive categories, static and flying.

- Static displays are built and displayed in the AFJROTC or general school area. Cadets will be required to give a short presentation on the aircraft's type, purpose, history, and capabilities in the classroom.
- Flying models (gas powered) compete in skill and accuracy competitions.

Orienteering. Members in this activity will learn to use a map and compass together. They will run orienteering courses for fun and for competition. Advanced courses and competitions are available depending on the level of expertise of the team members. Members will also have an opportunity to go on overnight camping trips associated with these activities.

Cadets may participate on one or all of these teams. Participation as a member of any of these teams is a **privilege, not a right**. Everyone may try out for any of the teams, but actual selection to a team will be based on ability and commitment to the team. Cadets must first earn their positions and then maintain the standards that will enable them to keep those positions.

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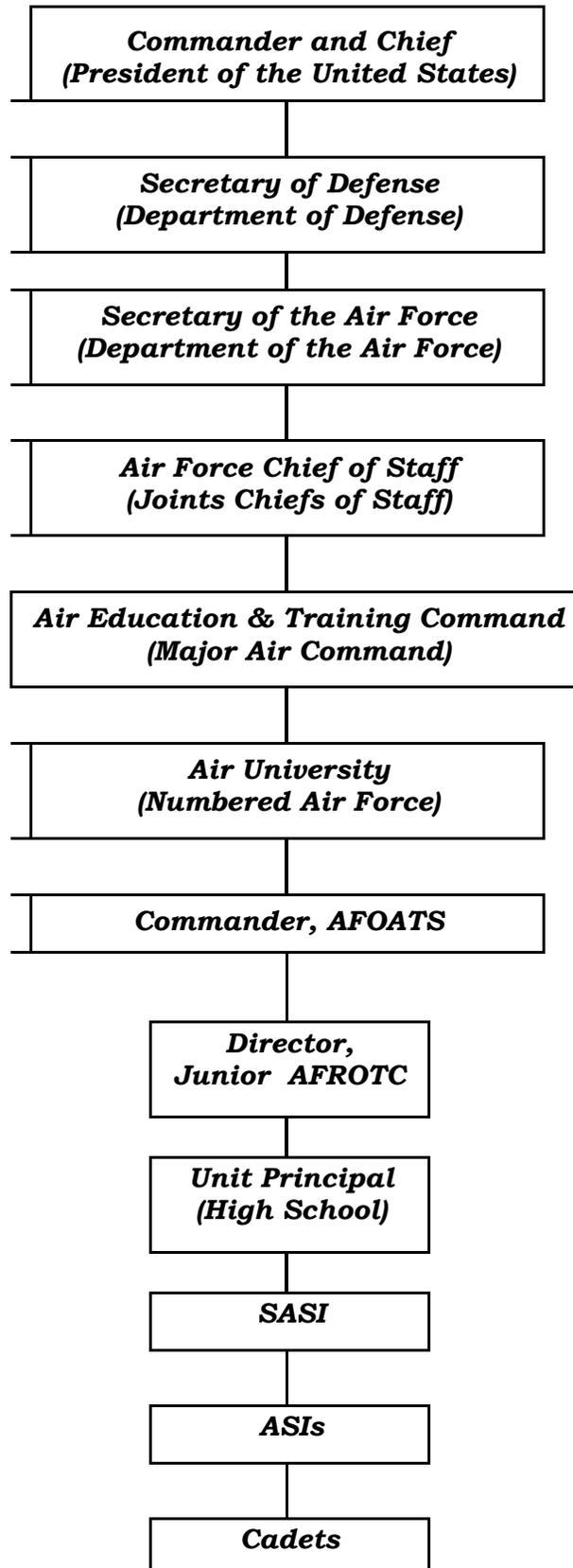
Attachment 1. Abbreviations	
SASI	Senior Aerospace Science Instructor
ASI	Aerospace Science Instructor
AFI	Air Force Instruction; rules and regulations governing Air Force units or activities.
AFJROTC	Air Force Junior Reserve Officer Training Corps; programs located at selected high schools designed to provide an introduction to the Air Force and provide leadership and citizenship training. Participation in these programs does not incur a military obligation, but do provide additional benefits upon successful completion.
AFROTC	Air Force Reserve Officer Training Corps; referred to as senior programs, located at selected colleges. Successful completion of these programs can lead to a commission as an officer in the Air Force.
AS	Aerospace Science; may refer to the Aerospace Science portion of the AFJROTC curriculum, or may to the entire AFJROTC program.
IAW	In Accordance With; meaning to comply with instructions or directions as listed in the referenced instruction.
LE	Leadership Education; refers to the Leadership Education portion of the AFJROTC curriculum.
NCO	Noncommissioned Officer
UMD	Unit Manning Document; a listing of all positions and ranks required to operate the unit effectively.

Attachment 2. 30 Step Drill Sequence

During each Air Force inspection one flight of second year cadets will be selected to demonstrate a series of formation drill movements for evaluation of course effectiveness. This —Flight Drill Performance— will consist of the following actions, completed in order:

- | | |
|-------------------------|-------------------------|
| 1. Fall In | 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 |
| 6. Order Arms | 21. Ready, Front |
| 7. Parade, Rest | 22. Column Right, March |
| 8. Flight, 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 |

Attachment 3. AFJROTC Chain of Command

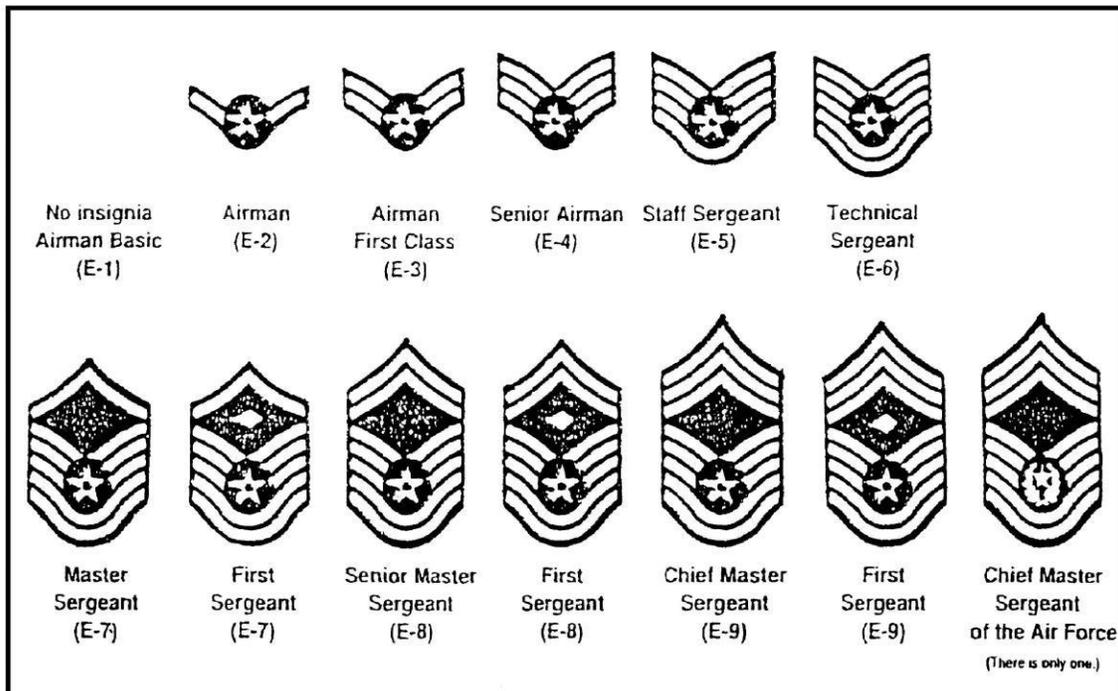


Attachment 4. United States Air Force Rank Insignias

Commissioned Officer Rank Insignia



Enlisted Rank Insignia



Attachment 5. AFJROTC Ribbon Chart



AIR FORCE JUNIOR ROTC



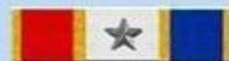
1. Air Force JROTC Gold Valor Award



2. Air Force JROTC Silver Valor Award



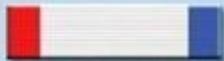
3. Cadet Humanitarian Award



4. Silver Star Community Service with Excellence Award



5. Community Service with Excellence Award



6. Air Force Association Award



7. Daedalian Award



8. American Legion Scholastic Award



9. American Legion General Military Excellence Award



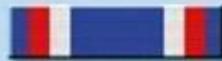
10. American Veterans Award



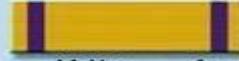
11. Reserve Officers Association Award



12. Military Order of World Wars Medal



13. Military Officers Association Award



14. Veterans of Foreign Wars (VFW) Award



15. Military Order of the Purple Heart



16. Air Force Sergeants Association



17. Tuskegee Airman Inc. AFJROTC Cadet Award



18. The Retired Enlisted Association Award



19. Celebrate Freedom Foundation Award



20. Air Commando Association Award



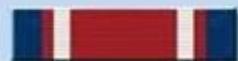
21. Distinguished Unit Award With Merit



22. Distinguished Unit Award



23. Outstanding Organization Award



24. Outstanding Flight Ribbon



25. Top Performer Award



26. Outstanding Cadet Ribbon



27. Leadership Ribbon



28. Achievement Ribbon



29. Superior Performance Ribbon



30. Academic Ribbon



31. Cadet Leadership Course (CLC) Ribbon



32. Special Teams Placement Ribbon



33. Joint/All-Service National Competition Ribbon



34. Air Force Nationals Competition Ribbon



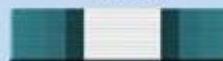
35. Orienteering Ribbon



36. Leadership Development Requirement (LDR) Leadership Ribbon



37. Drill Team Ribbon



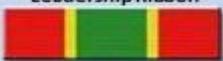
38. Color Guard Ribbon



39. Sabre Team Ribbon



40. Marksmanship Ribbon



41. Good Conduct Ribbon



42. Service Ribbon



43. Health and Wellness Ribbon



44. Recruiting Ribbon



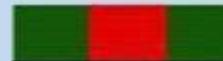
45. Activities Ribbon



46. Attendance Ribbon



47. Dress and Appearance Ribbon



48. Longevity Ribbon



49. Bataan Death March Memorial Hike Ribbon



50. Patriotic Flag Ribbon

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