

***Air Force Junior R.O.T.C.  
Cadet Handbook  
Integrity – Service – Excellence***



**TN-20021  
SPRINGFIELD HIGH SCHOOL/ROBERTSON COUNTY  
AIR FORCE JUNIOR ROTC  
SPRINGFIELD HIGH SCHOOL  
SPRINGFIELD, TENNESSEE**

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**Cadet Name: \_\_\_\_\_**

***PLEASE DO NOT LOSE THIS! KEEP IT CLOSE BY AND REFERENCE IT OFTEN!  
THIS HANDBOOK CONTAINS INFO FOR YOU AND YOUR PARENT/GUARDIAN ABOUT YOUR PROGRAM!.***



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MEMORANDUM FOR PARENTS OF AFJROTC CADETS

05 AUGUST 2023

FROM: Air Force JROTC, TN-20021 SASI

SUBJECT: AFJROTC Merit System and PowerSchool

The purpose of this letter is to inform/remind you of the requirement for every cadet to earn merits through community service and inform you of the PowerTeacher program. The mission of AFJROTC is to "Develop citizens of character dedicated to serving their nation and community." With this in mind, 30% of each student's grade consists of community service merits which the student must earn by actively engaging in our program. We strongly encourage cadets to earn a minimum of 100 merits; 10 merits are earned for each hour of service or extra-curricular participation; **court-directed community service does not count.** This requirement is in effect for each term, so each time we begin a new term, every cadet must begin again earning merits. We encourage parents to support cadets in community service projects. Not only will the cadet improve his or her grade, they will be practicing good citizenship. If, for any reason, community service is not possible there are many other ways to earn merits. Extra wear of the uniform is worth 10 merits on non-mandatory uniform wear days; writing up a current military or AFJROTC-related lesson can also earn merits. We understand the many conflicts our students have in family, work and church-related activities and will work with every cadet on a case by case basis to ensure they have every opportunity to succeed.

I must also emphasize that participation in this program is a privilege, not a right. While we are excited to have every cadet in our program, we do expect every cadet to conform to Air Force standards of conduct and dress and appearance as stated in paragraph 2b of the USAF/RCBOE Contract.

#### **B. Rules of Conduct for AFJROTC Unit**

- i. To maintain a membership in AFJROTC in accordance with the provisions of Public Law, supporting DoD and Air Force directives, and the provisions of this agreement; and, to limit membership in the unit to physically fit students in the 9th grade or above who meet and maintain acceptable standards of academic achievement, personal conduct and appearance as prescribed by the Air Force.
- ii. Cadets will wear the prescribed uniform a minimum of one day per week while attending all institution classes and while participating in out-of-class AFJROTC activities. Cadre and cadets must abide by Air Force standards for correct uniform wear.

**Those cadets failing to comply will be removed from the program as the discretion of the SASI.**

Grades will be entered on a weekly basis on PowerSchool. If you ever have any questions or concerns, I encourage you to contact myself, Chief Master Sergeant Nation, or Master Sergeant Holland via our emails: [dale.lightfoot@rcstn.net](mailto:dale.lightfoot@rcstn.net); [robert.nation@rcstn.net](mailto:robert.nation@rcstn.net); [douglas.holland@rcstn.net](mailto:douglas.holland@rcstn.net) or call us at Springfield High: (615) 384-3516, extension 2036. We appreciate your involvement, encouragement and attendance at any event your son or daughter is participating in during their time in our program.

*Dale M. Lightfoot*

DALE M. LIGHTFOOT, Major, USAF (Ret)  
Senior Aerospace Science Instructor

## Principal's Perspective



This AFJROTC Cadet Guide explains the standards expected of our cadets by the U.S. Air Force and Robertson County Schools. It describes cadet operations, rank, chain of command, job descriptions, promotions, awards, grooming standards and uniform wear, and supplements AFJROTC and Air Force directives.

The provisions of this Cadet Guide come from many sources: U.S. Public Law authorizing and establishing the AFJROTC program, the agreement signed between Springfield High School and the U.S. Air Force, United States Air Force, Air Education and Training Command, and AFJROTC directives, and from years of experience gained from operating our unit. Read the Cadet Guide carefully and become familiar with it. If it covers something you do not understand, just ask one of your Aerospace Science Instructors for assistance. They are highly trained, experienced and ready to help!

AFJROTC consists of Aerospace Science and Leadership Education components. The Aerospace Science component introduces the historical, scientific, and technical aspects of aviation and space technology. Leadership Education provides experiences that will acquaint you with discipline, responsibility, citizenship, wearing the cadet uniform, Air Force customs and courtesies, drill and ceremonies, giving and receiving instructions, and acting as leaders and members of an organization. These topics are interwoven and continually build throughout the four-year program.

Additionally, you may be able to participate and compete in extracurricular activities such as the Color Guard, Saber Team, RC/UAV Teams, Raider PT Team, Academic Team and Marksmanship Team.

You will **not** learn combat skills training, the instructors will **not** attempt to recruit you for military service, and you will **not** incur a service obligation by taking AFJROTC. However, if you wish to enlist in a branch of the military after graduation, you could enter with the rank of E-2 with 2 years of AFJROTC or with the rank of E-3 with 3 or 4 years of AFJROTC. This equates to one or two more stripes and \$188 to \$306 per month more than other recruits who have not taken AFJROTC. AFJROTC can also benefit you if you plan on attending college. If you complete three years of AFJROTC, you may be given credit for the first semester of college ROTC, and may be eligible to compete with special consideration for a college Air Force ROTC scholarship. Check with your Aerospace Science Instructors for more information!

You will be issued one or more complete AFJROTC uniforms and Air Force Physical Training Gear. Wearing of the uniform and other standards of behavior are an integral part of the course and are highly enforced. The agreement signed between Springfield High School and the United States Air Force states that you will wear the AFJROTC uniform at least one complete school day each week, and that your hair style and personal grooming conform to Air Force standards. I encourage you to follow these guidelines in order to stay enrolled in the AFJROTC program.

Again, welcome to this wonderful leadership and service program you're about to begin. I am certain you will get out of AFJROTC everything that you put into it... and more!

//SIGNED//

DR. CHRISTOPHER A. TUCKER  
Principal, Springfield High School

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## *Chapter 1*

### **HISTORY, MISSION AND STANDARDS**

**1.1. History.** The Junior ROTC program began in 1911 in Cheyenne, Wyoming. The originator of this idea was Army Lieutenant Edgar R. Steevers, assigned the duty of inspector-instructor of the organized military of Wyoming. The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools, and other non-preparatory schools; the Army implemented JROTC in 1916. Public Law 88-647, commonly known as the Reserve Officer Training Corps Vitalization Act of 1964, directed the secretaries of each military service to establish and maintain JROTC units at public and private secondary schools which apply for and are eligible according to the regulations established by each secretary. Such schools must provide a course of military instruction not less than 3 years in length as prescribed by the military department concerned.

With a modest beginning of 20 units in 1966 Air Force Junior Reserve Officer Training Corps (AFJROTC) has grown to 875 high schools throughout the world, including units located in the Department of Defense Schools in Europe, the Pacific and Puerto Rico. Junior ROTC enrollment worldwide includes over 124,000 cadets. Only boys were allowed as cadets in 1966, but Public Law 93-165 amended the requirement that a Junior ROTC unit have a minimum number of physically fit male students, thus allowing female students to count toward the minimum students needed for a viable unit. In 1972 the enrollment included 2,170 females making up 9% of the corps. Since then the number of females has increased to over 36% of the cadet corps.

The AFJROTC program provides citizenship training and an aerospace science program for high school youth. Enrollment in the AFJROTC program is open to all young people who are in grades 9-12, physically fit, and are United States citizens. Host schools are selected upon the basis of fair and equitable distribution throughout the nation. Retired Air Force commissioned and noncommissioned officers who are full-time faculty members of the participating high school and employed by the local school board teach AFJROTC classes.

Our unit at Springfield High School, TN-20021, was established in 2002 and consists of cadets from Springfield, Jo Byrns, White House Heritage, Greenbrier, and East Robertson High Schools.

**1.2. Mission.** The mission of AFJROTC and TN-20021 is to “**Develop citizens of character dedicated to serving their nation and community.**”

**1.3. Goal.** The goals of the AFJROTC program are to instill values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment in high school students.

**1.4. Objectives.** The objectives of JROTC are to educate and train high school cadets in citizenship, promote community service, instill responsibility, character, and self-discipline, and provide instruction in air and space fundamentals.

**1.5. Air Force Core Values.** Core values are the foundation upon which a truly quality AFJROTC Program is built. Core values are also a fundamental set of guidelines that can serve you throughout your life. These are:

- a. **INTEGRITY FIRST**. Integrity means devotion to honesty, truthfulness, doing one's duty, and doing what is right. This means that your word can always be counted upon and that you can be trusted to accomplish your job. The willingness to do the right thing even when no one is looking.
- b. **SERVICE BEFORE SELF**. Service is the giving of self to provide for the welfare of others. Personal desires are not considered in the concept of service. Professional duties take precedence over personal desires.
- c. **EXCELLENCE IN ALL WE DO**. Excellence means doing the very best you can in each job you perform regardless of how large, small, difficult, or easy it is to accomplish. Strive to do your best, always giving 100 percent.

## **1.6. Air Force Junior ROTC Cadet Creed. See Attachment 1.**

### **1.7. Standards of Conduct**

- a. You become a leader by exhibiting qualities of intelligence, good judgment, decisiveness and initiative. You inspire others to follow you by setting examples of confidence, maturity and respect. In order to realize your highest potential, you must maintain high standards of self-discipline, high ideals, good manners, social grace, appropriate dress (in or out of uniform), and good grooming.
- b. You will display friendliness and respect to students, high school faculty, Aerospace Science instructors and AFJROTC cadets. You will greet other cadets and Aerospace Science instructors in a pleasant manner, regardless of location.
- c. Cadet officers will exercise discretion in enforcing military courtesy. Cadets will not be placed in an embarrassing situation by a public reprimand. However, cadet officers have the authority and the responsibility to deal with violations of military customs or courtesies.
- d. You will show respect for instructors and any guest speakers by addressing them as "sir" or "ma'am" and by responding to them in the same manner (e.g. yes/no sir/ma'am).
- e. Enlisted cadets show their respect for cadet officers by addressing and responding to them as "sir" or "ma'am" and saluting them when outdoors.
- f. You will not wear hats (uniform or civilian) indoors unless permission is obtained from the SASI/ASI. When you are in uniform you will wear the correct headgear outdoors.
- g. You will follow procedures outlined in this cadet guide and will obey reasonable orders from all senior cadets, regardless of position or rank.
- h. You will come to the AFJROTC classroom prepared to engage in aerospace science/leadership education activities. Preparation includes completed assignments, proper textbooks, notepaper, pen/pencil, and an attitude conducive to learning.
- i. You will not litter the classroom or leave study materials or personal items in the AFJROTC office, classroom or logistics room. You will put your trash in the trashcans and leave tables and/or chairs correctly placed. **Classes will not be dismissed until the room is neat and orderly.**
- j. You will not mark, scratch, or otherwise deface Air Force or Springfield High School property.

## **1.8. Public Display of Affection (PDA)**

- a. At no time, while in uniform, will cadets do the following:
  - Hold hands with girlfriend/boyfriend
  - Kiss
  - Sit on laps
  - Engage in any PDA which may reflect unfavorably on the AFJROTC program
- b. The reasons for this policy are as follows:
  - The good order and discipline of the corps
  - Detracts from the image we are trying to establish and maintain
  - Potential undermining of superior to subordinate roles/relationships
  - Changes relationships from professional to personal
  - Gives rise to perceptions of favoritism within the corps

## **1.9. The Chain of Command**

- a. The chain of command is a fundamental part of a structured environment. It has been in existence for several millennia. The basic reason for the military's use of it is efficiency.
- b. We, just like the military, use it to:
  - (1) Communicate objectives/information from senior positions/functions to lower positions/functions.
  - (2) Communicate responses or to advise from lower positions/functions to higher positions/functions.
  - (3) Voice grievances on policies, directives/orders, or perceived wrong doings (if the complaint is about an aerospace academic grade, the cadet should communicate directly with the SASI/ASI). If you want to use the chain of command to voice a complaint, do the following:
    - (a) Talk with your supervisor about the concern first. This is extremely important because most complaints are resolved at this level.
    - (b) If talking with your supervisor fails to resolve the problem, then use organizational chart, Figure 3.1 (posted in classroom), to figure out who is next in the chain of command to express your grievance. This process is repeated until the cadet feels that their grievance has been addressed to their satisfaction. Although unusual, it is conceivable for a complaint to go all the way to the SASI.

**NOTE:** It is important for all parties (complainant and those responding to the complaint) to act professionally and without recriminations as long as proper procedures are followed.

## **1.10. Saluting.**

- a. The salute is a military greeting recognized all over the world. In many countries, as in our nation, it is a symbol of respect. Military personnel consider the salute a courteous and respectful greeting between members. It is among the oldest traditions binding military professionals together.
- b. You will be taught the proper manner for saluting and the rules that govern its use among military services. There are some special rules within our unit with which you must become familiar.

(1) All cadets salute the SASI and all active-duty officers. Enlisted cadets salute cadet officers when in uniform and out-of-doors adjacent to the school grounds. Cadet officers salute each other with the junior officer saluting first. This policy includes the parking lots, bus loading and unloading area, and the main entrance to the school. Also, we salute at military installations when we are on a field trip. Saluting IS NOT required when cadets are moving between classes from one building to another. Saluting when not in uniform is not required.

(2) Cadets will NOT render the salute indoors except when in formation and participating in ceremonies or when reporting to cadet officers or the SASI/ASI. The proper sequence for reporting includes the rendering of the salute and the statement "SIR/MA'AM, CADET (LAST NAME) REPORTS", or "REPORTS AS ORDERED", as appropriate. The cadet holds the salute until the cadet officer or the SASI/ASI returns it. When the meeting is concluded, the cadet salutes to terminate the session. The cadet officer or SASI/ASI will return the salute and the cadet will leave by the most direct route.

(3) Salutes are never given or returned while running. Cadets will go to "Quick Time" (a walk), and salute when approximately six paces from the cadet officer or SASI.

(4) If a cadet in uniform observes the American Flag being raised or lowered from any flag pole, he or she will assume the position of attention, render "PRESENT ARMS" and hold it until the flag has reached the summit or base of the staff. If the cadet is in civilian clothes, he or she will assume the position of attention with the right hand over the heart. If a male cadet is wearing civilian headgear, he will remove it and hold it to his left shoulder so that the right hand is over the heart.

(5) When a cadet is late for a formation, he or she will approach the individual in charge when the formation is halted. The tardy cadet will salute and ask permission to fall-in.

(6) Cadet officers and NCOs should correct saluting violations by cadets junior to them in a courteous and helpful manner. You are expected to accept these corrections in the same spirit.

**1.11. Hazing.** Hazing of cadets is **STRICTLY PROHIBITED!!!** Any form of physical or mental abuse is strictly prohibited. Hazing is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm. Misuse of authority will not be tolerated.

**1.11.1 Physical Hazing.** Requiring cadets to perform push-ups, run laps, or any other physical activity as punishment is forbidden. These activities may only be performed as part of a unit's regular physical training/wellness program.

**1.11.2. Harassment and Bullying.** Harassment or bullying, such as improper or abusive language, shoving or grabbing, or coercion of underclass cadets for personal gain, is strictly forbidden. Cyberbullying will not be tolerated!

**1.11.3 Secret Societies.** Unauthorized clubs and secret societies are expressly prohibited.

***Note: See Attachment 12 for SASI Policy Memo which provides greater details on hazing and sexual harassment and assault.***

## Chapter 2

### SPRINGFIELD HIGH SCHOOL AFJROTC PROGRAM

**2.1. Unit Designation.** The unit designation for Springfield High School AFJROTC is TN-20021. This means that our program was the first unit in Tennessee to be established in 2002 and consists of cadets from Springfield, Jo Byrns, White House Heritage, Greenbrier, and East Robertson High Schools.

#### **2.2. Cadet Honor Code:**

***“On my word of honor, I promise not to lie, cheat, steal, or condone those who do. I also promise to follow the cadet regulations and the orders received from those officers appointed over me according to the rules and discipline of the Corps, and I will carefully and diligently accomplish all the duties of the office to which I am appointed.”***

a. The simple words in the Honor Code provide the basis for a personal code of honesty that will sustain you for the rest of your life. The Honor Code is specific and clear in what it demands. You are expected to have complete integrity and honesty in both word and deed; you shall avoid evasive or misleading statements. You will do your own work. The Honor Code belongs to you.

b. Maintaining the high standards of trustworthiness is your responsibility. This requires self-control and a conscious effort at all times.

c. The purpose of the code goes beyond the part of your life that involves AFJROTC training. It should become your ethical code and lifestyle.

d. If you become aware of lying, stealing or cheating, report the episode through the chain-of-command to the Cadet Corps Commander. The commander will investigate the charges and recommend appropriate action to the SASI. The SASI will take action deemed appropriate in each case.

**2.3. AFJROTC Instructors.** Springfield High School has three AFJROTC instructors, all selected and certified by the Air Force and hired by the school district to provide instruction. The Senior Aerospace Science Instructor (SASI) is a retired Air Force Officer and the Aerospace Science Instructors (ASI are retired Senior Noncommissioned Officers (NCOs).

#### **2.4. Cadet Responsibilities**

a. Each cadet will be faced with many new responsibilities in the AFJROTC program, which are not required of him or her in other classes. Wearing the uniform properly one day each week is a program requirement. Cadets enter the program with a minimum level of knowledge. The program is designed to teach all cadets what they need to know and allow them to gain the experience they need to run the cadet corps. Once proper instruction has been provided, it is up to the individual cadet to demonstrate the attitude and put forth the effort required for achieving success and promotion.

b. Cadets must conduct themselves at all times as intelligent, mature young men or women both on and off school grounds. Most field trips are intended to be informative and demand professional, attentive conduct at all times.

c. Each cadet will be issued a uniform and taught how to properly wear and care for it. The uniform represents the dignity of our great nation and pride of the world's greatest and most powerful Air Force. It must be kept clean, properly fitted, and worn on prescribed uniform days. If a cadet requires item replacement or alterations to the uniform, they should notify the ASI/SASI. We do our absolute best to keep cadets properly attired. All uniforms, textbooks, and instructional materials will be issued on a loan basis at no cost to the student. All required uniform alterations and minor accessories are provided at no cost. Students are required to properly maintain the uniform and ensure it is periodically cleaned. Returnable uniform items (pants, shirts, light-weight jacket, service dress coat) must be dry-cleaned and turned in when leaving the program or graduation. Failure to turn in the required uniforms will result in grades/diplomas being held.

d. Cadets are responsible to take care of and maintain School District property and United States government uniforms, textbooks and equipment issued to them. Items must be returned in an acceptable condition at the end of the school year or when otherwise directed. Cadets are responsible for any items lost or damaged through negligence and will be required to reimburse the school.

**2.5. Curriculum.** The AFJROTC curriculum is primarily comprised of three components: Aerospace Science (AS), Leadership Education (LE) and Health/Wellness. Aerospace Science comprises 40 percent of the curriculum, Leadership Education 40 percent, and Health and Wellness training 20 percent. Courses in all components are blended to allow materials from several of them to meet academic requirements. A cadet may enroll in AFJROTC for their entire high school career, resulting in one unit of elective credit for each of the eight semesters. Participation in at least one semester of AFJROTC meets the state physical education graduation requirement.

a. Only one **Aerospace Science** course, which is 40% of the curriculum, should be taken each year by cadets, unless the cadet is in a leadership or teacher aide position and thus would be enrolled the second semester for the year. This allows for all cadets regardless of grade to be enrolled in one single classroom. Upper class cadets get to use their knowledge and experience and teach the new cadets. The course offerings are rotated each year to preclude any duplication over a four-year period.

(1) **Milestones in Aviation History, Second Edition (AS-100)**. This is an aviation history course focusing on the development of flight throughout the centuries. It starts with ancient civilizations, then progresses through time to modern day.

(2) **The Science of Flight - A Gateway to New Horizons (AS-200)**. This course focuses on how airplanes fly, how weather conditions affect flight, flight and the human body, and flight navigation.

(3) **Cultural Studies - An Introduction to Global Awareness (AS-220)**. This course introduces students to the world's cultures through the study of world affairs, regional studies, and cultural awareness. The course delves into history, geography, religions, languages, culture, political systems, economics, social issues, environmental concerns, and human rights.

(4) **Exploring Space - The High Frontier (AS-300)**. This course includes the latest information available in space science and space exploration. It begins with the study of the space environment from the earliest days of interest in astronomy and early ideas of the heavens, through the Renaissance, and on into modern astronomy.

(5) **Management of the Cadet Corps (AS-400)**. This course is designed for upper class cadets to utilize hands-on experience for the opportunity to put the theories of previous leadership courses into practice. They will manage the entire corps under AFJROTC instructor supervision. All the planning, organizing, coordinating, directing, controlling, and decision-making will be done by the cadets.

(6) **Survival (AS-410)**. This course provides training in skills, knowledge, and attitudes necessary to successfully perform fundamental tasks needed for survival.

b. The second course component, **Leadership Education**, also comprises 40% of the curriculum. The objectives of this course grouping is to teach (1) cadets about the AFJROTC mission and organization, customs and courtesies, and the meaning and purpose of standards, discipline, and conduct; (2) why the elements of effective communication skills are important to the dynamics of individual and group behavior, and a key to effective leadership; (3) why obtaining a degree or skill after high school is important to having a civilian or military career; and (4) the various management theories and the management process, and how values and ethics are formed for an individual and the society. Drill and ceremonies is also a key aspect of the Leadership Education curriculum and is a part of each course.

(1) **Traditions, Wellness, and Foundations of Citizenship. (LE-100)**. This course introduces cadets to the Air Force Junior Reserve Officer Training Corps (AFJROTC) program, providing a basis for progression through the rest of the AFJROTC program while instilling elements of good citizenship. It contains sections on cadet and Air Force organizational structure; uniform wear; customs, courtesies, and other military traditions; health and wellness; fitness; individual self-control; and citizenship.

(2) **Communication, Awareness, and Leadership, Second Edition (LE-200)**: This course stresses communications skills and cadet corps activities. Much information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Written reports and speeches compliment the academic materials.

(3) **Life Skills and Career Opportunities (LE-300)**. This course is designed to prepare students for life after high school in the high-tech, globally oriented, and diverse workplace of the 21st century. Students will learn how to become a more confident financial planner and to save, invest, and spend money wisely, as well as how to avoid the credit trap. They will learn about real-life issues such as understanding contracts, leases, warranties, legal notices, personal bills, practical and money-saving strategies for grocery shopping, apartment selection, and life with roommates.

(4) **Principles of Management (LE-400)**. This course provides exposure to the fundamentals of management. It contains many leadership topics that will benefit students as well as provide them with some of the necessary skills needed to put into practice what they have learned during their time in AFJROTC.

(5) **Drill and Ceremonies Curriculum (LE-500)**. Drill and ceremonies is not a stand-alone course. It is taught as part of the Leadership Education 40% component for each Air Force Junior ROTC class. Instruction concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Though each class will follow an established lesson plan, most of the work is to be hands-on.

c. The third and final component of the AFJROTC curriculum is **Health and Wellness**. It is an exercise program generally conducted on Fridays that focuses upon individual base line improvements with the goal of achieving a national standard as calculated with age and gender. Wellness is instrumental in developing citizens of character dedicated to serving our nation and communities. The course objective is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

d. To reinforce what is learned in the classroom, cadets participate in many outside activities such as field trips to military bases, aerospace facilities and industries, museums, civilian airports and other areas related to aerospace education. Cadets also participate in parades, summer cadet leadership camps, drill team competitions, color and honor guards, military balls and honorary academic groups.



**2.6. Enrollment Eligibility.** To be eligible for membership in the TN-20021 AFJROTC program, students must:

- Be enrolled in and attending a regular course of instruction.
- Be physically able to participate in AFJROTC training (you are considered physically fit if you are qualified for the high school physical education program).

**2.7. Disenrollment Policy.** A student **will** be **disenrolled** for any of the following reasons:

**2.7.1.** Failure to maintain acceptable AFJROTC Program standards (disrespect towards instructors or teachers, improper uniform wear, haircut/color, grooming, body jewelry/piercing, tattoos, repeated time in ISS, repeated times sent to DAEP, etc.)

**2.7.2.** Inaptitude or indifference to training such as poor attitude failure to wear the uniform or follow directions of SASI, ASI, or cadets or higher rank in the cadet organization.

**2.7.3.** Disciplinary reasons (includes, but not limited to, negative behavior in other classes at school as this is a direct reflection on the AFJROTC program of the United States Air Force).

**2.7.4.** Undesirable character traits (lying, excessive drama, fighting, bullying, cheating, theft, destruction or defacing property, smoking, drug or alcohol use, or encouraging others to do the same).

**2.7.5.** Failure to remain enrolled at in AFJROTC via Springfield High School or transferred to an alternative school.

**2.7.6.** Individual request for release from the program, consistent with current school drop/add policy.

**2.7.7.** All cadets enrolled in AFJROTC will meet minimum uniform wear standards and requirements within 45 calendar days from the start of school, or enrollment of the cadet, or they will be disenrolled.

**2.7.8.** ALL cadets will wear their uniforms (Blues and PT Gear) in accordance with Air Force Instruction 36-2903, Dress and Appearance.

**2.7.9. TN-20021 AFJROTC Program Disenrolled Process:** Cadets will adhere to the TN-20021 Cadet Contract. Any disciplinary actions or uniform infractions will result in following the Program Disenrollment Process.

- **1st Offense:** Cadet receives verbal counseling, **make up day opportunity #1.**
- **2nd Offense:** Cadet receives written counseling form, **make up day opportunity #2.**
- **3rd Offense:** Cadet receives written counseling form, one week lunch detention, notification to parent (via Telecom, Remind App or Google Voice), **make up day opportunity #3** add to “No Go List” until behavior changes or SASI or ASI authorizes removal from list.
- **4th Offense:** Cadet receives a second documented counseling, one week lunch detention, notification to parent (via Telecom, Remind App or Google Voice), **remains on** “No Go List” until behavior changes or SASI or ASI authorizes removal from list. Cadet is recommended for removal for the program.
- **Continuous violations of the rules and regulations are evidence of a cadet’s unsuitability to remain in the cadet corps.** Parents will be notified by the SASI of the intent to remove the unsuitable cadets from the program.

**Uniform requirements for male/female cadets:** Requirements for uniform wear (AFJROTC blue S/S, pants) are as follows; once per week, generally on Wednesday unless otherwise assigned by the Senior Aerospace Science Instructor.

**NOTE: Cadets are given every opportunity to be successful in our program. Major single violations may warrant the immediate removal of a cadet. In this case, the SASI will contact the cadet's parents/guardian and inform them of the violation and the intent to remove their son/daughter from the program. The SASI will then seek approval of the principal to have the cadet removed followed by coordination with the school counselor.**

**2.7.9.1 . Any other reason deemed appropriate by the SASI and/or principal.**

**2.7.10.** Cadets will be held responsible for reimbursement payment for any lost or stolen uniform items issued by SASI/ASI or any of the assigned Logistics personnel.

**2.7.11.** Cadets and parents sign the cadet contract for their son/daughter to commit to the program for one year.

**2.7.12.** Only under certain circumstances will a cadet be removed at the end of the semester. Any exceptions will be at the SASI's discretion. However, at a minimum, the cadet will forfeit his/her chances to receive an AFJROTC Certificate of Completion, or credit for a full school year.

**2.8. Classwork/Homework Policy.** Cadets must accomplish and turn in all assigned classwork and homework on time to successfully complete an AFJROTC course. All homework is due at the beginning of the class period on the day it is due unless excused by the instructor. If absent, cadets will have two school days to make up and turn in homework, Additional time may be granted by the instructor. Advanced notice homework assignments and test outlined in the course syllabus are due the ROTC class day you return to school. Failure to make-up test assignments within two school days after you return will result in a "zero" grade for the assignment. **REMEMBER, IT IS YOUR RESPONSIBILITY TO MAKE-UP ANY WORK MISSED.**

**2.9. Certificates of Completion and Training.** There are two types of certificates that may be awarded to AFJROTC cadets. Consideration is given to total performance and achievement as a member of the corps.

a. **Certificate of Completion:** This certificate (AFROTC Form 310) is presented to cadets in good standing who have successfully completed three semesters or three academic years of the AFJROTC program. A cadet should have this certificate in their possession when enrolling in a college level ROTC program, or when enlisting in the armed forces, in order to gain the benefits of successfully completing the AFJROTC program. If the AFJROTC cadet elects to enlist in the Armed Forces, the Certificate of Completion will allow enlistment in pay grade E-3 in the Army, Navy or Air Force. Enlistment in the Marine Corps will be in pay grade E-2. This provides an immediate monetary benefit. It also places the cadet ahead of other personnel enlisting at the same time, and theoretically, makes the cadet eligible for promotion ahead of other enlistees who enter at the same time.

b. **Certificate of Training:** This certificate (AF Form 1256) is presented to cadets in good standing who have completed two or more semesters or two or more academic years of the AFJROTC program. If the AFJROTC cadet elects to enlist in the Armed Forces, the Certificate of Training will allow enlistment in pay grade E-2 in the Army, Navy or Air Force. This provides an immediate monetary benefit. It also places the cadet ahead of other personnel enlisting at the same time, and theoretically, makes the cadet eligible for promotion ahead of other enlistees who enter at the same time. Graduates who otherwise qualify may also enlist in the Army Air National Guard in the pay grade of E-2.

## 2.10. Curriculum-In-Action Trips

- a. Curriculum-In-Action is a term used to describe school sponsored activities (field trips) that directly support or serve as an extension of the AFJROTC curriculum. Cadets will make Curriculum-In-Action (C-I-A) field trips to airports, aerospace industries, and military installations. Cadets will also travel off campus to march in local area parades, participate in drill meets, perform Color Guard duty, visit South Carolina AFROTC Departments, etc. Parents must have completed a General Liability/Travel Permission Form before cadets will be allowed to travel off campus. The Air Force provides some travel funding for field trips; however, on unfunded trips students may be asked to defray costs that cannot be covered through fund-raising efforts.
- b. Cadets who are failing AFJROTC or other courses, not on the Good Standing List, or have a history of misbehaving, and have excessive absences will not be allowed to go on field trips.
- c. Parents are required to complete a medical treatment consent form before cadets go on field trips.
- d. AFJROTC cadets are authorized by the Department of Defense (DOD) to take orientation flights in DOD aircraft. Parents must sign a Flight Permission Form before cadets will be permitted to make such flights.
- e. Cadets will not be allowed to date each other or mix socially with non-cadets while on field trips, attending leadership school, or taking part in off-campus activities, which are supervised by AFJROTC instructors. The “Buddy System” will apply. Cadets will not leave supervised areas without a cadet companion. Cadets will not be allowed to consume alcoholic beverages at any time, regardless of age.

**2.11. Pledge of Allegiance.** The pledge of allegiance will be recited at the beginning of first period, but may be recited at the beginning of each period at the discretion of the teacher. When in uniform, cadets will assume the position of attention during the Pledge of Allegiance. If you’re in civilian clothes, you are to assume the position of attention and place your right hand over your heart. Traditionally, in military formations and ceremonies, the Pledge of Allegiance is not recited.

**2.12. Classroom Conduct.** All cadets will abide by the classroom rules listed in the Robertson School District Student Rights and Responsibilities Handbook, Springfield High School Student Agenda, and the TN-20021 Cadet Handbook. The following standards of conduct will be strictly enforced:

- (a) No food, drinks, and/or candy will be brought or consumed in the classroom without the approval of the SASI/ASI.
- (b) No gum chewing in the classroom.
- (c) No sleeping in class. If you are ill, you will be taken to or asked to report to the Nurse’s office for assistance. If you are tired, you may be asked to stand at the back of the classroom to help you stay awake. You may not lean against the wall or on the furniture.
- (d) Arguing among cadets in the classroom or during AFJROTC sponsored activities will not be tolerated. We are a team and we will work out our differences to the betterment of all. We are training to be professionals and mature adults!
- (e) Demeaning, humiliating or hazing other cadets will not be allowed. We are all likely to make mistakes along the way, which is normal, but violations of rules, regulations and military protocol will result in an appropriate critique and/or action.
- (f) Profanity is inappropriate for our program and will not be tolerated.

- (g) No writing on or defacing any school walls or surfaces. A great deal of effort has gone into providing you with some of the best facilities at Springfield High School. Take care of them!
- (h) Keep the classroom clean. It is your room, so take care of and be proud of it.
- (i) Align all desks, tables, and chairs after each class. Please do not put your feet on any part of the desks, including the baskets beneath them, or sit on the desktops.
- (j) The hallway outside the classroom is an extension of the classroom. Display proper conduct and courtesy at all times, especially when in uniform.
- (k) Visits to the bathroom should be made before and after class unless there is an emergency. Do not make a trip to the bathroom a part of your normal classroom routine. Please keep our bathrooms neat and clean.
- (l) Always be punctual; class will start on time. If you arrive after class has started, you must have a pass from the attendance office, a teacher, or a principal.
- (m) No extemporaneous conversations, talking or yelling will be allowed during lectures and/or discussion periods. Raise your hand in order to be recognized by the SASI/ASI or the discussion leader. Be courteous to others--let them finish before you comment.
- (n) The Supply Room is a restricted area. Access to the Supply Room will be limited to the SASI, ASI, the cadet key staff and the cadet logistics officer and staff unless you have business to conduct or specific permission to enter.
- (o) Proper standards of cadet uniform wear, conduct and appearance are required at all times. When you wear the uniform, you are AFJROTC and all it stands for. Be a proud example!
- (p) Bring all required materials to class every day. This means, as a minimum, you should have your notebook, cadet handbook, school ID, paper and pencil or pen with blue or black ink.
- (q) When asking or answering a question, making a comment, cadets are required to begin with the word sir or ma'am.
- (r) Cadets will not do things in the classroom that distracts from instruction.
- (s) Cadets will not use cellular phones or other electronic devices in the classroom without the approval of SASI/ASI.

**2.13. Classroom Procedures.** The following are the daily classroom procedures:

- a. The Flight Commander, or in their absence the Flight Sergeant, is responsible for the conduct of the flight during the class period. All cadets will abide by the Flight Commander instructions.
- b. When you walk into the AFJROTC classroom, you will assume your military bearing. Remember you are walking into a disciplined environment. You should scan the room for announcements, e.g., bulletin boards, white boards, etc., that may provide information important to you.
- c. When you reach your desk remove any AFJROTC materials that you will need from your book bag, place them on your desk and stand at PARADE REST beside your desk.
- d. The below listed actions will occur to begin the class:

CADET (POSITION)	ACTION REQUIRED
Class Leader	Approximately one minute before bell, the class leader will assume position at door of classroom; cadets will position themselves next to their respective desk.
Class Leader	As soon as the tardy bell rings the class leader calls the squadron/flight to Attention as the Sq/Flt Commander closes the classroom door-- "SQUADRON/FLIGHT/CLASS, ATTENTION" (TENCH-HUT)!

Class Leader	Give the appropriate instruction, i.e., “BE SEATED.”
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e. When the bell for class to end rings, the class leader will call the squadron/flight to “ATTENTION,” then give the order “DISMISSED.” Cadets will exit the classroom in an orderly manner.

f. Cadets will not sit on top of any desk and will never use the instructor’s desk, chair, podium unless directed to do so.

**2.14. Cheating.** Taking unfair advantage of a situation or of fellow classmates in order to obtain higher grades, better scholarship opportunities, an academic or leadership award, a better grade point average, or some other tangible gain is called cheating.

a. Cheating is usually, but not always, accomplished by using or copying from another person’s work, or purposely not following instructions, and often takes the form of some last moment action that is done without thinking.

b. It is possible to avoid cheating when the opportunity arises by making a conscious decision to avoid it. There are many ways to cheat. We consider cheating from the point of view of whether an improper gain has been made by an individual, not by considering the means by which the gain might have been made. If an opportunity arises which, if taken unfair advantage of, allows you to gain unfairly over your classmates, you are cheating.

c. Cheating is not permitted in AFJROTC or anywhere at Springfield High School. It is important that each cadet comprehend this basic requirement and make every effort to follow it. Cadets who cheat identify themselves as people not worthy of holding cadet rank, of being promoted, of receiving recommendations, scholarships, awards, or other special recognition in the future. Anyone who would accept such honors, with full knowledge they acted unfairly and improperly to gain such honors, is a cheat. That person has also failed to achieve the aims, goals, and objectives of the AFJROTC program.

d. Individuals who allow others to copy their work are just as guilty of cheating as the other person. They are willing participants and will be dealt with exactly the same.

e. While individual instances of cheating will be dealt with on a case-by-case basis, these guidelines are intended to inform, in advance, cadets of the seriousness cheating is viewed by AFJROTC. The best advice we can give is guard your integrity as the most precious asset you have. We have an honest corps; let’s keep it that way!

**2.15. Tardy and Absence Policies.** Refer to your Robertson County and Springfield High School Policies.

a. TN-20021 will comply with Robertson County and Springfield High School policies concerning student absences and tardies.

b. The SHS policies will be reviewed at the beginning of each school year and briefed when changes are made throughout the school year.

**2.16. Officer Cadet Roles and Relationships**

- a. Cadet officers' role in TN-20021 is to provide overall corps leadership:
- Leads by setting the example in bearing, behavior and appearance
  - Takes initiative
  - Is a champion of "what's right," not "who's right!"
  - A mentor
  - An advocate of AFJROTC
  - A doer and a delegator, but one who is ultimately responsible for the cadet group
- b. The cadet officer must strive to maintain appropriate relationships with all members of TN-20021. Without exception, all relationships should be based upon mutual respect:
- Cadet officer to AFJROTC Instructors: Subordinate to superior, and as an advisor.
  - Cadet officer to cadet officer: Executive to executive, superior/subordinate/superior, advisor, fraternal.
  - Cadet officer to NCO: Superior to subordinate, senior partner, leader, teacher. It is important to keep in mind that this is a division of management, not a measurement of self-worth. Many officers in the Armed Forces have caused personal and organizational problems by either being arrogant towards enlisted members (especially towards NCOs), or by trying to be buddies with enlisted members.
  - Cadet officer to enlisted: Superior to subordinate, leader. The same cautions apply as cited above. That does not mean cadet officers and cadet-enlisted members cannot associate, it does mean that friendships cannot interfere in a cadet doing their duty.

## **2.17. Non-commissioned Officer (NCO) Cadet Roles and Relations**

- a. The role of the NCO corps is to be the backbone of TN-20021 and to be closer to the general corps membership (much like the time-honored tradition of active-duty military).
- Sets the example on how to carry out orders
  - A trainer
  - A doer
  - An advocate for AFJROTC
  - An advisor to cadet officers and, when appropriate, to SASI/ASI
  - Maintainer of discipline and standards
- b. Like the cadet officer, the cadet non-commissioned officer (NCO) must strive to maintain proper relationships with other cadets:
- Cadet NCO to cadet officer: Trusted subordinate to superior, advisor.
  - Cadet NCO to cadet NCO: According to rank, fraternal.
  - Cadet NCO to cadet corps: Superior to subordinate, teacher.

## **552.18. General Leadership Guidelines**

- a. Praise in public and criticize in private (where and when appropriate).
- Be quick to publicly give credit when someone has done something worth praising. Don't go overboard, but a few sincere remarks will accomplish more than all the criticism in the world.
  - Criticize in private when possible. If it is a behavioral issue, make sure the person knows it is the behavior that is being criticized and what is expected of them. If it is a performance issue, tell them how to correct it. Respect their dignity.

- When criticism is necessary in public, try to avoid making it sound personal. There is a difference between observing that someone in formation needs a haircut and singling that person out for ridicule. Respect their dignity.

b. Be facilitators (people who help to make positive things happen). Regardless of your position in the corps, you should always ask yourself in every situation "How can I make this work?" By being a facilitator, you are helping to make TN-20021 a positive experience.

c. Accept criticism graciously. Feedback is common in a structured environment, that is one of the ways structure is maintained. When the feedback is negative, it's called criticism. Criticism can vary from "your pocket is unbuttoned" to very extensive observations requiring more than a second to correct. Try not to take it personal. If you allow it to become personal, it can ruin your experience in the corps.

d. As members of TN-20021, you are responsible for making the corps something others want to be a part of. WE ARE ALL RECRUITERS!

**2.19. AFJROTC Related Clubs/Activities.** There are several extracurricular activities available to you that provide added insight into aerospace or leadership experiences. Each semester, cadets are required to participate in these activities as they will help you understand and enjoy the AFJROTC program. Participation in these activities will increase your chance of promotion.

- Color Guard
- Sabre Team
- Academic Team
- Raider Team
- Model Rocketry
- Public Affairs/Newsletter
- AFJROTC Sponsored Functions
- Fundraising Activities
- Community Service Projects
- Recruiting Events
- Field Day Competitions
- Drill Competitions
- Marksmanship Team

**Cadets are expected to attend the following MANDATORY functions:**

- Awards Program (Spring)
- Military/Christmas Ball (Fall)
- Christmas and Veterans Day Parades



## *Chapter 3*

### **ORGANIZATION OF THE CORPS**

**3.1. Organization of the Corps.** TN-20021 is established as a Wing consisting of two Groups. Springfield High School students make up the 301<sup>st</sup> Cadet Group and the outlying cadets from East Robertson, Greenbrier, Jo Byrns and White House Heritage High Schools make up the 401<sup>st</sup> Cadet Group.

**3.2. Group Senior Staff.** The Wing Senior Staff is comprised of the Cadet Wing Commander, the Cadet Vice Wing Commander, the Cadet Group Commanders, the Cadet Logistic Officers, the Public Affairs Officers and the Cadet Superintendent. The Senior Staff sets the example for the corps by demonstrating unfailing participation and immersion in Corps projects and activities, and genuine concern for the fair and impartial treatment of each and every cadet in the Corps.

**3.3. Squadron Composition.** Both Squadrons are composed of the Cadet Squadron Commander, Cadet First Sergeant, and four flights. Each class from Springfield High School is a flight: 1<sup>st</sup> Block – Alpha Flight; 2<sup>nd</sup> Block – Bravo Flight; 4<sup>th</sup> Block – Delta Flight. The outlying high schools (3<sup>rd</sup> Block) will be assigned by the outlying commander into flights with leadership the above leadership positions assigned as well.

**3.4. Corps Management.** Leadership and management of the corps is the responsibility of the cadets. **This is a CADET LED program!** The Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructors (ASI) are responsible for the overall function of the unit, teaching in accordance with established curriculum, and providing the framework and guidance under which the corps operates. The cadets are assigned positions of responsibility in a variety of areas and presented with leadership challenges designed to give them valuable management and decision-making opportunities.

- a. There is a commander at wing, group, squadron, and flight levels; a deputy commander and superintendent at group level; and a flight sergeant at flight level.
- b. Staff meetings are held as necessary so corps activities can be planned, organized, and coordinated.
  - (1) The ranking cadet will conduct the meeting. Staff will speak one at a time when given the floor by the ranking cadet.
  - (2) The ranking individual will follow-up to ensure actions directed during staff meetings are accomplished by the responsible staff members.
- d. Squadron and flight business is normally conducted during class as part of leadership education.

**3.5. Cadet Duty Titles and Rotation.** The Unit Manning Document (UMD) outlines the unit's authorized positions (Figure 3.2).

- a. The Senior Aerospace Science Instructor (SASI) selects the Cadet Wing and Vice Wing Commanders. Recommendations from the outgoing staff are encouraged and will be given consideration.
  - (1) The Wing Commander is generally selected from among the cadets who will be entering their senior-year JROTC course. The selectee then recommends to the SASI his/her choice for Vice Wing Commander and any changes to group staff. The Wing Commander holds Cadet Colonel rank.
  - (2) The Vice Wing Commander is usually selected from among senior-year AFJROTC cadets and holds Cadet Lieutenant Colonel rank.

- (3) The group staff officer positions may be selected from cadets in the sophomore-, junior-, or senior-year JROTC course. They normally hold senior noncommissioned officer or higher rank and may be retained on staff following a change of command.
- (4) Squadron Commanders are normally selected from among junior or senior-year AFJROTC cadets and hold cadet officer rank.
- (5) Flight Commanders usually hold officer rank while element leaders are typically enlisted positions.

b. Positions are rotated to allow several cadets an opportunity to experience the various leadership positions. Changes of Group Commander and staff will normally occur at the end of each school year. More frequent changes will be made, if necessary. Rotating Key Staff cadet positions will generally occur following the end of two nine-week grading periods. Other staff positions will be rotated in such a way to utilize the experience and talent of cadet corps members and fill available corps positions of authority. Cadet flight positions will normally be rotated at nine-week intervals. Due to experience limitations, certain cadets may be kept in specific positions for longer periods. Special promotions may be made at any time in order to fill a need or to recognize special merit.

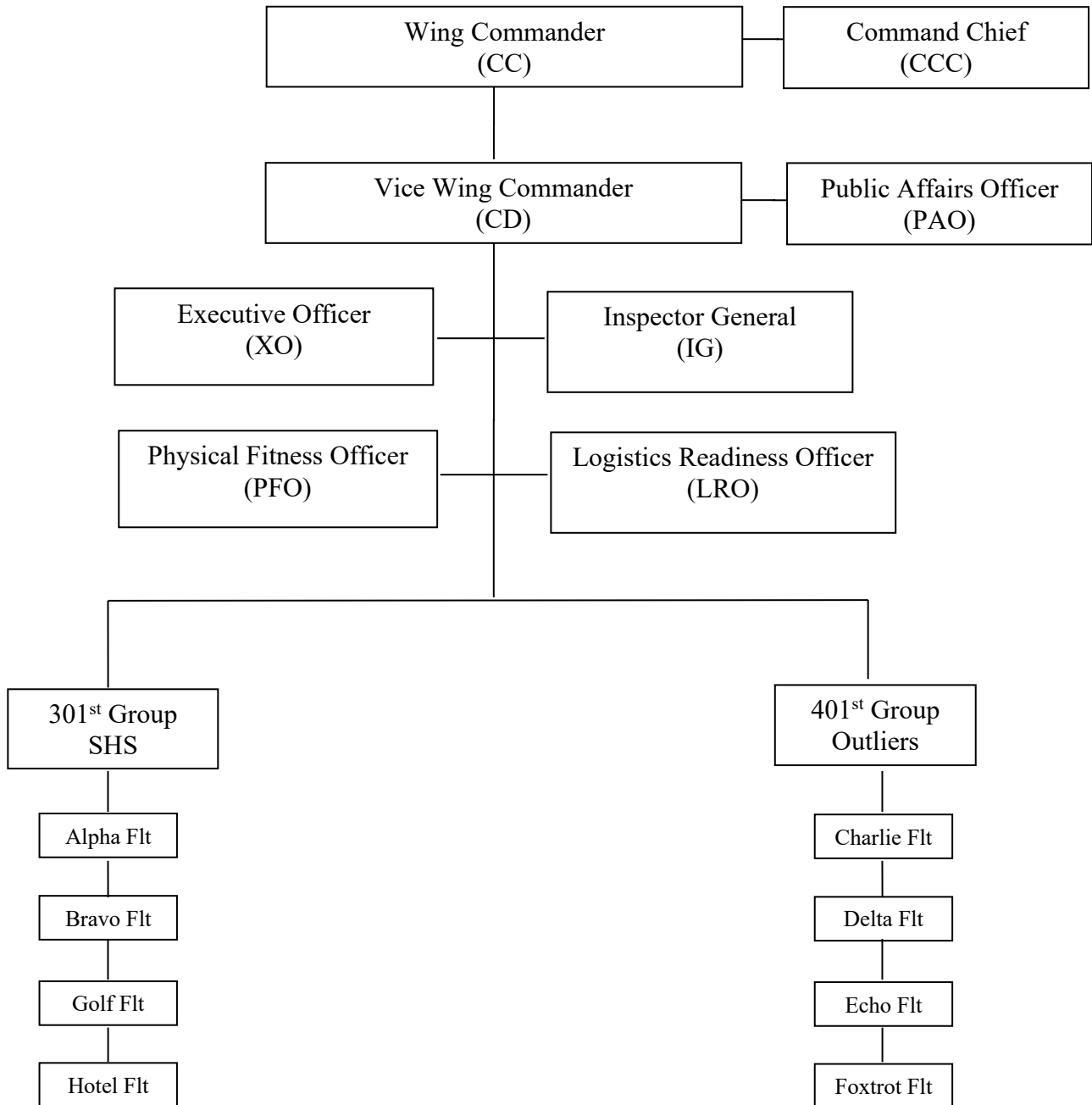
**3.6. Chart.** An organization chart shows how a unit is organized. In looking at the organization chart, it identifies position relationships and most importantly, it shows who works for whom. The AFJROTC TN-20021 Cadet Corps is organized as a Cadet Wing as outlined in Figure 3.1.

**3.7. Chain of Command.** The chain of command starts at the lowest level and works its way up. Issues and problems should be resolved at the Element Leader, Flight Sergeant, and Flight Commander level before being elevated. Cadet officers and noncommissioned officers (NCOs) are key to an effective and efficient corps. They provide the leadership essential to a successful organization. The chart at Attachment 15 outlines the TN-20021 chain of command.

**3.8. Transfer Cadets.** In some cases, a cadet may transfer from another AFJROTC unit or from a high school, which offered one of the other military services' JROTC. While academic credit may be transferred, cadet positions and rank earned in another unit are not always transferable. Temporary rank normally relates to the cadet's position in the corps. His/her permanent rank is normally tied to the cadet's year in Junior ROTC. Awards and decorations from other service JROTC units will be worn below AFJROTC awards and decorations. Authorized Civil Air Patrol (CAP) ribbons will be worn below other service JROTC ribbons. All transfers will be evaluated by the SASI on a case-by-case basis to determine appropriate cadet rank and position.

# CADET UNIT ORGANIZATION CHART

## TN-20021



**Figure 3.1. Cadet Unit Organizational Chart**

**UNIT MANNING DOCUMENT**

<b>LNR</b>	<b>OFC SYM</b>	<b>POSITION</b>	<b>GRADE</b>	<b>AUTH</b>
<b>GROUP COMMAND STAFF</b>				
1	WG/CC	Commander	c/Col	1
2	WG/CV	Deputy Commander	c/Lt Col	1
3	GP/CCC	Command Chief	c/CM Sgt	1
<b>301<sup>st</sup> / 401<sup>st</sup> Groups</b>				
4	GP/CC	Squadron Commander	c/Maj	1 ea
5	GP/CCF	Chief	c/SMSgt	1 ea
6	FLT/CC	Flight Commanders	c/Capt	4
7	FLT/FS	Flight Sergeants	c/MSgt	4
8	FLT/LGF	Flight Logistics Rep	c/SSgt	8
9	FLT/PT	Flight PT Rep	c/SSgt	8
<b>Other Staff Officers</b>				
10	IG	Inspector General	c/Maj	1
11	LRO	Logistics Readiness Officer	c/Lt	1 ea
12	PFO	Physical Fitness Officer	c/Capt	1
13	PAO	Public Affairs Officer	c/Capt	1

**Figure 3.2. Unit Manning Document**

## **JOB DESCRIPTIONS**

**1. General.** AFJROTC Instruction 36-2001 requires that the SASI write and make available job descriptions to all cadets. The purpose of a job description is to outline the general duties and responsibilities of any particular leadership position in the group. As cadets consider personal goals in AFJROTC, they should refer to the general job descriptions to see those areas that apply. Remember, each leadership position has responsibilities and a rank that will allow a cadet to carry out these responsibilities. The duties contained herein are general in scope.

**2. The *CADET WING COMMANDER (CC) AND VICE WING COMMANDER (CV)*** are responsible to the Instructors for:

- Command and control of the Group using members of the staff and subordinate commanders.
- The appearance, discipline, efficiency, training, and conduct of the group.
- Getting to know commanders and staff leaders.
- Establishing specific, measurable, attainable group goals and developing a plan of action to achieve those goals.
- Keeping track of how units are performing by tracking key performance indicators (uniform wear/inspection rates, PT uniform wear/participation rates, hair requirements, ID wear, participation in corps activities).
- Creating and maintaining an effective suspense system.
- Conducting Group staff meetings one to two times per month.
- Assisting instructors in conducting a thorough annual self-inspection of the unit.
- Annually updating the cadet handbook.
- Organizing and conducting the Cadet of the Quarter and Cadet Promotion Boards.
- Being a role model for cadets in the Group.
- Attending at least 75% of all cadet corps activities.
- Developing a cadet operations and activities calendar.
- Personally commanding the corps during parades, reviews, etc.

**3. The *COMMAND CHIEF (CCC)*** is responsible to the Cadet Wing Commander for:

- Advising the Group Commander on all matters pertaining to enlisted affairs.
- Advising the Group Commander of ways to improve and maintain morale within the unit.
- Conducting periodic Senior NCO meetings for inputs to give to the commander.
- Keeping the enlisted force informed of unit goals and how each member can contribute to achieving unit goals.
- Attending cadet extra-curricular activities.
- Overseeing the duties of each First Sergeant and Flight Sergeant.
- Attending group staff meetings.

**4. *GROUP COMMANDER (SQ/CC)*** are responsible to the Cadet Group Commander for:

- The appearance, discipline, efficiency, training and conduct of the cadets in the squadron. Ensures squadron maintains standards of uniform and personal appearance and fulfills customs and courtesies required by AFJROTC.
- Getting to know flight commanders – who is doing well academically and participating in school and cadet corps activities.
- Keeping track of how flights are performing by tracking key performance indicators (uniform wear/inspection rates, PT uniform wear/participation rates, hair requirements, ID wear, participation in corps activities).
- Challenging flight leaders to properly train cadets in the conduct of classroom procedures.
- Challenging flight leadership to motivate and encourage flight cadets to wear their uniform, participate in PT, and other cadet corps activities.
- Ensuring flight leadership is keeping cadets informed on upcoming cadet corps activities and events.
- Evaluating and providing weekly feedback to flight commanders on their performance.
- Being a role model for all cadets.
- Attending at least 75% of all cadet corps activities.
- Conducting squadron meetings with flight commanders minimum three times a month.
- Assuming command of the Group in the absence of the Group Commander and Deputy Group Commander.
- Attending group staff meetings.

5. The **CADET FLIGHT COMMANDERS (FLT/CC)** are responsible to the Cadet Squadron Commander for:

- The appearance, discipline, effectiveness, and training of flight members.
- Planning and coordinating activities within the flight.
- Ensuring cadets are properly trained in the conduct of classroom procedures.
- Motivating and encouraging flight cadets to wear their uniform, participate in PT, and other cadet corps activities.
- Advising flight members on performance standards and means of professional and personal development.
- Supervising cadets and writing evaluations on their performance, conduct, leadership and promotion potential.
- Keeping track how flights are performing using key performance indicators (uniform wear/inspection rates, PT uniform wear/participation rates, hair requirements, ID wear, participation in corps activities).
- Informing the flight of group happenings by conducting flight meetings each Thursday.
- Being a role model for cadets within the flight.
- Getting to know the cadets – who is doing well academically and participating in school and cadet corps activities.
- Attend at least 50% of all cadet corps activities.
- Assigning flag details for flight members and that the performance log is updated.
- Attending group staff meetings.

6. The **CADET FLIGHT SERGEANTS (FLT/CCF)** are responsible to the Cadet Flight Commanders for:

- Assisting the flight commander in enforcing appearance, discipline, effectiveness, and training of flight members.
- Forming flight for activities as directed, to include preparing the flight for inspection.
- Assisting the Flight Commander in training cadets in drill and ceremonies.
- Assisting the Flight Commander in training the flight guide in proper guidon techniques.
- Ensuring cadets are properly trained in the conduct of classroom procedures.
- Keeping track of how flights are performing by tracking key performance indicators (uniform wear/inspection rates, PT uniform wear/participation rates, hair requirements, ID wear, participation in corps activities).
- Assisting flight commander in completing evaluations on flight guide and element leaders.
- Motivating and encouraging flight cadets to wear their uniform, participate in PT, and other cadet corps activities.
- Getting to know the cadets – who is doing well academically and participating in school and cadet corps activities.
- Attend at least 50% of all cadet corps activities.
- Taking command of the flight in the absence of the Cadet Flight Commander.
- Serving as Flight Logistics and PT representative.

7. The **CADET DIRECTOR OF PUBLIC AFFAIRS (PA)** is responsible to the Vice Wing Commander for:

- Drafting news releases for submission to applicable news publications through the instructors relating to unit and personnel accomplishments.
- Maintaining a unit scrapbook containing all newspaper clippings and releases submitted to news organizations.
- Making arrangements to have pictures and/or video all cadet corps activities.
- Using pictures and video obtained over the school year to create an annual slideshow presentation.
- Posting news stories on the Unit AFJROTC Bulletin Boards.
- Publishing a monthly group newsletter.
- Assembling pictures for submission to the school yearbook.
- Assisting the SASI in updating and maintaining the website.
- Ensuring cadet corps announcements are submitted through instructors to the Media Center prior to 1500 hours the day before a corps event.
- Attending group staff meetings.

8. The **CADET PHYSICAL FITNESS OFFICER (PFO)** is responsible to the Cadet Wing and Vice Wing Commander for:

- Ensuring high level of physical fitness is maintained within the group by planning, organizing, and conducting effective athletic activities for the weekly physical fitness day, usually each

Friday.

- Developing and publishing a semester schedule of PT activities.
- Calculating PT grades and tracking improvement as related to unit goals.
- Training and assigning duties to flight PT representatives.
- Maintaining an inventory of athletic equipment and recommends the purchase of equipment as needed.
- Working with flight commanders to ensure water is available to cadets during PT activities.

9. The ***CADET LOGISTICS OFFICER (LO)*** is responsible to the Cadet Wing and Vice Wing Commander for:

- 100% accountability of the uniforms received, issued, and returned to the unit and cadets.
- Maintaining the LO hand-receipt book for uniform items issued.
- Cleanliness of the uniform / storage room.
- Being able to size and measure the cadets for uniforms
- Tracking items sent out for alterations from the cadets until the item is returned to the cadet

## ***Chapter 4***

### **CADET PROMOTION SYSTEM**



## 4.1. Cadet Grade/Rank

- a. Cadet “rank” is the actual title: Cadet First Class, Cadet Major, etc. and cadet “grade” are the equivalent to the active-duty pay grade scale: E-2, O-4, etc.
- b. Cadets are required to know: the cadet rank structure; the names, ranks and titles of the cadets in their chain of command; and the names, ranks, and titles of the cadets in staff positions. They are also required to know the information contained in this handbook.

## 4.2. Promotion Policy

- a. Promotions are earned by passing a promotion exam given twice per semester. (90% for the freshmen and 100% for the sophomores through seniors.)
- b. Cadets must be eligible for promotion in order to be promoted. In order to be eligible, a cadet must have NO in or out-of-school suspensions and be recommended by ALL of his/her teachers.
- c. The intent of the promotion system is to reinforce the TN-20021 AFJROTC program and its ideals (mission statement, core values, code of conduct, cadet creed, etc.).

## 4.3 Ranks. There are two types of ranks a cadet may hold, Permanent or Temporary Rank

**4.3.1. Permanent Rank.** This rank is awarded based on years of satisfactory service in AFJROTC. With the exception of incoming freshman, these ranks will be assigned at the beginning of the school year. **All cadets must pass certain knowledge and skills tests to wear the rank.** Permanent ranks are authorized as follows:

**4.3.1.1. First year:** Cadet Airman (ranks, chain of command, individual drill and personal inspection)

**4.3.1.2. Second year:** Cadet Airman First Class (All of the above, plus 30-step sequence)

**4.3.1.3. Third year:** Cadet Senior Airman (All of the above, plus leadership performance, briefing skills and knowledge of board proceedings)

**4.3.1.4. Fourth year:** Cadet Staff Sergeant (All of the above)

### Table 4.3. Cadet Permanent Rank. AFJROTC Candidate

First year	Cadet Airman (C/AMN)
Second year	Cadet Airman First Class (C/A1C)
Third year	Cadet Senior Airman (C/SRA)
Fourth year	Cadet Staff Sergeant (C/SSgt)

**4.3.2 Temporary Rank.** All cadets will retain their temporary rank in succeeding semesters unless removed for cause.

- a. Entry Rank -- The SASI/ASI will determine the entry rank of each individual assuming a new position. This will be based upon the individual cadet’s abilities and previous job performance. Cadets initially assigned to command or staff positions are not normally awarded the highest rank authorized for those positions. Cadets will not hold a rank higher than that authorized for those positions on the UMD.
- b. Stripes for Exceptional Performers (STEP) program. Waivers may be granted for cadets to retain a higher temporary rank, if their performance was clearly exceptional. The Cadet Wing or Vice Wing Commander may make STEP recommendations throughout their semester in those top leadership

roles. As long as their performance remains satisfactory, seniors may hold the highest rank to which they have been promoted regardless of course level. The SASI is waiver- approving authority.

c. Wear of Insignia -- Insignia is exchanged when a new rank is assigned and must be turned in with other uniform items upon demand.

#### **4.5. Promotion System.**

a. Promotion Cycles. TN-20021 promotion program includes four promotion cycles: first, second, third, and fourth nine-week grading periods. The SASI and ASI will make promotion selections for the fourth nine-week grading period.

b. Eligibility for Promotion. In addition to the eligibility criteria outlined below, cadets must not be serving any Springfield High School suspensions at the time of screening for promotions or during the time promotion/evaluation boards are in session. All first-time cadets' enrolling in AFJROTC enters at the rank of cadet airman basic.

**4.6. Loss of Rank and Position as the Result of Disciplinary Action.** It is impossible to list every possible breach of discipline that could lead to the loss of a leadership position and the rank that goes with the position. The SASI will weigh each case carefully before reaching a decision. However, the following actions will always lead to the loss of any leadership position:

a. Purchase, possession, use, or sale of alcohol or illegal drugs.

b. Two or more suspensions during any semester. In-school suspension for a full day counts as a suspension.

c. One suspension from school for three (3) or more days during a semester.

d. A discipline referral from the SASI or ASI two (2) or more times during a semester. This applies to the cadet's AFJROTC class period.

e. Fighting in school or out; especially fighting with another cadet.

f. Any other discipline problems, including violations of the Cadet Honor Code, may result in a loss of leadership position and the rank that goes with the leadership position.

## Chapter 5

### **DRESS AND APPEARANCE**

**5.1. GENERAL.** The Director of AFJROTC prescribes the uniform, uniform devices, and the manner of wear for AFJROTC cadets. Cadets will meet dress standards as outlined in Air Force J R O T C Instruction 36-2010, *Air Force Junior ROTC of Air Force Personnel*, and this Cadet Guide. AFJROTC cadets will also comply with the personal appearance and grooming standards prescribed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. The fitting standards, wearing instructions, and personal grooming standards prescribed in this guide are also applicable.

- a. Each cadet must wear the uniform properly. The importance of wearing the uniform properly cannot be over-emphasized since the uniform, except for the insignia, is the same uniform worn by members of the United States Air Force. The Air Force, as a professional military organization, is known worldwide and has no equal. The uniform you will wear is a symbol of that reputation. **WEAR IT PROUDLY!!!**
- b. Uniforms must be clean, neat, fitted properly, pressed and in good condition (not frayed, worn out, torn, faded, patched, etc.). Uniform items are to be kept zipped, snapped, buttoned, or tied. The four elements that govern wear of the uniform are neatness, cleanliness, safety, and military image. Military image is subjective due to varying opinions on high standards.
- c. Protecting government property is everyone's responsibility. All uniform and equipment items are loaned to you by the United States Air Force. These items remain the property of the Air Force and each item of the uniform must be accounted for at all times.
- d. All AFJROTC cadets will be issued one complete uniform and the appropriate accessories. When a cadet is issued a uniform, they will sign a hand receipt and place their initials beside each uniform item received. Each item then becomes the temporary property of the cadet who is responsible for its care.
- e. It is important that each cadet understand all items of the uniform must be returned at the end of the school year (date will be announced) or upon request of the Senior Aerospace Science Instructor or Aerospace Science Instructor. Graduation diplomas, Certificates of Completion, or Certificates of Training will not be awarded until your AFJROTC account is cleared.
- f. To preclude unnecessary expense to the cadet and to provide for the efficient turn-in of uniforms and equipment, adhere to the following guidelines:
  - (1) Do not leave uniform items in unlocked lockers or unattended in other places at school
  - (2) Do not lend uniform items to other cadets or persons.
  - (3) Do not permit another cadet or person to turn in uniform items or equipment.
  - (4) Do not place your uniform items or equipment in other students' lockers.
  - (5) Be alert for uniform items left or misplaced by another cadet. Turn such items in to an instructor.
  - (6) Clothing items that become worn or otherwise unserviceable should be turned in immediately. Items of clothing that do not fit properly should be exchanged immediately.
  - (7) When turning in or exchanging uniform items or other equipment, deal only with the logistics staff or Aerospace Science Instructor.

## **5.2. UNIFORM WEAR.**

- a. There are three cadet uniform combinations worn at Springfield High School.
  - (1) Service dress uniform (Service coat, short sleeve shirt/blouse with tie/tie tab).
  - (2) Short sleeve shirt/blouse with or without tie/tie tab.
  - (3) Short sleeve shirt/blouse with lightweight blue jacket with or without tie/tie tab.
- b. Cadets will wear the prescribed AFJROTC uniform one (1) day per week. The uniform day at Springfield High School is Wednesday; unless otherwise directed by the instructors. If a cadet is absent from school on the designated uniform day, the cadet must wear the uniform to school on the first day back. Cadets will wear the uniform the entire school day, from the first bell until the last bell. On uniform day, cadets will wear the uniform combination prescribed by the SASI/ASI. Failure to wear the uniform on designated uniform days is a missed class assignment and will directly affect a cadet's grade. Consistent failure to wear the uniform could result in a failing grade, removal from the program, and loss of credit.
- c. Never mix and match uniform items with civilian garments.
- d. Never stand or walk with hands in pockets.
- e. Trim loose strings and frayed seams on the uniform.
- f. Keep shirttail tucked in and tuck in the sides of the shirt. The shirt should never hang over the belt.
- g. Do not carry bulky items in the pockets, which distort pocket flaps or the uniform. No items should ever protrude out of the pockets.
- h. Gym bags, backpacks, purses, etc., may only be carried over the left shoulder. Backpacks may be carried over both shoulders. Develop a habit of carrying items in the left hand to free the right hand for saluting.
- i. The uniform cannot be worn at any functions outside the AFJROTC program without prior approval from the Senior Aerospace Science Instructor or the Aerospace Science Instructors.
- j. Do not engage in any activity while wearing the uniform that may discredit it or cause damage to the uniform.
- k. AFJROTC medals may be worn with the uniform on special occasions, or to specific ceremonies, approved by the Senior Aerospace Science Instructor. When worn, medals will be centered directly below the ribbons.

**5.3. INSPECTIONS.** Cadets will have a uniform inspection on uniform days. The inspections generally will be conducted by Flight Commanders with instructors providing oversight. Any discrepancies will be documented on an inspection sheet and all results will be recorded for a grade. Failure to wear the uniform on the prescribed day is an automatic failed inspection.

- a. Cadets will begin each personal appearance and uniform wear inspection with a score of 100. Subtractions will be made for each sub-standard condition noted. The inspector will be evaluating hair, shave, flight cap, insignia, ribbons, name tag, earrings, socks, pockets, shoes, neatness and cleanliness of

the uniform, “gig line” and any inappropriate items worn. **NOTE:** If infractions are repeated from week to week, the inspector may increase the penalty.

b. A cadet must end up with a score of 70 or higher to pass an inspection. Cadets will not quibble or argue with an inspector. Occasions may arise wherein a cadet's appearance does not project the military image, although his/her uniform and hair are technically correct. The goal is to comply with the intent of Air Force policy, not to find loopholes in it or this handbook. The judgment and decisions of the JROTC instructors will be final and binding.

c. Cadets who are in school but fail to wear the uniform on the prescribed day may make up the uniform day with a maximum score of “70.” Until the makeup occurs, the cadet will receive a zero grade and is removed from the Good Standing List. The cadet has until the third school day to make up the missed uniform day. Failure to do so within that time frame, the zero becomes permanent. If a cadet is assigned to In-School Suspension (ISS), the uniform will not be worn until the suspension has been served.

d. Cadets who fail to wear the uniform two or more times in a quarter may receive a failing grade for the quarter. Cadets who fail to wear the uniform four or more times during a semester or half of a school year will receive a failing grade for that period and will be required to turn in the uniform.

**5.4. MALE UNIFORMS.** There are several combinations of the male cadet uniform. The specific combination will be directed by the SASI/ASI each week.

a. **COAT, SERVICE DRESS.** With arms hanging naturally, sleeves will end ¼ to ½ -inch below the wrist. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned and NOTHING is carried in the outside pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, commons, etc.). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and **BUTTONED** before leaving the classroom. The coat will have the AFJROTC patch on the left sleeve. **DRY CLEAN ONLY.**

b. **JACKET, LIGHTWEIGHT BLUE.** When worn, it must be zipped up at least halfway. Sleeves may not be rolled or pushed up. It will not be worn over the service dress coat or with civilian clothing. The jacket will have the AFJROTC patch on the left sleeve. **DRY CLEAN ONLY.**

c. **TROUSERS, DARK BLUE.** Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8-inch longer than the front. The rear pocket of the trousers will be buttoned and articles will not be bulky or visible. The zipper tab will be pressed down to permit the fly to be neatly closed. **MAY BE MACHINE WASHED.**

d. **SHIRT, LIGHT BLUE, LONG SLEEVE.** With arms hanging naturally, sleeves extend to heel of thumb. Military creases in front and back is prohibited. This shirt is always worn with the tie and the top button is always buttoned. The shirt sleeves will remain buttoned. A “U” or “V” neck, plain, white t-shirt is required for wear with the shirt. **MAY BE MACHINE WASHED.**

e. **SHIRT, LIGHT BLUE, SHORT SLEEVE.** With arm bent at a 90 degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. Under either option, a plain white “U” or “V” neck t-shirt must be worn. If worn with

an open collar, the t-shirt must not be visible. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. When worn, the shirt tail is pulled down into the trousers tightly and tucked at the sides to make it neat and form-fitting. The only creases on the shirt are down the sleeves. **MAY BE MACHINE WASHED.**

f. TIE. The tie is secured by either a Windsor or Four-in-Hand knot (Attachments 16 and 17). The tip of the tie must fall on, but not above/below the belt buckle. **DRY CLEAN ONLY.**

g. CAP, FLIGHT. Worn slightly to the wearer's right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; the cap extends approximately 1-inch from the eyebrows in the front. The crown will not be crushed. If not worn, tuck under the belt on wearer's left side, between first and second belt loops; cap will not fold over belt. **DRY CLEAN ONLY.**

h. BELT. Dark blue with silver tip, 1-1/4 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The "gig" line is the line formed by the opening edge of the shirt, the non-tip edge of the belt buckle, and the opening edge of the fly of the trousers. Check frequently to ensure the "gig" line is straight.

i. SHOES, BLACK OXFORD. Shoes will be laced to the top and will be highly shined. The soles and heel edges will be coated with black polish. Optional high gloss black poromeric (Corfam) shoes or patent leather are authorized at the cadet's expense.

j. SOCKS. Socks must be plain BLACK without design. Other colors are not authorized.

k. UNDERGARMENTS. Underwear and a plain white "U" or "V" neck t-shirt must be worn with the uniform.

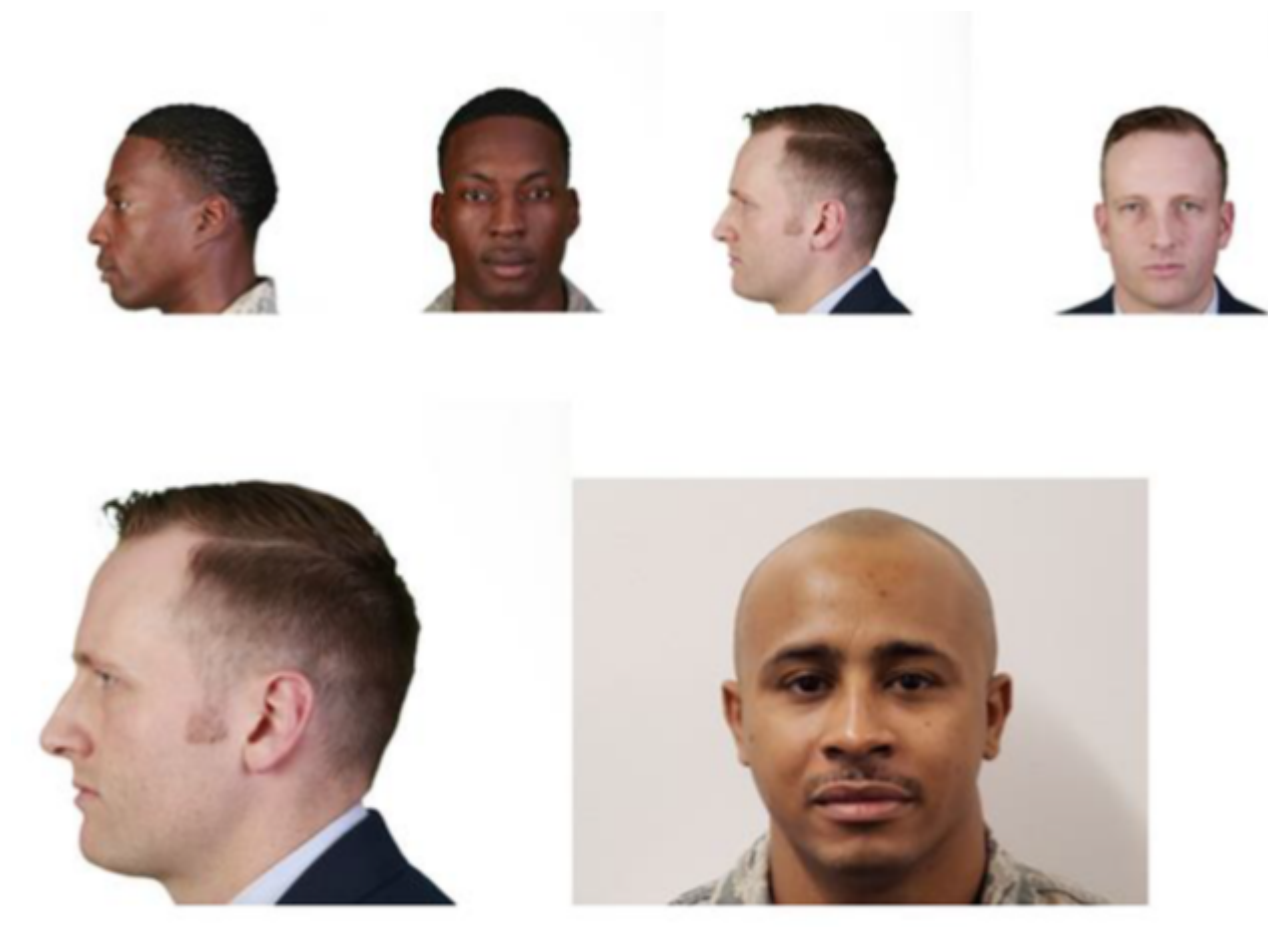
l. GLOVES. Gray knitted wool or black/gray leather gloves may be worn when outside. The gloves must be plain, without design, ornamentation, or zippers.

## **5.5. MALE PERSONAL APPEARANCE**

a. MENS HAIR. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will *not* contain excessive amountsof grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Allcadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan)due to a temporary medical condition (i.e., radiation/chemotherapy).

a.1. HAIR-MALE. 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 outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permittedwith tapered appearance. Hair will *not* exceed 2.5 inches in bulk, regardless of length and ¼ inchat 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 (*not* all inclusive) are Mohawk, mullet,

cornrows, dreadlocks or etched shapes/design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are *not* authorized hair extensions. See imaged below for graphic examples of appropriate sideburns, mustache and male hair standards.



**Sideburns**

**Mustache**

b. **SIDEBURNS.** Sideburns. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.

c. **SHAVE.** Cadets must be clean-shaven when wearing the uniform. Mustaches, if worn, must be neatly trimmed and cannot extend downward over the lip line or past the corners of the lip. Handlebar mustaches are not authorized. Beards are not authorized unless for medical reasons, when authorized by a medical official or pursuant to a request for religious accommodation. Members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver may shave or trim their facial hair to present a neat, clean, professional image but will not shave or trim in such a manner as to give a lined/shaped appearance.



d. JEWELRY. Piercings are NOT allowed when in the AFJROTC uniform, classroom or engaged in AFJROTC related activities. Earrings will not be worn while in uniform. You may wear a maximum of three rings on both hands combined (EXCEPTION: No thumb rings are authorized). One conservative wristwatch is authorized and one bracelet is permitted if it is neat and conservative and not wider than ½-inch. Cause bracelets are not authorized for wear when in uniform. Cadets may wear conservative sunglasses, except while in military formation. Necklaces must be concealed; not visible.

e. BODY PIERCINGS. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Male cadets in uniform may not wear earrings or any other type of facial piercings.

**5.6. FEMALE UNIFORMS.** There are several combinations of the female cadet uniform. The specific combination will be directed by the SASI/ASI each week.

a. COAT, SERVICE DRESS. Coat should follow the contours of the figure but allow ease of movement without pulling in the back or the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in the classrooms or the media center when it becomes uncomfortably warm. It may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in public areas such as hallways, the commons, etc. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom or media center. The coat will have the AFJROTC patch on the left sleeve ½ to 1 inch below the top of the sleeve. **DRY CLEAN ONLY.**

b. JACKET, LIGHTWEIGHT BLUE. When worn, it must be zipped up at least halfway. Sleeves may not be rolled or pushed up. It will not be worn over the service dress coat or with civilian clothing. The jacket will have the AFJROTC patch on the left sleeve ½ to 1 inch below the top of the sleeve. **DRY CLEAN ONLY.**

c. SLACKS, DARK BLUE. Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8-inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the SASI/ASI. Articles carried in the pockets will not be visible or present a bulky appearance. **MAY BE MACHINE WASHED.**

d. SKIRT, DARK BLUE. Skirt hangs naturally over the hips with a slight flare; skirt length will be no shorter than the top of the kneecap nor longer than the bottom of the kneecap. **DRY CLEAN ONLY.**

e. BLOUSE, LIGHT BLUE, LONG SLEEVE. Must be worn with tab at all times and must be worn tucked into pants waist for a form-fitted appearance. A plain white “U” or “V” neck t-shirt must be worn with the blouse. **MAY BE MACHINE WASHED.**

f. BLOUSE, LIGHT BLUE, SHORT SLEEVE. May be worn with or without tab, except tab is worn with Service Dress Uniform. Blouse should be tucked into pants waist for a form-fitted appearance. A

plain white “U” or “V” neck t-shirt must be worn with the blouse. If worn with an open collar, the t-shirt must not be visible. **MAY BE MACHINE WASHED.**

g. TAB, TIE. Blue Inverted-V tie tab, polyester herringbone with self-fastening tails; attached under collar. **DRY CLEAN ONLY.**

h. CAP, FLIGHT. Worn slightly to the wearer’s right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; the cap extends approximately 1-inch from the eyebrows in the front. The crown will not be crushed. If not worn, tuck under the belt on wearer’s left side, between first and second belt loops; cap will not fold over belt. **DRY CLEAN ONLY.**

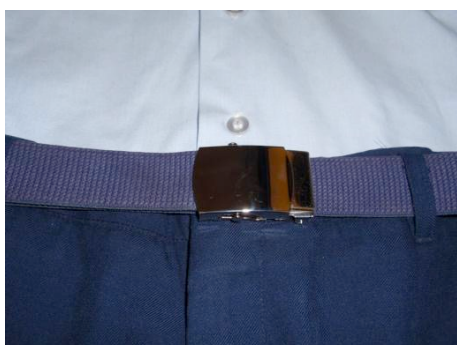
i. BELT. Dark blue with silver tip, 1-1/4 inches wide and worn by threading through the belt loop to the wearer’s right. The silver tip extends beyond the buckle to the wearer’s right with no blue fabric showing. The “gig” line is the line formed by the opening edge of the shirt, the non-tip edge of the belt buckle, and the opening edge of the fly of the trousers. Check frequently to ensure the “gig” line is straight.

#### **The uniform belt:**

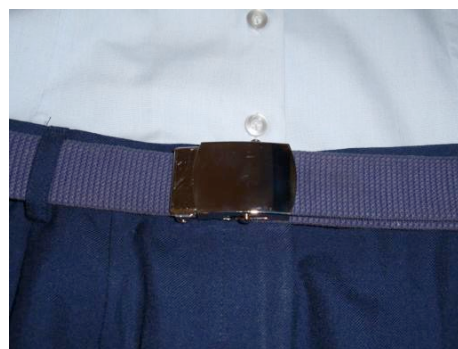
- Fasten the belt so that the buckle and the silver tip (at the end of the belt) are just touching each other. The silver tip should completely cover the flange on the back, and there should be no blue material showing between the buckle and the tip. Males insert the belt into the pants belt loops starting on the left, so that, when fastened, the silver tip is on the wearer’s left. Females insert the belt into the pants loops going to the right, so that, when fastened, the silver tip is on the wearer’s right.

#### **The “Gig line”:**

- The “gig line” refers to the alignment of the shirt, belt and pants. It is formed by aligning the curved edge of the buckle (side opposite the silver tip) with the edge of the shirt material and the edge of the pants zipper flap. Think of the buckle edge as connecting the shirt edge and the pants edge.



**Male Gig Line**



**Female Gig Line**

j. SHOES. Issue black oxford shoes will be worn with the uniform. Shoes will be laced to the top and highly shined. Low cut, rounded throat shoe, with a raised heel no higher than 2-1/2 inches, without fastening. Wear must be plain, black, smooth, scotch-grained leather or man-made material, patent or high gloss finish, without ornamentation such as, buckles, bows, straps. Optional scotch grain black leather or high gloss finish pumps are authorized for female cadets at their own expense. High gloss black poromeric (Corfam) or patent leather shoes are also authorized at the cadet’s own expense.

k. SOCKS. Black, commercial socks without design will be worn with slacks and oxfords.

l. UNDERGARMENTS. Undergarments and a plain white “U” or “V” neck t-shirt must be worn with the uniform; rounded necks and any color other than white are not authorized.

m. GLOVES. Gray knitted wool or black/gray leather gloves may be worn when outside. The gloves must be plain, without design, ornamentation, or zippers.

## 5.7. FEMALE PERSONAL APPEARANCE.

5.7.1. Hair-Female. Hair-Female. No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail/equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail/equivalent may be worn down the member’s back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail/equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member’s back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with Airman standing in the position of attention. See **Figure 3.2** for examples of female hair standards. **Exception:** While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

5.7.1.1. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail/equivalent, it must be a single ponytail/equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

5.7.1.2. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).

5.7.1.3. Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair



**Scrunchie**



**Hair Clips**

color. 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 *not* authorized (i.e., ribbons, beads, etc.)

5.7.2 Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. 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) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed bulk standard (see examples below). Headgear must fit properly.

5.7.3. All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

5.7.4. 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 in **paragraph 7.10.1** above.

**Exception:** Micro-braids or twists are not required to continue to the end of the hair.

5.7.5. Unauthorized: Mohawk, mullet or etched design.

## **Female Hair Style Examples**

**Authorized Female Ponytails/equivalent and long braid(s) Hair Styles Examples.**



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids



Figure 3.2. Unauthorized Female Ponytail Examples.

**FIGURE 3.6 Unauthorized Female Ponytail Examples.**

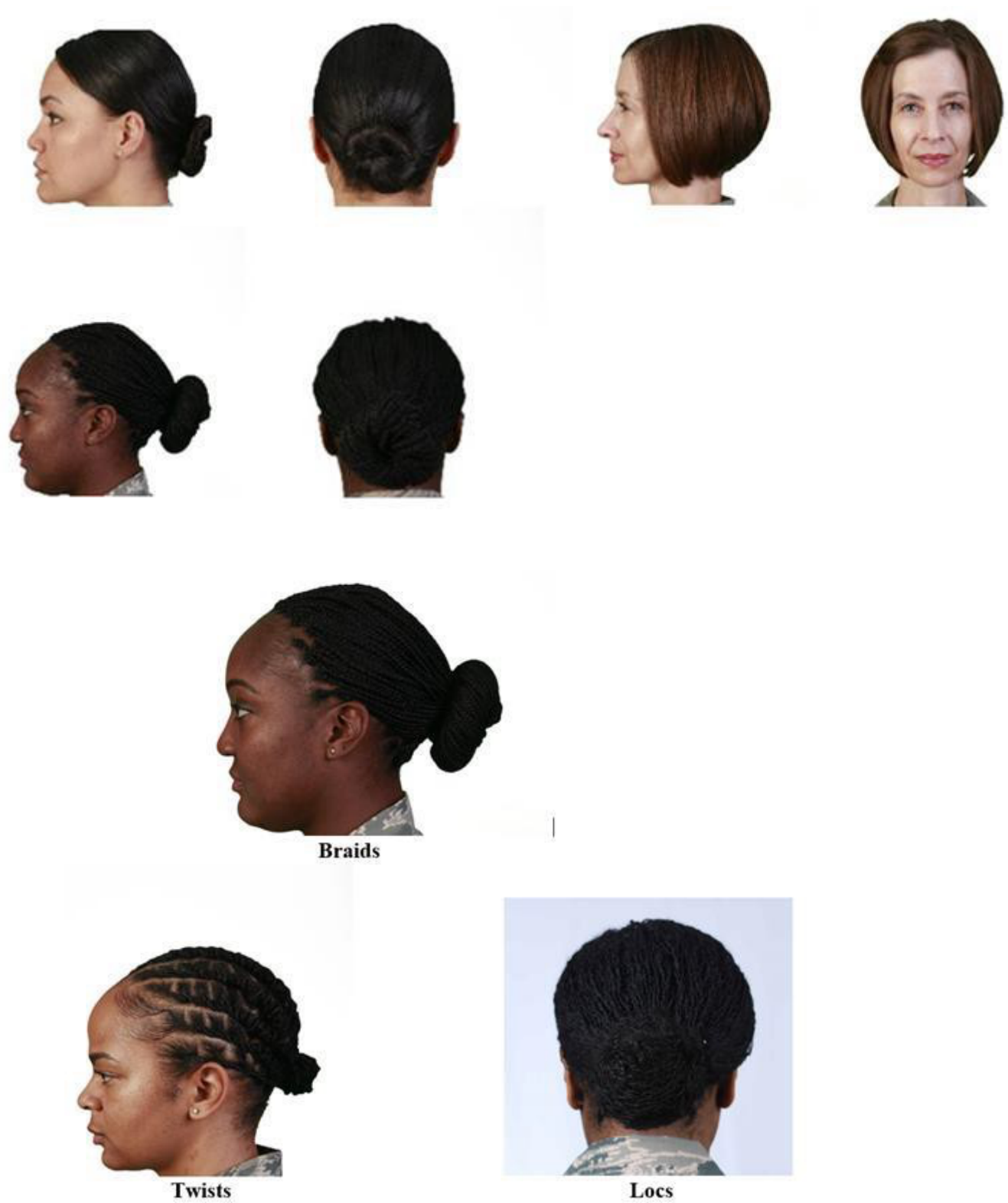


Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

**Figure 3.2. Female Hair Style Examples**



**5.7.6. Fingernails.** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, 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  $\frac{1}{4}$  inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

5.7.7. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blueshade that complements the uniform and your skin tone.

5.7.8. Earrings. Female cadets may wear small (not exceeding 6 mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square 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.

5.7.9. Undergarments (Mandatory).

5.7.9.1. Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.

5.7.10. **Cosmetics.** Male Cadets are not authorized to wear cosmetics. 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 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. Cosmetics will not be worn during field conditions.

5.7.10.1. Cosmetic tattooing. Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.

5.7.11. **JEWELRY.** One bracelet is permitted if it is neat and conservative and not wider than  $\frac{1}{2}$ -inch. You may wear a wristwatch and one pair of earrings. Earrings can be gold, silver, diamond, or pearl stud earrings. Earrings must be spherical or of plain design. No earrings may extend or dangle below the



bottom of the earlobe. You may wear a maximum of three rings on both hands combined (EXCEPTION: No thumb rings are authorized). Cadets may wear conservative sunglasses, except while in military formation. Necklaces must be concealed under collar or undershirt; not visible. Cause bracelets (cancer, social justice movements, etc.) are not authorized for wear with the uniform.

e. **FINGERNAILS.** Polished nails will all be of the same color and a neutral or light conservative shade. Extreme colors that are not authorized include, but not limited to, are purple, gold, black, blue, bright (fire engine) red, and fluorescent colors. French manicured nails are authorized. Instructor's judgment is final. Nails/nail polish must not have designs, lettering, pictures, glitter, etc., or be longer than ¼ inch from the finger tip. All cosmetics will be conservative and in good taste.

f. **COSMETICS.** Must be conservative 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. Any questions, consult the SASI/ASI.

g. **HOSIERY.** Hosiery must be worn with the formal dress, mess dress, semiformal dress, and service dress uniform (skirt). Hosiery will be plain commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the cadet's skin tone. Patterned hosiery is not authorized to be worn with any uniform. Hosiery must be worn with the skirt and are optional with slacks; however, if not wearing hosiery with slacks, plain black socks must be worn.

h. **PURSE.** Female cadets may carry a small, black purse. The standard Air Force purse may be purchased and carried at the cadet's expense.

**5.8. COMBAT BOOTS.** When worn, they will be laced to the top with laces tucked into the boot.

**5.9. BERET.** When the beret is authorized for wear, the badge/insignia will be over the left eye and the beret will be pulled downward to the right with the flap edge resting as close as possible to the side of the head.

**5.10. RELIGIOUS HEADGEAR.** Religious headgear may be worn indoors upon the approval of the SASI, school principal, and HQ AFJROTC. Religious headgear may be worn outdoors so long as it is not visible (i.e., the standard issue Air Force cap must conceal any religious headgear).

**5.11. OTHER RELIGIOUS ITEMS.** Religious items (other than headgear) will not be visibly worn with any AFJROTC uniform unless written permission is granted by the SASI, the school principal, and HQ AFJROTC.

**5.12. TATTOOS OR BRANDS.** Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform.

a. Excessive tattoos or brands, even though they do not violate the prohibitions in the above paragraph, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter of the exposed body part, and those above the collarbone and readily visible when wearing an open collar uniform.

b. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos and brands may preclude him or her from serving in the military.

**5.13. BODY PIERCING.** Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes.

#### **5.14. SPECIAL UNIFORM ITEMS**

a. AFJROTC medals may only be worn when authorized by the SASI/ASI.

b. Shoulder cords will be issued on a temporary basis to denote cadet positions, honors and teams; see color/position description below. They will be worn only with the service dress coat or the light blue shirt/blouse, never with the lightweight blue (zip up) jacket. Only one cord will be worn at any one time and it will be on the left shoulder.

GOLD: Cadet Officers

BLUE: Color Guard and Drill Teams

GREEN: Academic Team

BLACK: Raider Team

BLACK and GOLD: Sabre Team

**5.15. ASCOTS, GLOVES, AND OTHER SPECIAL ACCESSORIES:** may be issued to cadets who are performing special missions or tasks and again are NOT to be worn with the ABU.

**5.15. SHOE-SHINE TIPS.** A great shoeshine shows dedication, personal resolve, hard work, and attention to detail. Quickly shining your shoes, using paints, varnish and dye are costly to the appearance of your shoes, in a very negative way. Your shoes will look good at first, then may be ruined by this practice. There are no short cuts in providing a quality shine for the care and maintenance of your shoes.

a. What You Need:

- A can of Kiwi black shoe polish
- A supply of cotton balls (at least one per shoe) or cotton t-shirt
- Shoe brush
- Toothbrush
- Heel and sole edge dressing
- A cup of warm water
- Old nylons

b. What To Do:

- Remove laces from both shoes.
- Thoroughly clean the shoes. Use a brush to remove dust and dirt from the shoe. Clean the edges with a toothbrush. Then wipe with a damp cloth to remove remaining dust and dirt.

- Apply three coats of polish to the shoe on a small area using a circular motion. Dip a cotton ball into the water. Squeeze out most of the excess water. Flatten the cotton ball and make a handle between your thumb and index finger.
- Dab the cotton ball into the polish. Using a circular motion, apply the polish to the shoe (occasionally applying more polish as needed). Give the toe your best effort, then the front section, sides and back of the shoe.
- Repeat this process until you can see your reflection on the toe of the shoe, occasionally buffing with a nylon to smooth the finish and check your progress.
- Result is a highly shined pair of shoes you can be proud of.
- Replace laces.
- Protect shoes by placing in a sock, shoe box, or neatly on the floor in a safe place.

c. Cleanup:

- This should be a clean process if you follow the steps. Place old newspaper on the surface you will use to clean your shoes. Try not to get polish on your hands.
- Clean up the area when you are done. Wash your hands.
- There are several ways to spit shine shoes. With time, you will learn many.
- This is just one way to get the job done right, with superior results.

**5.16. Physical Training Gear (PTG).** The unit PTG is a multi-purpose uniform required during Health and Wellness lessons/activities and for certain AFJROTC events (volunteer activities, picnics, field days, etc.). The unit PT uniform is never a substitute for the weekly uniform (uniform days).

**5.16.1. Description.** The unit PT uniform consists of issued unit T-shirt, personal shorts/sweatpants (must be modest and worn at waist level) and athletic shoes, and additional authorized personal/accessory items. Unit T-shirts will be worn tucked in. Portions of the unit PT uniform may not be mixed with any combination of the Air Force uniform.

**5.16.2. Personal/Accessory Items.** Hoody (Air Force Hoody preferred), coat/sweater (outdoors), watch cap (outdoors) and gloves (outdoors) may be worn as part of the PT uniform. Preferred colors for personal/accessory items are black, grey, silver, or graphite. Socks should be white.

## Chapter 6

### AWARDS AND DECORATIONS

**6.1. Philosophy.** A number of distinctive awards are authorized for AFJROTC cadets in recognition of outstanding performance in academics, leadership, or for specific displays of valor. AFJROTC awards and national awards are authorized by the AFJROTC Reference Guide, dated 19 June 2020, and are presented to cadets selected by the SASI and approved by the principal. Awards will be presented at appropriate ceremonies and families and friends of recipients will be invited to attend. Cadets wearing awards, decorations or devices that they have not been appropriately awarded are violating the Cadet Honor Code.

### 6.2. AWARDS, MEDALS, RIBBONS AND OTHER



**6.3. Purpose.** The purpose of the TN-20021 awards program is to reward and recognize contributions to the unit, school, and community.

#### **6.4. Outstanding Cadet of the Month/Quarter Award.**

**6.4.1. Purpose and Criteria.** This award program recognizes excellence and teamwork within the flight during each academic quarter. Selection is based on the "whole person" concept to include academic excellence; teamwork; cooperation with flight commander and instructors; uniform wear and personal appearance excellence; school, community, and corps involvement; and conduct.

**6.4.2. Recognition.** Each of the outstanding cadets will receive a certificate of recognition; maximum publicity in school, community, and Squadron; congratulatory letter to parents; points towards school letter; and priority selection for incentive flights. Additionally, the selectee's picture will appear on the Outstanding Cadet of the Corps Recognition Board.

**6.5. President's Volunteer Service Award (PVSA).** The President's Volunteer Service Award (PVSA) is the premier volunteer awards program, encouraging citizens to live a life of service through presidential gratitude and national recognition.

**6.5.1. Account Requirement.** All cadets wishing to compete for this award are required to track community service hours through a personal President's Volunteer Service Award account.

<http://www.presidentialserviceawards.gov>

**6.5.2 Service hours.** Hours for the award must be accumulated during the 12-month annual award period that runs from 1 May to 30 Apr.

**6.5.3. PVSA Recognition.** Advise the SASI/ASI and Chief of Community Service when you've accumulated enough hours for an award (Table A7.1.) and prior to 20 March for recognition at the annual awards ceremony. Coordinate with the Chief of Financial Services for payment of the nominal fee for the physical award (paid directly to PVSA) that is not covered by the AFJROTC program.

HOURS BY AWARD	BRONZE	SILVER	GOLD
Kids (5-10)	26 – 49	50 – 74	75 +
Teens (11–15)	50 – 74	75 – 99	100 +
Young Adults (16-25)	100 – 174	175 – 249	250 +
Adults (26 and older)	100 – 249	250 – 499	500+
Families and Groups*	200 – 499	500 – 999	1,000+
<b>President's Lifetime Achievement Award:</b> Individuals who have completed 4,000 or more hours in their lifetime			
<i>* Two or more people, with each member contributing at least 25 hours toward the total</i>			

#### **A7.7. AFJROTC Awards and Requirements.**

SPECIAL AWARDS		
Award	Cadet Must:	Recognition
<b>Valor</b> (All Cadets)	<b>GOLD:</b> Do Voluntary Act of Bravery and Self Sacrifice Involving Conspicuous Risk of Life Beyond Call of Duty  <b>SILVER:</b> Do Voluntary Act of Heroism which Does Not Involve Risk of Life	Medal  Ribbon  Certificate  (Submit w/ 6 Mos)
<b>Cadet Humanitarian Award</b> (All Cadets)	Do Humanitarian Act Above Call of Duty -- Provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service.	Ribbon Certificate (Submit w/in 6 Mos)
<b>Community Service with Excellence Award</b> (All Cadets)	Provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.	Ribbon  Certificate
NATIONAL AWARDS		
Award	Cadet Must:	Recognition
<b>Air Force Association (3rd Yr Cadet)</b>	<ul style="list-style-type: none"> <li>Positive attitude (toward AFJROTC and school).</li> <li>Outstanding personal appearance (uniform and grooming).</li> <li>Display personal attributes such as initiative, judgment and self-confidence.</li> <li>Courteous demeanor (promptness, obedience, and respect for customs).</li> </ul>	Medal  Ribbon
<b>Daedalian (3rd Yr Cadet)</b>	<ul style="list-style-type: none"> <li>Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.</li> <li>Indicate the potential and desire to pursue a military career.</li> <li>Rank in the top 10% of their AS class.</li> <li>Rank in the top 20% of their school class.</li> </ul>	Medal  Ribbon
<b>American Legion Scholastic Award (3rd/4th Yr cadet)</b>	Based on the cadet's overall scholastic achievements. Each cadet must: <ul style="list-style-type: none"> <li>Rank in the top 10% of the high school class.</li> <li>Rank in the top 25% of their AS class.</li> <li>Demonstrate leadership qualities.</li> <li>Actively participate in student activities</li> </ul>	Medal  Ribbon



American Legion General Military Excellence Award (3rd/4th Yr cadet)	<ul style="list-style-type: none"> <li>Rank in the top 25% of their AFJROTC class.</li> <li>Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.</li> </ul>	Medal Ribbon
Daughters of the American Revolution (DAR) Award (4th Yr Cadet)	<ul style="list-style-type: none"> <li>Rank in the top 25% of their AS class. <sup>(1)(2)</sup></li> <li>Rank in the top 25% of their high school class. <sup>(1)(2)</sup></li> <li>Demonstrate qualities of dependability and good character. <sup>(1)(2)</sup></li> <li>Demonstrate adherence to military discipline. <sup>(1)(2)</sup></li> <li>Possess leadership ability and a fundamental and patriotic <sup>(1)(2)</sup> understanding of the importance of JROTC training. <sup>(1)(2)</sup></li> </ul>	Medal Ribbon
American Veterans (AMVETS) (All Cadets)	<p>Presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:</p> <ul style="list-style-type: none"> <li>Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se). <sup>(1)(2)</sup></li> <li>Personal attributes (initiative, dependability, judgment, and self-confidence). <sup>(1)(2)</sup></li> <li>Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards). <sup>(1)(2)</sup></li> <li>Obtained a grade of "A" (or the numerical equivalent) in their AS class. <sup>(1)(2)</sup></li> <li>Be in good scholastic standing in all classes at the time of selection and at the time of presentation. <sup>(1)(2)</sup></li> </ul>	Medal Ribbon
Reserve Officers Association (ROA)  (4th Yr Cadet)	<p>Recipient must possess individual characteristics contributing to leadership such as:</p> <ul style="list-style-type: none"> <li>Positive attitude toward the AS curriculum. <sup>(1)(2)</sup></li> <li>Outstanding personal appearance. <sup>(1)(2)</sup></li> <li>Attributes of initiative, judgment, and self- confidence.</li> <li>Courtesy (promptness, obedience, and respect). <sup>(1)(2)</sup></li> <li>Growth potential (capacity for responsibility, high <sup>(1)(2)</sup> productivity, adaptability to change). <sup>(1)(2)</sup></li> <li>Demonstrate the highest personal, ethical standards &amp; strong <sup>(1)(2)</sup> positive convictions. <sup>(1)(2)</sup></li> <li>Rank in the top 10% of their AS class.</li> </ul>	Medal Ribbon Certificate
Military Order of World Wars (MOWW) (ASI)	<ul style="list-style-type: none"> <li>Presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. <sup>(1)(2)</sup></li> <li>Selection is based on outstanding accomplishments or service to the AFJROTC unit.</li> </ul>	Medal Ribbon Certificate
Military Officers Assoc of America Award (MOAA) <sup>(1)(2)</sup> (3rd Yr Cadet)	<ul style="list-style-type: none"> <li>Have Exceptional Military Leadership Potential <sup>(1)(2)</sup></li> <li>Be in good academic standing. <sup>(1)(2)</sup></li> <li>Be of high moral character.</li> <li>Show a high loyalty to unit, school, and country. <sup>(1)(2)</sup></li> </ul>	Medal Ribbon Certificate
















Veterans of Foreign Wars (VFW) (3rd/4th Yr Cadet)	<ul style="list-style-type: none"> <li>Presented annually to an outstanding cadet who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership.</li> <li>Have a positive attitude toward AFJROTC.</li> <li>Have outstanding military bearing and conduct.</li> <li>Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).</li> <li>Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.</li> <li>Demonstrate leadership potential.</li> <li>Attain a grade of "B" in AFJROTC with an overall average grade of "C" in all subjects for the previous semester.</li> <li>Be active in student activities.</li> <li>Not have been previous recipients of this award.</li> </ul>	Medal Ribbon
National Sojourners Award (2nd/3rd Yr Cadet)	<ul style="list-style-type: none"> <li>Presented annually recognizing cadets who contributed the most to encourage and demonstrate Americanism within the corps and on campus. Each cadet must:</li> <li>Be in Upper 25% of High School Class</li> <li>Encourage and Demonstrate Americanism</li> <li>Demonstrate Leadership Potential</li> <li>Not Have Received Award Previously</li> </ul>	Medal Ribbon Certificate
Sons of the American Revolution Award (SAR) (3rd Yr Cadet)	<ul style="list-style-type: none"> <li>Recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award.</li> <li>Currently Enrolled in AFJROTC - In Top 10 % of AS Class and 25% Overall Class</li> <li>500-700 word essay on "How JROTC has helped prepare me to be a better citizen of the USA."</li> </ul>	Medal Ribbon
Scottish Rite Southern Jurisdiction Award (3rd Yr cadet)	<ul style="list-style-type: none"> <li>Contributes the most to encourage Americanism by participation in extracurricular activities or community projects.</li> <li>Demonstrate academic excellence by being in the top 25% of class.</li> <li>Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.</li> <li>Has not been a previous recipient of this award.</li> </ul>	Medal Ribbon Certificate
Military Order of the Purple Heart Award (3rd/4th Yr Cadet)	<ul style="list-style-type: none"> <li>Show Positive Attitude towards Country and AFJROTC</li> <li>Be an Outstanding Corps Leader</li> <li>Be Active in School and Community</li> <li>Have "B" in All Subjects for Previous Semester</li> <li>Not Have Received Award Previously</li> </ul>	Medal Ribbon

Air Force Sergeants Association (AFSA) Award (3rd/4th Yr cadet)	<ul style="list-style-type: none"> <li>• Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. <sup>(1)(2)</sup></li> <li>• Be in Top 25% of AFJROTC Class <sup>(1)(2)</sup></li> <li>• Not Have Received Award Previously <sup>(1)(2)</sup></li> </ul>	Medal Ribbon
Sons of Union Veterans of the Civil War (SUVCW) Award  (All cadets)	Must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability	Medal Ribbon
Sons of Confederate Veterans, H.L. Hunley Award (1 <sup>st</sup> /2 <sup>nd</sup> Yr Cadet)	Demonstrate the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year	Medal Ribbon
Tuskegee Cadet Inc Award (AS I/II/III Cadet)	<ul style="list-style-type: none"> <li>• "B" in AS Class with Good Academics <sup>(1)(2)</sup></li> <li>• Active in Corps Activities <sup>(1)(2)</sup></li> <li>• Attend at least 50% Community Service Events <sup>(1)(2)</sup></li> </ul>	Ribbon Certificate
The Retired Enlisted Assoc (TREA) Award (All cadets)	<ul style="list-style-type: none"> <li>• Demonstrate exceptional leadership while serving in an Enlisted Rank. <sup>(1)(2)</sup></li> <li>• Must have shown outstanding leadership throughout the course of the school year. <sup>(1)(2)</sup></li> </ul>	Medal Ribbon Certificate
Celebrate Freedom Foundation/ Embry Riddle (CFF/ERAU JROTC) Award (1st/2nd Yr cadet)	For outstanding performance in academics and cadets corps activities	Ribbon Certificate
National Society United States Daughters 1812 Award (All cadets)	For academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits	Medal Ribbon Certificate
Air Commando Association Award <sup>(1)(2)</sup> (All cadets)	Complete one page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self- motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength.	Ribbon Certificate
Armed Forces Top Enlisted Association (AFTEA Award)	TBD	TBD
Special Forces Association Award	TBD	TBD
United Daughters of the Confederacy Award	TBD	TBD
Military Order of Foreign Wars Academic/Leadership Award	TBD	TBD

Non-Funded Awards	National	<ul style="list-style-type: none"> <li>i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.</li> <li>Organization must be submitted to and approved by HQ AFJROTC</li> </ul>	TBD
<b>AFJROTC AWARDS</b>			
<b>Award</b>	<b>Cadet Must:</b>		<b>Recognition</b>
Distinguished Unit Award or Outstanding Organization Award  (All Cadets)	<ul style="list-style-type: none"> <li>Meet minimum standards per AFJROTC HQ.</li> <li>Complete 8 hrs community service per cadet. (OOA)</li> <li>Complete 12 hrs community service per cadet. (DUA)</li> <li>Achieved an overall "Exceeds Standards" inspection rating during AY 2013-2014. (DUA/M)</li> <li>Meet all required suspense's.</li> </ul>		Ribbon
Outstanding Flight Ribbon (All Cadets in	Be Assigned to an Outstanding Flight during Designated Academic/Training Period		Ribbon
Top Performer Award (2% of Corps)	<ul style="list-style-type: none"> <li>Specific consideration should be given to cadets not previously recognized for superior performance</li> <li>Will recognize a cadet's performance in the following key areas:</li> <li>Leadership and job performance: in primary duty and specifically in preparation for the unit's annual assessment.</li> <li>Leadership qualities: involvement and positions held in extracurricular activities.</li> <li>Academic performance: nominee must be in good academic standing in all high school course work. Significant self-improvement</li> <li>Community involvement</li> <li>Other accomplishments.</li> </ul>		Ribbon
Outstanding Cadet (1 each, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> Year Cadet)	<ul style="list-style-type: none"> <li>Must be of high moral character,</li> <li>Demonstrate positive personal attributes,</li> <li>Display outstanding military potential, and attain academic and military excellence.</li> </ul>		Ribbon
Leadership  (All cadets)	<ul style="list-style-type: none"> <li>For outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities.</li> <li>Consistently display outstanding leadership ability above and beyond expected performance.</li> </ul>		Ribbon
Achievement  (All cadets)	<ul style="list-style-type: none"> <li>Awarded for a significant achievement as deemed appropriate by the SASI.</li> <li>May not receive more than one ribbon during a 1-year period.</li> </ul>		Ribbon
Superior Performance  (All cadets)	<ul style="list-style-type: none"> <li>Render Outstanding Achievement or Meritorious Service for AFJROTC for a Single or Sustained Act of a Superior Nature.</li> <li>Ensures recognition of achievements and services which are clearly outstanding and exceptional when compared to accomplishments of other cadets.</li> </ul>		Ribbon

Academic Ribbon (All cadets)	Achieve Overall "B" Grade Point Average with an "A" in AFJROTC for One Semester	Ribbon
Leadership School Ribbon (All Cadets)	<ul style="list-style-type: none"> <li>• Successfully Complete a Leadership Lab Activity of at Least Five Days (Awarded Only Once)</li> <li>• Award Silver Star for Outstanding Performance/ Leadership (Limited to 10%)</li> </ul>	Ribbon
Special Teams Competition Ribbon (All Cadets)	Be Member of a team that places 1st through 3rd in any Air Force or Joint Service Event	Ribbon
Orienteering Ribbon (All Cadets)	Awarded to team members for completing unit specific Orienteering Program as part of unit curriculum	Ribbon
Co-curricular Activities Leadership Ribbon (All Cadets)	<ul style="list-style-type: none"> <li>• Demonstrate Exceptional Leadership in achieving objectives through the coordinated efforts of others</li> <li>• Must be Project Officer for AFJROTC Co- curricular Activity (Dining In/Out, Military Ball, Dance Chairpersons etc) May be earned a max of 4 times</li> </ul>	Ribbon
Drill Team Ribbon (All Cadets)	<ul style="list-style-type: none"> <li>• Participate in at Least 75% of Drill practices and 1 event in an academic year</li> <li>• An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.</li> </ul>	Ribbon
Color Guard Ribbon (All Cadets)	<ul style="list-style-type: none"> <li>• Participate in at Least 75% of Color Guard practices and 3 events in an academic term</li> <li>• An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.</li> </ul>	Ribbon
Saber Team Ribbon (All Cadets)	<ul style="list-style-type: none"> <li>• Must have previously earned Drill Team or Color Guard ribbons AND participate in 1 event in an academic term</li> <li>• An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.</li> </ul>	Ribbon
Marksmanship Ribbon (All Cadets)	<p>Participate in the AFJROTC Marksmanship Program</p> <ul style="list-style-type: none"> <li>• Bronze Star - Marksman qualification after scoring 110-129 (10 shots standing, 10 shots prone)</li> <li>• Silver Star - Sharpshooter qualification after scoring 130-200 (10 shots standing, 10 shots prone)</li> <li>• Gold Star - Expert qualification after scoring 220-300 (10 shots prone, 10 shots standing, and 10 shots kneeling)</li> <li>• Oak leaf cluster for each additional qualifying year</li> </ul>	Ribbon
Good Conduct Ribbon (All Cadets)	Awarded to cadets with no suspensions and no adverse reports from other staff or faculty in an academic term, if approved by the SASI.	Ribbon



Service  (All Cadets)	<ul style="list-style-type: none"> <li>• Show Distinctive Performance in School, Community, or AFJROTC Service Projects </li> <li>• Minimum of 20 Hours of Documented Community Service Hours </li> <li>• Participation in Drill Teams, Saber Team or Color Guard does not qualify for the service ribbon </li> </ul>	Ribbon
Cadet Health & Wellness Program Ribbon  (All Cadets)	<p>Participate in the Presidential Physical Fitness Program</p> <ul style="list-style-type: none"> <li>• The Bronze Star device will be awarded to cadets scoring in the 75-84 percentiles</li> <li>• The Silver Star device will be awarded to cadets scoring in the 85-95 percentiles</li> <li>• The Gold Star device will be awarded to cadets scoring in the 96-100 percentiles</li> </ul>	Ribbon
Recruiting (All Cadets)	Enroll At Least 2 Quality Cadets or participate in at least 4 Recruiting Events	Ribbon
Activities Ribbon (All Cadets)	<ul style="list-style-type: none"> <li>• Awarded for participation in co-curricular activities other than Drill, Color Guard, and Saber teams. These include, but are not limited to orienteering teams, model rocketry club, drone club, AFJROTC academic teams, and AFJROTC sports teams. </li> <li>• An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. </li> </ul>	Ribbon
Attendance Ribbon (All Cadets)	Awarded to cadets with no more than 4 excused absences and no unexcused absences in an academic term	Ribbon
Dress and Appearance Ribbon (All Cadets)	<p>Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, if approved by the SASI.  Attain the following uniform grades: </p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> year – 90%</li> <li>• 2<sup>nd</sup> year – 95%</li> <li>• 3<sup>rd</sup> year – 95% </li> <li>• Awarded each semester</li> </ul>	Ribbon
Longevity (All Cadets)	Successfully Complete Aerospace Science Course (Full Yr)	Ribbon
Patriotic (All Cadets)	<ul style="list-style-type: none"> <li>• 3 Large Flag Events (Football Games/Parade). </li> <li>• or, Flag Retirement Ceremony Committee </li> <li>• or, 2 Freshman Flag Team events </li> </ul>	Ribbon
Bataan Death March Memorial Hike	Successful completion of 14 mile Bataan Death March Memorial Hike.	Ribbon
Flight Solo (All Cadets)	Possess a Solo Flight Endorsement from Certified Flight Instructor for Powered/Unpowered Aircraft	Badge

Flight Certificate (All Cadets)	Possess Private Pilot's Certificate for Powered or Unpowered Aircraft	Badge
Awareness Presentation Team (All Cadets)	Participate in (3) APT Events	Badge
Kitty Hawk Air Society (All Cadets)	Be Inducted into KHAS (TBD)	Badge
American Modeling Association Wings (All Cadets)	Complete All Requirements of Cadet Model Badge Airplane Club	Badge
Distinguished AFJROTC Cadet (Third Yr/Jr Cadet)	<ul style="list-style-type: none"> <li>• Possess High Morals, Demonstrate Positive Personal Attributes, Display Outstanding Military Potential, and Maintain Academic and Military Excellence</li> <li>• Be Awarded Achievement, Leadership, Superior Performance, Academic, Co-curricular Leadership, and Service Ribbons</li> </ul>	Badge Certificate
AEF Academic Cadet (Rising Jr /Sr Cadets)	Attain an Overall 3.3 Grade Point Average with No Grades Below "C" on Transcript	
Marksmanship (All Cadets)	Attend at least 75% of designated practices and compete in at least one CMP-sanctioned competition.	Badge
First Sergeant (All Cadets)	Be Cadet TSgt or Above and Assigned to First Sergeant Duties	Insignia
Shoulder Cords (All Cadets)	<ul style="list-style-type: none"> <li>• Be Member of Drill Team and/or Color Guard and Meet eligibility Requirements</li> <li>• Be Member of Corps Leadership</li> <li>• Can Wear Only One on the Left Shoulder</li> </ul>	Cord
Graduation Cord	<ul style="list-style-type: none"> <li>• Successfully complete AFJROTC 4</li> </ul>	Cord

**NOTE: AFJROTC Resiliency – COVID-19 Ribbon.** Is a ribbon awarded by the SASI to any cadet who was enrolled in an AFJROTC course of study from 1 March 2020 to 30 June 2022. This is a one-time award. A course of study is defined as any cadet who was enrolled, participated and completed in an on-line, virtual, or on campus in person, AFJROTC course during this period. Ribbon may be purchased from a vendor using MILPER funds for each cadet authorized to wear this award.

## *Chapter 7*

### **CADET ACTIVITIES**

**7.1. Leadership Development Requirements/Extra-curricular Activities:** Cadet activities give an added dimension to the corps to make it more fun, entertaining and educational. They serve to augment AFJROTC aerospace education and leadership education course requirements. It is your corps and your involvement helps to make it stronger. Standards of conduct, academic achievement, personal behavior, uniform wear and appearance must be routinely adhered to before a cadet will be considered for participation in co-curricular/extracurricular activities.

#### **7.2. Cadet Staff and Corps Meetings**

- a. Cadet Staff, Awareness Presentation Team and additional meetings are held as necessary.
- b. The SASI or the ASI must attend all cadet corps meetings. They will attend in the capacity of advisors to support cadet staff and to ensure meetings are consistent with AFJROTC goals.

**7.3. Color Guard.** This elite group has the honor of presenting and posting the national, state and school colors at important school and community activities. Members may participate in local and statewide competitions. Distinctive uniform items are worn (helmets/berets, pistol cords, shoulder cords, ascots, etc.). However, considerable effort is required to become a member of this elite group. The honor, however, more than compensates for the effort required. Color Guard performs all over Nashville, Tennessee at NHL games, NFL games, minor league baseball as well as, high school home football games and special events across Robertson County weekly.

**7.4. Sabre Team.** This elite group has the honor of performing at special events such as Homecoming, Awards Night, the Military Appreciation Night and other special occasions, by learning how to perform a “saber arch” in front of large audiences. Demonstrations are also conducted at local schools. Distinctive uniform elements are worn.

**7.5. Drill Team.** Much effort is required in this activity. Here you will take the skills you have learned in normal classroom drill and ceremonies to a new level of expertise and precision. Drill teams compete statewide, so this will involve travel overnight to some locations. To be a drill team member requires before and after school practice, learning the manual of arms, extreme concentration, complete compliance with the drill team commander’s commands, extra care of the uniform and the desire for public competition.

**7.6. Academic Team.** Academic team is a highly selective team composed of the seven highest academically ranked cadets in the Corps. These students will be selected and invited onto the team by the SASI. They are expected to study five subjects (English, Math, Science, Military Studies, and Current Events) and compete in global academic competitions throughout the school year. We have been to the JLAB National Finals in 2018, 2019 and 2020--the only AFJROTC team in the country to be able to say that!

**7.7. Remote Control (RC) Plane Club.** The RC club is here to design, build, and fly RC planes that are made of paper, plastic, balsa wood, or any other lightweight material. An RC program can provide an

exciting introduction for cadets to concepts of aerospace engineering and design and the basic concepts of flight and space. It can motivate cadets to attain a greater knowledge of aerospace studies and arouse interest in aerospace careers.

**7.8. CyberPatriot.** CyberPatriot is a National Youth Cyber Education Program sponsored by the Air Force Association (AFA) to inspire high school students towards careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. In the rounds of competition, teams are given a set of virtual images that represent operating systems and are tasked with finding cybersecurity vulnerabilities within and hardening the system while maintaining critical services.

**7.9. Kitty Hawk Air Society (KHAS).** KHAS is the academic honor society of AFJROTC. Its purpose is to promote high academic standards and achievement. KHAS also developed leadership abilities, recognizes academic excellence, and further members' knowledge of the Air Force role in aerospace. In order to be admitted, an instructor will review your eligibility. The minimum is a 3.5 cumulative GPA and "A" in AFJROTC. (Limited to approximately the top 20% of cadets).

**7.10. Raider/Physical Training Team.** The Raider team is a team dedicated to ensuring the physical fitness of AFJROTC cadets. They train throughout the year in multiple physically challenging aspects and compete in annual competitions. They also travel to local elementary schools to share the importance of being physically fit. Competitions are conducted in Airmen Battle Uniforms; there may be personal expenses to obtain the uniform and participate in the local Raider Team Competitions with our Army, Navy and Marine Corps JROTC brethren.

**7.11. Corps Newsletter.** Written and published by the public affairs staff. The newsletter presents information on corps activities to the corps, cadet parents, high school faculty, staff and students. Other cadets may volunteer to assist with artwork, articles, pictures, etc.

**7.12. Service Projects.** Supporting our school and community. These can include park cleanups, graffiti eradication, highway litter pickup, etc. The corps is always open to new projects.

**7.13. Fundraising.** TN-20021 besides being a class is also a “club”, therefore we need money to support activities and projects that the Air Force and Springfield High School do not fund. Two major fundraising activities will be scheduled during the school year. Types of activities for which funds will be used are:

- (a) Military Ball, Dining Out, Awards Banquet/Brunch, etc.
- (b) Field Day, Drill Meets, Picnics, etc.
- (c) Drill Team, Color Guard, APT supplies/equipment.

**7.14. Military/Holiday Ball:** A formal military dinner and dance for cadets and their guests. It is held once a year, usually the 1<sup>st</sup> or 2<sup>nd</sup> Saturday in December. The dress for male cadets will be the service dress uniform (suit coat and tie) with medals. Male cadets will not wear tuxedo shirts or bow ties with the uniform. Male guests of female cadets must wear suit or coat and tie. Black tuxedos are also permitted for non-cadet males. No tennis shoes may be worn to the Ball. Female cadets may wear the Air Force service dress uniform, Sunday dress, cocktail dress, or ball gown. At least one strap must be visible on the dress.

**7.8. Field Day:** A military-styled activity day held once a year for cadets, usually in conjunction with other JROTC units; may be at our unit or another AFJROTC unit within driving distance. Cadets must be eligible for a field trip if Field Day is held during school hours. Safety, sportsmanship, and camaraderie are emphasized. Activities include sports, games and other events designed to give every



participating cadet an opportunity to have fun. Field Day normally lasts most of the day and usually includes a picnic.

**7.9. Parade:** The area Christmas Veterans Day Parades (usually 3-5 per year) are very visible public relations activities. They give the TN-20021 cadets exposure to more people on these two occasions than they will receive all year from any other activity. These parades are an opportunity for TN-20021 to display their marching and drill skills, appearance, discipline, high school spirit and corps pride. Each cadet is expected to participate in these parades.

**7.10. Cadets-in-Action (CIA) Trips.** Field trips are taken to enhance the cadets' morale and awareness of the "real-world" job opportunities. Trips are taken to military bases, civilian airports, and educational sites. Trip requirements:

- a. Parental Permission Slip.
- b. Cadets must maintain a minimum "C" average in AFJROTC and be passing all other courses for the current quarter. You cannot be failing any courses and attend a trip or non-mandatory event.
- c. Meet AFJROTC personal grooming standards.
- d. Meet Robertson County/Springfield High School's minimum eligibility requirements as outlined in the student handbook.

**7.11. Awards Ceremony.** Held annually to recognize outstanding cadets for their efforts during the school year. Local awards and AFJROTC/national awards are presented in accordance with AFJROTCI 36-2001.

**7.12. Community Service.** In an effort to produce well-informed and helpful citizens, AFJROTC encourages its cadets to get involved in their local communities. This aspect of AFJROTC is one of the most rewarding and fun. The number, type, and size of cadet service projects are limited only by imagination. Community Service counts for approximately 30% of the class grade. Cadets are encouraged to maintain a volunteer account and log hours at the President's Volunteer Service Award website.

## Chapter 8

### HEALTH AND WELLNESS PROGRAM

**8.1. Purpose.** The purpose of the Health and Wellness program is to provide AFJROTC a standardized wellness program offering substantial individual health improvements for the cadets. Its objective is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

**8.2. Parent/Guardian Permission.** Prior to starting any fitness training program or assessment, the cadet will obtain parental permission using the current year Parental Consent form. A Parent/Guardian must state any known health concerns or limitations on the consent form. Students and instructors will follow school district policy for physical and extracurricular activity.

**8.3. Safety.** AFJROTC instructors will ensure any program implementation is done with cadet safety as the primary consideration.

**8.3.1. Hydration.** Ensure cadets are adequately hydrated and have on site clean drinking water.

**8.3.2. Heat Stress.** Be aware of the adverse effects of heat stress by becoming familiar with AETCI 48-101, *Prevention of Heat Stress Disorders*, which can be obtained electronically at <http://www.aetc.randolph.af.mil/im/ae48ser.html>.

**8.3.3. Flag Condition.** For ambient air temperatures above 78 degrees Fahrenheit, determine the heat category (flag condition) using the AFROTC Thermal Stress Calculator posted on Wings. Once the flag condition is determined, carefully follow the work/rest and water intake recommendations in AETCI 48-101. If the Thermal Stress Calculator indicates a Red or Black Flag condition, use extreme caution.

**8.3.4. First Aid Kit.** The unit first aid kit will be available as well as a cell phone for two-way communication for emergencies.

**8.3.5. CPR Certification.** The SASI/ASI Instructors are required to maintain current American Red Cross First Aid / CPR, or American Heart Association CPR.

**8.4. Health and Wellness Goals:** Create individualized training program based on national standards by age and gender; identify areas of improvements for each cadet; and incorporate physical training program to reach goals.

### 8.5. PRESIDENTIAL PHYSICAL FITNESS PROGRAM MANAGEMENT.

a. The Presidential Physical Fitness Program will be managed and directed by the Physical Training Officer and conducted by the PT representatives in each flight. Cadets designated as flight PT representatives are to demonstrate proficiency in personal fitness and lead classes in properly executing exercises in all aspects of the wellness program.

b. At the beginning of the school year, the flight PT representatives will ensure all cadets in their flight have a completed Fitness Consent Form signed by a parent/guardian on file in the PT binder.

c. Physical training is normally conducted on Fridays. Cadets receive two grades; one for PT uniform wear (JROTC T-shirt, JROTC shorts, and tennis shoes), and the other for participation and progress in the program. Cadets who do not wear the appropriate clothing or refuse to participate will receive a zero for the day. Only cadets with a valid medical excuse are exempt from participation but will be required to help with other duties as designated by the instructor or flight PT representatives. Cadets who fail to dress out or refuse to participate for two consecutive weeks will be referred to an administrator for In-School Suspension.

d. As a general rule, activities that will occur on PT day are as follows:

- (1) Week 1: Mile Run and upper body exercises (pushups, curls, etc.)
- (2) Week 2: Pushups, sit-ups, shuttle run, V-sit reach
- (3) Week 3: Mile run and lower body exercises (sit-ups, planks, wall sits, etc.)
- (4) Week 4: Games (dodgeball, kickball, etc.)
- (5) Week 5: Games (dodgeball, kickball, etc.)

e. Flight PT representatives will ensure the following:

- (1) Cadets are properly dressed and hydrated before going to the exercise area.
- (2) Conduct warm-up exercises for at least 10 to 12 minutes prior to the day's activities.
- (3) Lead the designated exercises, ensuring cadets properly perform and complete required repetitions.
- (4) Lead cool-down/stretching exercises.
- (5) Ensure results are recorded on each individual Cadet Fitness Record as applicable during testing.

**8.3. PRESIDENTIAL PHYSICAL FITNESS TEST.** An initial test is conducted at the beginning of the school year to establish a baseline and goals. Quarterly tests are conducted to measure individual improvement so cadets can compare results with individual and unit goals. A final test is conducted at the end of the school year to determine individual fitness levels. Physical Fitness Tests (PFT) are comprised of the following 5 exercises: 1-Mile Run, Curl-Ups, Push-Ups, Shuttle Run, and V-Sit Reach.

#### **8.4. PRESIDENTIAL PHYSICAL FITNESS PROGRAM RECOGNITION.**

a. All cadets who participate in the Presidential Physical Fitness Program will earn the Health and Wellness Ribbon. A star device may also be awarded based upon your overall test score (percentile scores from WINGS):

- (1) Bronze Star – Percentile Score of 75 – 84
- (2) Silver Star – Percentile Score of 85 – 95
- (3) Gold Star – Percentile Score of 96 – 100

b. Presidential Physical Fitness Award recognizes cadets who achieve an outstanding level of physical fitness. Cadets who score at or above the 85<sup>th</sup> percentile of qualifying standards on all five exercises are eligible for this award.

c. National Physical Fitness Award recognizes cadets who demonstrate a good level of physical fitness. Cadets who score at or above the 50<sup>th</sup> percentile of qualifying standards on all five exercises are eligible for this award.

#### **8.5. WARM-UP STRETCHING.**

a. The aim of stretching is to gently lengthen muscles before and after any form of exercise, and to improve tissue elasticity/flexibility. If done correctly, stretching will help prevent injuries and increase athletic performance.

b. The following should be remembered while stretching:

- (1) Hold each stretch for a minimum of 20-30 seconds, breathing slowly through your nose, aiming to exhale out through your mouth as you ease into the stretch.
- (2) Begin with gradual mobility exercises of all the joints, i.e., simply rotate the wrists, bend the arm and roll your shoulders. This will allow the body's natural lubrication (synovial fluid) to protect the surface of your bones at these joints.
- (3) Always warm up the body prior to stretching, as this increases blood flow around the body, this in turn makes the muscles more flexible.
- (4) After exercise, slowly bring your heart rate down before you begin stretching in order to avoid blood pooling within your muscles, which can lead to cramp and dizzy spells.
- (5) Never bounce while you stretch, unless you are doing specific stretches for certain sports, i.e., ballistic stretching for martial arts.
- (6) Hold the stretch until you feel the muscle loosen off, then repeat for a further 15 seconds.
- (7) While stretching you should feel some slight discomfort. If you don't feel anything, you may be doing the stretch incorrectly, or simply the muscle has relaxed.
- (8) Stop immediately if you feel any severe pain.
- (9) Remember to breathe regularly and rhythmically. Do not hold your breath.

**8.6. EXERCISE SAFETY.** When exercising, cadets need to be aware of the following heat disorders:

a. Heat Cramps: Painful spasms in skeletal muscle. Pupils often dilate with each spasm. First aid used in this instance is to firmly press on the cramping muscle with warm wet towel. Gentle stretching of affected muscle is also helpful. Re-hydrate with cold electrolyte (Sports Drink).

b. Heat Exhaustion: Profuse sweating, weakness, dizziness, skin cool and wet, body temperature usually elevated. Possible nausea and vomiting, headache. No central nervous system impairment. First aid used in this instance is to move the cadet to a cooler environment to avoid further dehydration through sweat losses. Administer cold electrolyte drink. Reduce body temp if elevated. Seek medical attention for serious cases.

c. Heat Stroke: Body temp greatly elevated, central nervous system impaired, including confusion, amnesia, ataxia (loss of balance), incoherent speech, syncope (dizziness), delirium, loss of consciousness. Contrary to public perception, hot dry skin is not always seen in exertion heat stroke. The individual is often sweating profusely. First aid used in this instance, given that heat stroke is a life and death situation, is to obtain emergency first aid care immediately. Move victim into cooler environment; reduce body temperature as quickly as possible with ice cold water and ice packs. Monitor pulse and respiration, administer CPR if necessary. The standard of ordinary care upon arrival to the emergency room is to immerse the victim in ice water.

## **8.7. EXERCISES.**

a. 1-Mile Run: The run takes place on the track. Cadets are encouraged to cover the distance in the shortest time possible. Scoring is to the nearest second. NOTE: Cadets attending Cadet Leadership School are expected to run the mile in the following times: Male – 10 minutes; Females – 11 minutes.

b. Sit-Ups: This exercise is generally done in the hallway outside the auxiliary gym. Lie on your back with legs bent 90 degrees at the knees. Cross your arms and place your hands so that your fingertips touch your shoulders. Have a spotter hold your feet. Curl up to touch the outside of forearms and elbows to thighs and then lower the back to the floor so that the scapulas (shoulder blades) touch the floor. Keep your hands on your chest at all times. The sit-up does not count if your hands come off your chest. You must rest in the up position and cannot lean on your knees while resting. One's hips or buttocks should not come off the ground to produce momentum. Cadets must try to complete as many curl-ups as possible in 60 seconds.

c. Push-Ups: This exercise is generally done in the hallway outside the auxiliary gym. Place your hands slightly wider than shoulder width apart; keep torso straight and head aligned with spine throughout the exercise. Lower yourself until your chest comes within 3-5 inches from the floor; (your upper arm should be parallel with the ground). Press up to starting position. You may rest in the up position. Cadets must try to complete as many push-ups as possible in 60 seconds.

## **CADET CREED**

**I am an Air Force Junior ROTC Cadet.**

**I am connected and faithful to every Corps of Cadets  
who served their community and nation with patriotism.**

**I earn respect when I uphold the Core Values of Integrity First,  
Service Before Self, and Excellence In All We Do.**

**I will always conduct myself to bring credit to my family, school,  
Corps of Cadets, community, and to myself.**

**My character defines me. I will not lie, cheat, or steal.**

**I am accountable for my actions and deeds.**

**I will hold others accountable for their actions as well.**

**I will honor those I serve with, those who have gone before me,  
and those who will come after me.**

**I am a Patriot, a Leader, and a Wingman devoted to those  
I follow, serve, and lead.**

**I am an Air Force Junior ROTC Cadet.**

### **THE AIR FORCE SONG**

Off we go into the wild blue yonder,  
Climbing high into the sun;  
Here they come zooming to meet our thunder,  
At 'em now, give 'em the gun!  
Down we dive spouting our flame from under  
Off with one hell-uv-a-roar!  
We live in fame or go down in flame,  
Nothing'll stop the U.S. Air Force!

### **THE PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America  
and to the republic for which it stands, one nation under God  
indivisible with liberty and justice for all.

### **THE STAR SPANGLED BANNER**

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

O thus be it ever when free men shall stand  
Between their loved homes and the war's desolation;  
Blest with vict'ry and peace, may the heav'n rescued land  
Praise the Pow'r that hath made and preserved us a  
nation!  
Then conquer we must, when our cause it is just;  
And this be our motto: "In God is our trust!"  
And the Star-spangled Banner in triumph shall wave  
O'er the land of the free and the home of the brave.

## **MILITARY TIME & PHONETIC ALPHABET**

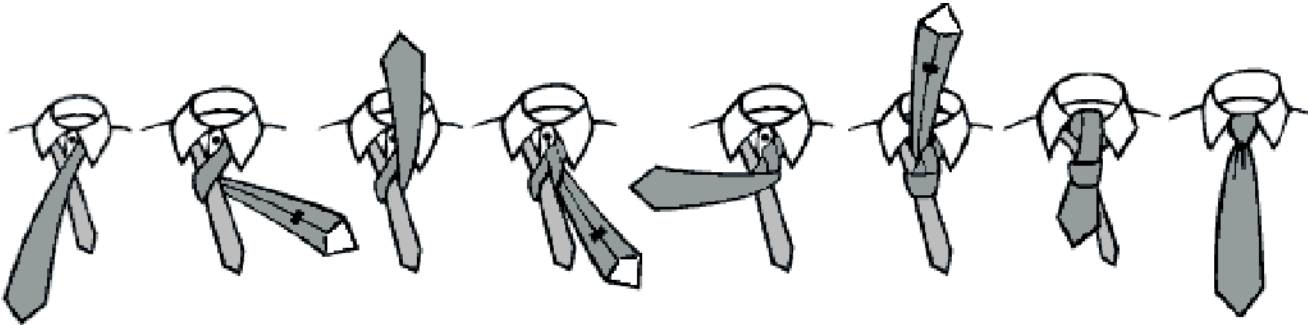
TIME		THE PHONETIC ALPHABET	
Civilian	Military		
1:00 a.m.	0100	A	Alpha
2:00 a.m.	0200	B	Bravo
3:00 a.m.	0300	C	Charlie
4:00 a.m.	0400	D	Delta
5:00 a.m.	0500	E	Echo
6:00 a.m.	0600	F	Foxtrot
7:00 a.m.	0700	G	Golf
8:00 a.m.	0800	H	Hotel
9:00 a.m.	0900	I	India
10:00 a.m.	1000	J	Juliet
11:00 a.m.	1100	K	Kilo
12:00 noon	1200	L	Lima
1:00 p.m.	1300	M	Mike
2:00 p.m.	1400	N	November
3:00 p.m.	1500	O	Oscar
4:00 p.m.	1600	P	Papa
5:00 p.m.	1700	Q	Quebec
6:00 p.m.	1800	R	Romeo
7:00 p.m.	1900	S	Sierra
8:00 p.m.	2000	T	Tango
9:00 p.m.	2100	U	Uniform
10:00 p.m.	2200	V	Victor
11:00 p.m.	2300	W	Whisky
12:00 Midnight	2400	X	X-Ray
		Y	Yankee
		Z	Zulu

Attachment 3



## TYING A NECKTIE

### Single Windsor

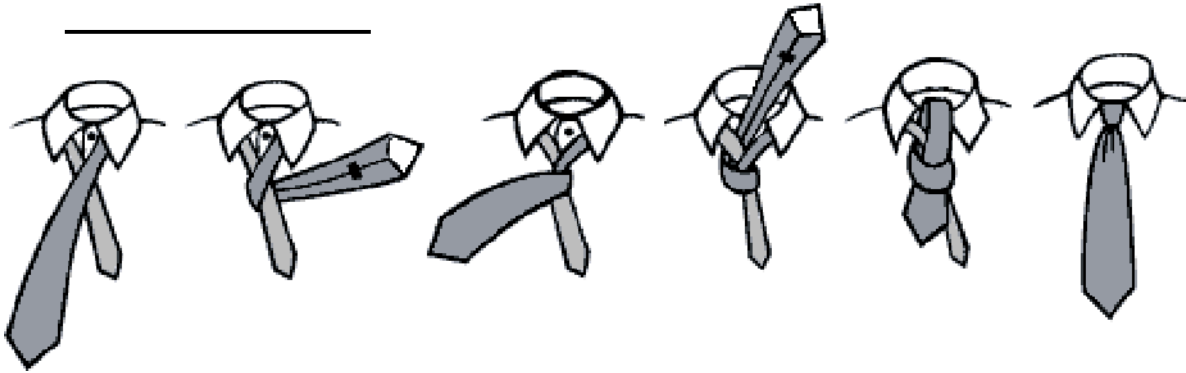


1. Begin with the wide end on your right and extending about a foot below the narrow end of your tie. (Pictures are mirror images, in other words images are what you would see if you were looking in a mirror.)
2. Bring the wide end of the tie over the narrow (right side to left side).
3. Bring the wide end back underneath (left side to right side).
4. Bring the wide end of the tie through the middle of the loop (right side to left side).
5. Bring the wide end around the front (left side to right side).
6. Bring the wide end of the tie through the back of the loop (right side to center).
7. Hold the front of the knot loose with your index finger; pass the wide end down through loop (created in step 5) in the front.
8. Remove your finger and tighten the knot.
9. Hold the narrow end of the tie and slide the knot up to the collar.

Attachment 4

## TYING A NECKTIE

## Four-in-Hand Knot



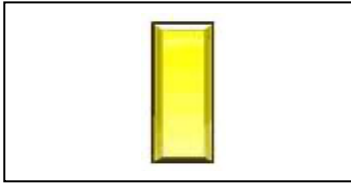
1. Begin with the wide end on your right and extending about a foot below the narrow end of your tie. (Pictures are mirror images, in other words images are what you would see if you were looking in a mirror.)
2. Bring the wide end of the tie over the narrow (right side to left side).
3. Bring the wide end underneath the narrow end (left side to right side).
4. Bring the wide end of the tie over the narrow again (right side to left side).
5. Bring the wide end of the tie through the back of the loop (left side to center).
6. Hold the front of the knot loose with your index finger; pass the wide end down through the loop (created in step 4) in front.
7. Remove your finger and tighten the knot.
8. Hold the narrow end of the tie and slide the knot up to the collar.

Attachment 4

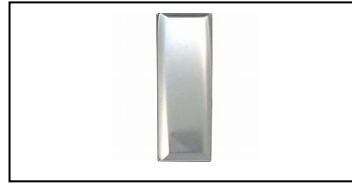
## **AIR FORCE ACTIVE DUTY RANK (OFFICER)**

Gold Bar

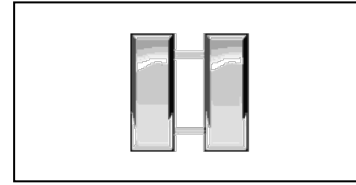
Silver Bar



Second Lieutenant  
2Lt 0-1



First Lieutenant  
1<sup>st</sup> Lt 0-2



Captain  
Capt 0-3

Gold Leaf



Major  
Maj 0-4

Silver Leaf



Lieutenant Colonel  
Lt Col 0-5



Colonel  
Col 0-6



Brigadier General  
Brig Gen 0-7



Major General  
Maj Gen 0-8



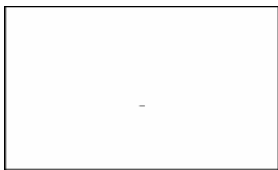
Lieutenant General  
Lt Gen 0-9



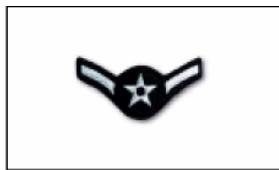
General  
Gen 0-10

Attachment 5

## AIR FORCE ACTIVE DUTY RANK (ENLISTED)



Airman Basic  
AB E-1



Airman  
Amn E-2



Airman First Class  
A1C E-3



Senior Airman  
SrA E-4



Staff Sergeant  
SSgt E-5



Technical Sergeant  
TSgt E-6



Master Sergeant  
MSgt E-7



Senior Master Sergeant  
SMSgt E-8



Chief Master Sergeant  
CMSgt E-9

### **SPECIAL ENLISTED POSITIONS**



First Sergeant  
1SGT E-8



Command Chief  
Master Sergeant  
CCM E-9



Chief Master Sergeant  
of the Air Force  
CMSAF E-9

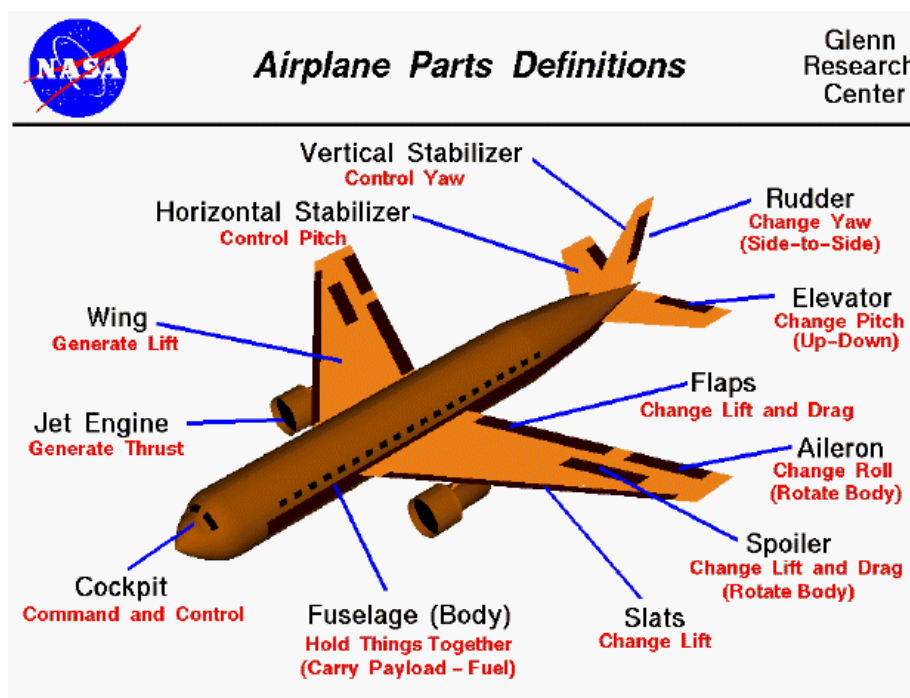
\*NOTE: A first sergeant is a position that may be held by a Master Sergeant, Senior Master Sergeant or Chief Master Sergeant. They are identified with a diamond on their insignia.

Attachment 5

### **ADDITIONAL CADET REQUIRED KNOWLEDGE**

1. The purpose of the AFJROTC Program is to **develop citizens of character, dedicated to service the nation and community.**
2. The Air Force Core Values are: Integrity First, Service Before Self and Excellence in All We Do.
3. The Cadet Honor Code is: "We will not lie, steal or cheat, nor tolerate those among us who do."
4. The Senior Aerospace Science Instructor is Major Dale M. Lightfoot.
5. The Aerospace Science Instructors are CMSgt Robert D. Nation and MSgt Douglas E. Holland.

6. The foremost airpower visionary was Billy Mitchell. He predicted the Japanese attack on Pearl Harbor, proved aircraft could sink ships, predicted aircraft would break the sound barrier, predicted transoceanic travel and predicted use of time to measure distance.
7. Jimmy Doolittle was a true legend of air power who pioneered instrument flying and launched bombers from the deck of an aircraft carrier in the early days of World War II to bomb Japan.
8. The Air Force Birthday is September 18, 1947.
9. General Carl Spaatz was the first Air Force Chief of Staff.
10. The Honorable Stewart Symington was the first Secretary of the Air Force.
11. The Air Forces' three combat airpower roles are: Air Superiority, Interdiction and Close Air Support.
12. Besides combat operations the Air Force also conducts Humanitarian Airlift. (OPERATION VITTLES in Berlin)
13. The four instruments of national power are Political, Economic, Information and Military.
14. The Tuskegee Airmen were African-American fighter pilots who flew in World War II; did not lose a single escort plane.
15. The first powered heavier than air flight was made by Orville Wright on December 17, 1903.
16. The first man in space was Yuri Gagarin from the Soviet Union.
17. The first American in space was Alan Shepard.
18. The first American to orbit the Earth was John Glenn.
19. The first man to set foot on the Moon was Neil Armstrong.
20. The first man to fly supersonic was Captain Chuck Yeager in the Bell X-1.
21. The father of the Air Force is General Henry (Hap) Arnold.
22. The First African-American general was General Benjamin O. Davis, Jr.
23. The first African-American 4-star general was General Daniel (Chappy) James.
24. Aircraft parts as depicted below (to include what each part does):



Attachment 6

### Community Service Log

Cadet's Name \_\_\_\_\_

Date	Time/Service Description	Location/Phone Number	Confirmation Signature
------	--------------------------	-----------------------	------------------------



1. Fall in \_\_\_\_
2. Open ranks march \_\_\_\_
3. Ready front \_\_\_\_
4. Close ranks march \_\_\_\_
5. Present arms \_\_\_\_
6. Order arms \_\_\_\_
7. Parade rest \_\_\_\_
8. Attention \_\_\_\_
9. Left Face \_\_\_\_
10. About face \_\_\_\_
11. Forward march \_\_\_\_
12. Right flank march \_\_\_\_
13. Left flank march \_\_\_\_
14. Column right march \_\_\_\_
15. Forward march \_\_\_\_
16. To the rear march \_\_\_\_
17. To the rear march \_\_\_\_
18. Column right march \_\_\_\_
19. Forward march \_\_\_\_
20. Eyes right \_\_\_\_
21. Ready front \_\_\_\_
22. Column right march \_\_\_\_

23. Forward march \_\_\_\_
24. Change step march \_\_\_\_
25. Column right march \_\_\_\_
26. Forward march \_\_\_\_
27. Flight halt \_\_\_\_
28. Left Face \_\_\_\_
29. Right step march \_\_\_\_
30. Flight halt \_\_\_\_

Attachment 8

**TN-20021 AIR FORCE JROTC STUDENT CONTRACT  
(SY 2021-2022)**

**APPLICATION AND AGREEMENT FOR:**

\_\_\_\_\_  
(Print Last Name, First Name, Middle Initial)

\_\_\_\_\_  
(Date)

1. **I am voluntarily taking this AF JROTC class and want to be in this program** \_\_\_\_\_
2. **UNDERSTANDING:** Belonging to the cadet corps is a privilege, not a right. The Springfield High School AFJROTC Instructors reserve the right to remove you from the program if you are not meeting the minimum standards spelled out in this contract. \_\_\_\_\_
3. **OBLIGATIONS AND CONSIDERATIONS:** Participation in AFJROTC does **NOT** commit or obligate any student to military service. However, a cadet who completes two or three years of AFJROTC may qualify for advanced rank upon enlistment in the US Armed Forces. Also, students who complete two years of AFJROTC and are enrolled in their senior year are eligible to compete for college ROTC scholarships. \_\_\_\_\_
4. **APPLICATION:** I hereby apply for enrollment in the TN-20021 AFJROTC Program. \_\_\_\_\_
5. **AGREEMENT: (Aerospace Science Instructors)** Upon acceptance of this application and the fulfillment of the conditions on the part of the cadet, the Senior Aerospace Science instructor (SASI) and the Aerospace Science Instructor (ASI) agree to: (1) Instruct the students about the aerospace age. (2) Help develop informed citizens. (3) Strengthen and develop character. (4) Help students understand their roles in a democratic society. (5) Familiarize the students with the U. S. Air Force and scholarship and career opportunities for qualified graduates. \_\_\_\_\_
6. **AGREEMENT: (Cadet)** To maintain the high standards of courtesy, personal conduct, and appearance required by the USAF and TN-20021 as a cadet, I understand and agree to:
  - A. Meet the standards of behavior, attitude, and courtesy established and taught by the instructors. Dishonesty, failure to follow directions, initiating a fight or suspension from school may result in non-selection for future enrollment in AFJROTC. \_\_\_\_\_
  - B. I will wear the AFJROTC uniform on those occasions prescribed by the SASI. *Uniform Day is normally every Wednesday.* Refusal to wear the blue uniform on designated days will result in a "0", (zero) for the week and possible removal from AFJROTC which may result in an "F" in the course. I understand that if I am absent on Wednesday I must wear the uniform on my next day back to school. I also understand that I am expected to wear a physical training (PT) uniform for exercising to include shorts, t-shirt and proper athletic shoes. The ROTC program will provide a PT uniform with the exception of athletic shoes. Refusal to wear the proper PT items will result in a zero, (0) for the week. \_\_\_\_\_
  - C. I will maintain all uniforms in a clean, properly fitted, and repaired manner. I will turn in the complete uniform upon demand. I am responsible for the cost of cleaning and loss, theft, or damage of uniform items. All uniforms and items must be returned at the end of the school year in a plastic laundry bag with paid receipt attached to plastic bag from a professional cleaning company. \_\_\_\_\_
  - D. The replacement cost for issued uniform items will be provided to me is necessary. \_\_\_\_\_

Attachment 9



- E. I will meet and maintain uniform wear and personal grooming standards established by the USAF. I will pay particular attention to **military hair cut standards, facial hair, body piercing, and body jewelry**, as described in the AFJROTC Cadet Guide. Repeated uniform and personal grooming offenses are grounds for immediate removal from the program.
- F. I must maintain an acceptable standard of academic performance in all classes. I will complete all assignments given to me by my instructor. I will be active in classroom work and the leadership / community service activities of AFJROTC. (Cadets should participate in as many extra-curricular activities as possible -- service ribbon credit is earned in this way.) I understand that a final grade of "F" in AFJROTC may result in my not being allowed to re-enroll in AFJROTC. \_\_\_\_\_
- G. I will respond positively to other cadets who have been appointed to leadership positions in the cadet chain of command; this is a cadet led program! Rendering proper military courtesies to instructors and other cadets with senior rank is a necessity. I will express courtesy and respect to administrators, teachers, coaches, and other adults with whom I come into contact. I will conduct myself properly when I am entrusted with a leadership position. \_\_\_\_\_
- H. I will meet the objectives of our program, which are to: (1) encourage a high degree of personal honor, self-reliance, and leadership, (2) promote patriotism, (3) develop habits of orderliness and precision, (4) develop a respect for authority, and (5) develop the ability to perform basic military skills associated with drill. \_\_\_\_\_
- I. I will strive to develop self-discipline and accept personal responsibility for my actions. I will take proper care of textbook materials provided by the USAF and return them when requested to do so. I will make payment to the AFJROTC office for any books damaged or lost. \_\_\_\_\_
- J. I understand that the Cadet Guide will provide me with the requirements and information needed to ensure my success in the AFJROTC program. \_\_\_\_\_

7. **STUDENT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

8. **PARENTAL / GUARDIAN APPROVAL:** I hereby give my permission for my daughter/son to enroll in the AFJROTC Program and will encourage her/his participation. My child has read this contract, with particular attention to Paragraph 6, and understands the requirements of this program. I understand there is NO commitment for military service associated with participation in AFJROTC. I will help my daughter/son maintain the high standards expected of an AFJROTC cadet in TN-20021.

9. **PRINTED NAME OF PARENT/GUARDIAN** \_\_\_\_\_

10. **PARENT PHONE #** \_\_\_\_\_

11. **PARENT'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

12. **SASI /ASI SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

## WINGS INFORMATION SHEET

NAME: \_\_\_\_\_ (Last Name, First Name, MI)

Birth date: \_\_\_\_\_ (Ex. April 1<sup>st</sup>, 1995)

Gender: \_\_\_\_\_ (Male, Female, Non-Binary)

Race/Ethnicity: \_\_\_\_\_ (White, Latino, Hispanic, Black  
or African-American, etc.)

School: \_\_\_\_\_

Grade: \_\_\_\_\_

1<sup>st</sup> Year in JROTC ? Y/N: \_\_\_\_\_

## Attachment 7-1

**Added.** Hands in pockets are allowed while standing or walking and beverage consumption as indicated while walking.



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



SHOULDER TAB  
METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



UNMANNED AIRCRAFT  
BADGE

**Cadets may only wear one of these badges on their uniform**



AWARENESS  
PRESENTATION  
TEAM BADGE

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



AEF BADGE

**Badges/Insignia not listed here are unauthorized for wear.**

## AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

### Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship  
Shield

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

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

**Marksmanship badges will not be worn with medals.**

**Badges/Insignia not listed here are unauthorized for wear.**

## AIR FORCE JROTC RANK INSIGNIA

### CADET OFFICER RANK



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

### CADET ENLISTED RANK



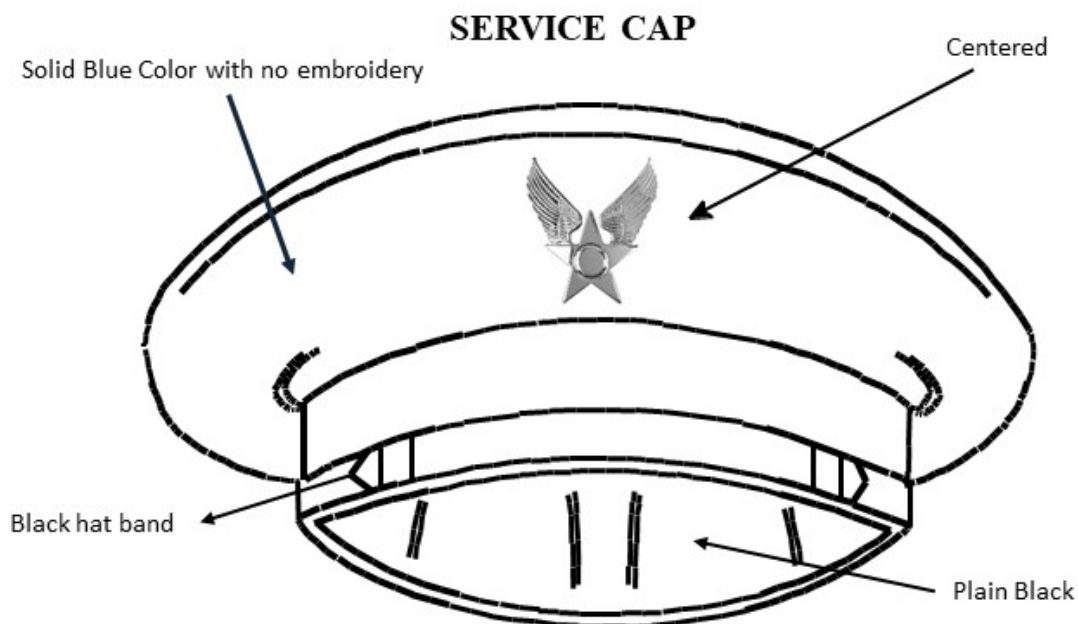
For SFJROTC Spec 1 Spec 2 Spec 3 Sgt



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

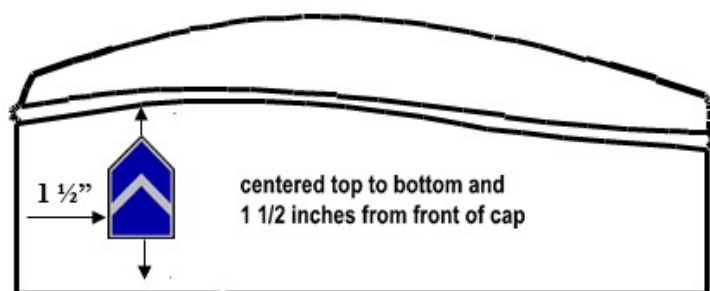
Rank insignia not listed here is unauthorized.  
The First Sergeant device is not authorized.

## CADET MALE HEADGEAR



Service Cap – Solid dark Air Force blue color only. 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.

## CADET FEMALE HEADGEAR

### SERVICE CAP

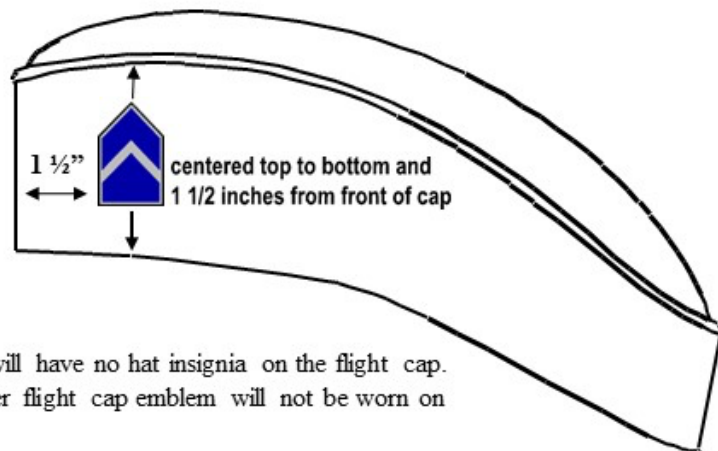
Solid Blue Color with no embroidery

Centered



Service Cap - Solid dark Air Force blue color only. 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.



## CADET BERET HEADGEAR

### BERET



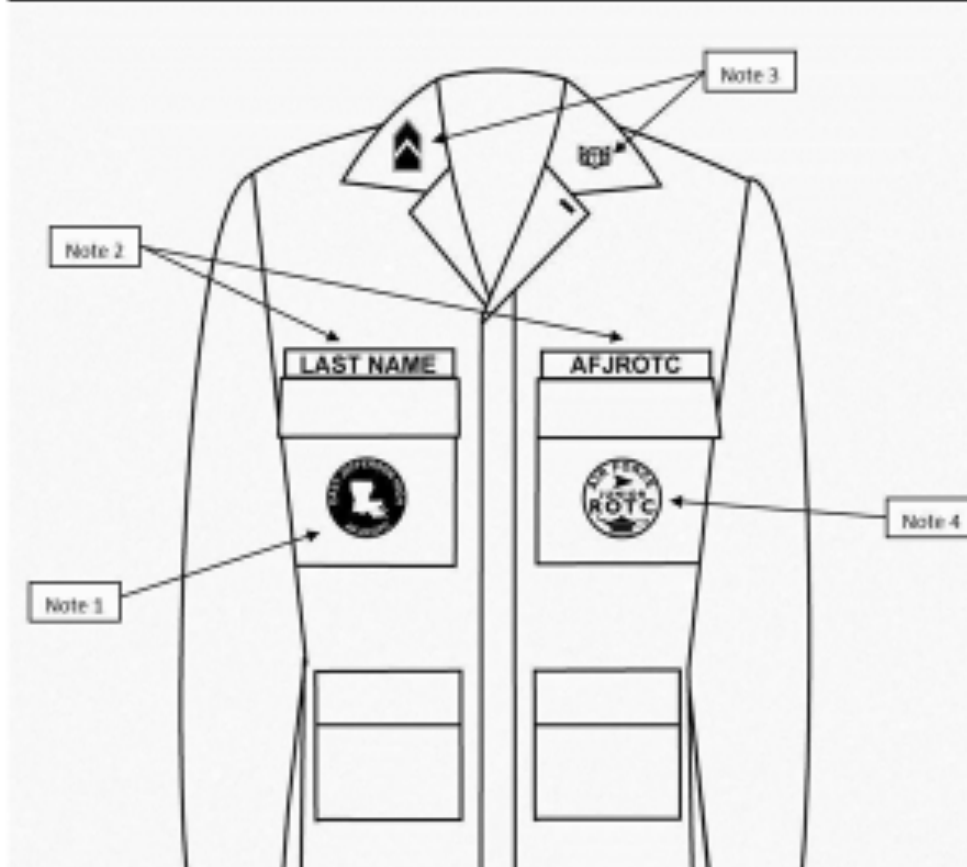
Berets.

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



## Attachment 7-6a

### CADET ABU Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered.
2. Last Name and **AFJROTC or SFJROTC tapes**. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered 1-inch up from the bottom of the collar and parallel to the ground while remaining centered on the collar.
4. **AFJROTC Patch (white, Lamp of Knowledge) or SFJROTC Patch (black, Lamp of Knowledge) - WHITE/BLACK patch only (mandatory)**. Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. ABU sage green boots and Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots. (Black boots will not be worn with ABUs)

## Attachment 7-6b

### CADET OCP Male and Female

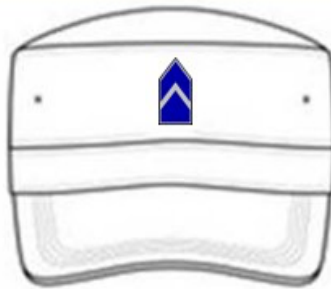


1. T-Shirt. T-Shirt: Desert Sand, Tan or Coyote Brown color.
2. The **American Flag patch (mandatory)** and will be **full color** (cloth), will be placed on right sleeve using Velcro attachment (centered at the top of the Velcro area).
3. Unit patch (optional) **full color**. If worn, will be placed on right sleeve using Velcro attachment (centered in the middle of the Velcro area).
4. Last Name and AFJROTC tapes. Letters are Spice Brown color (mandatory using Velcro attachment).
5. Grade insignia (officer or enlisted) (mandatory). The standard miniature blue/silver AFJROTC rank will be worn.
6. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left shoulder using Velcro attachment (centered in the middle of the Velcro area).
7. **Berets, ascots, and shoulder cords will not be worn with OCPs.**
8. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing OCP boots. (Black boots will not be worn with OCPs)
9. Tan Rigger Belts maybe worn with OCPs.
10. OCPs may be bloused; the trousers will not extend below the third eyelet from the top of the boot.

## CADET ABU and OCP HEADGEAR



Enlisted Cadets will not wear rank on the ABU/OCP cap.



Officers will wear rank insignia on the ABU/OCP cap.

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

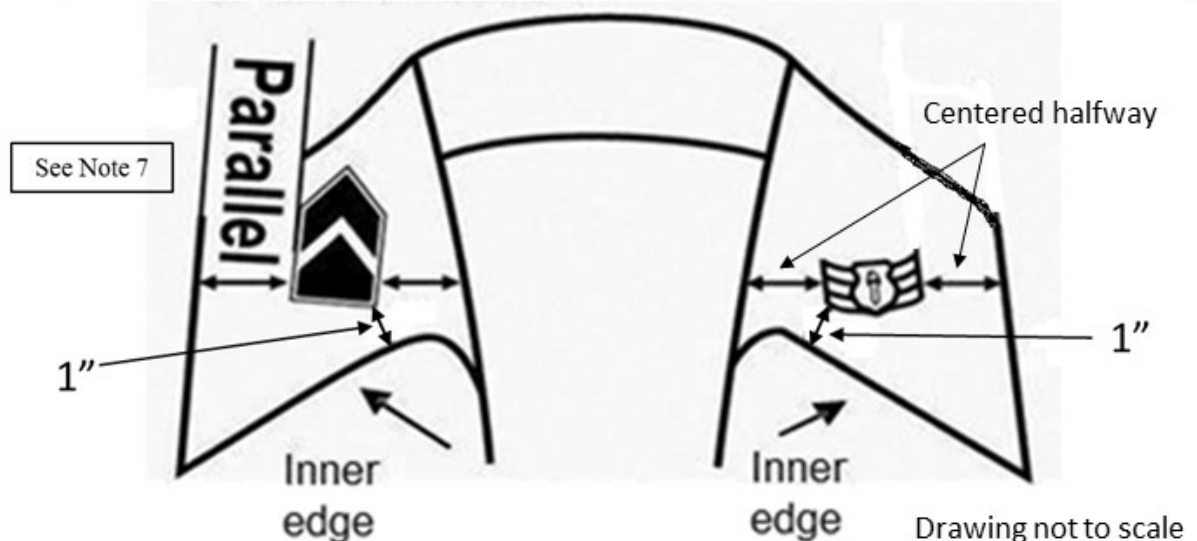
**Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.**

## Attachment 7-8

### CADET LIGHT WEIGHT BLUE JACKET



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

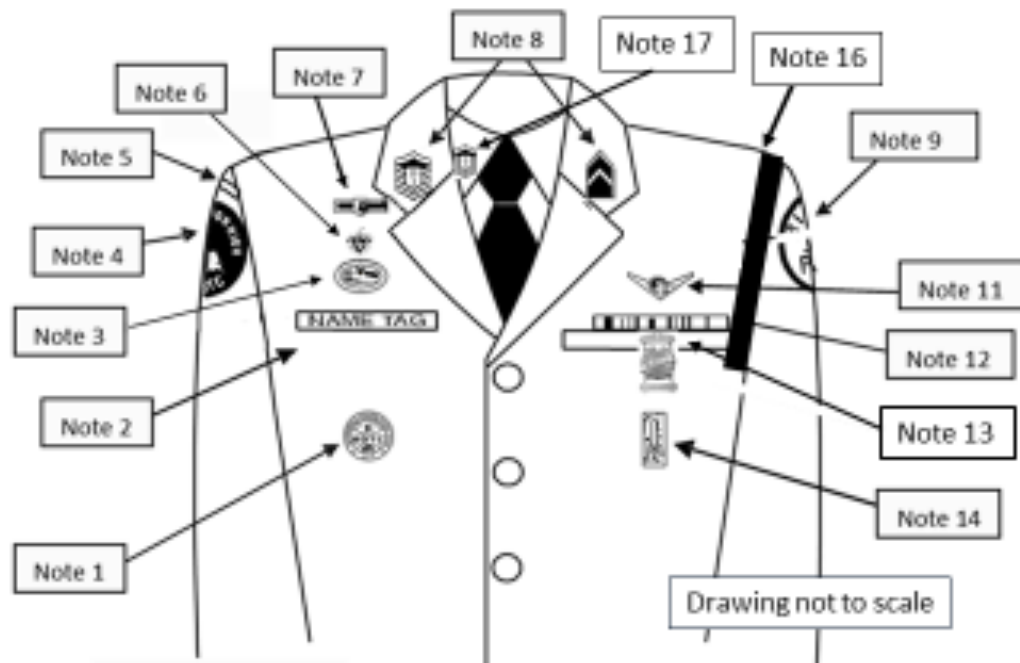


Drawing not to scale

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

## Attachment 7-9

### CADET MALE SERVICE DRESS

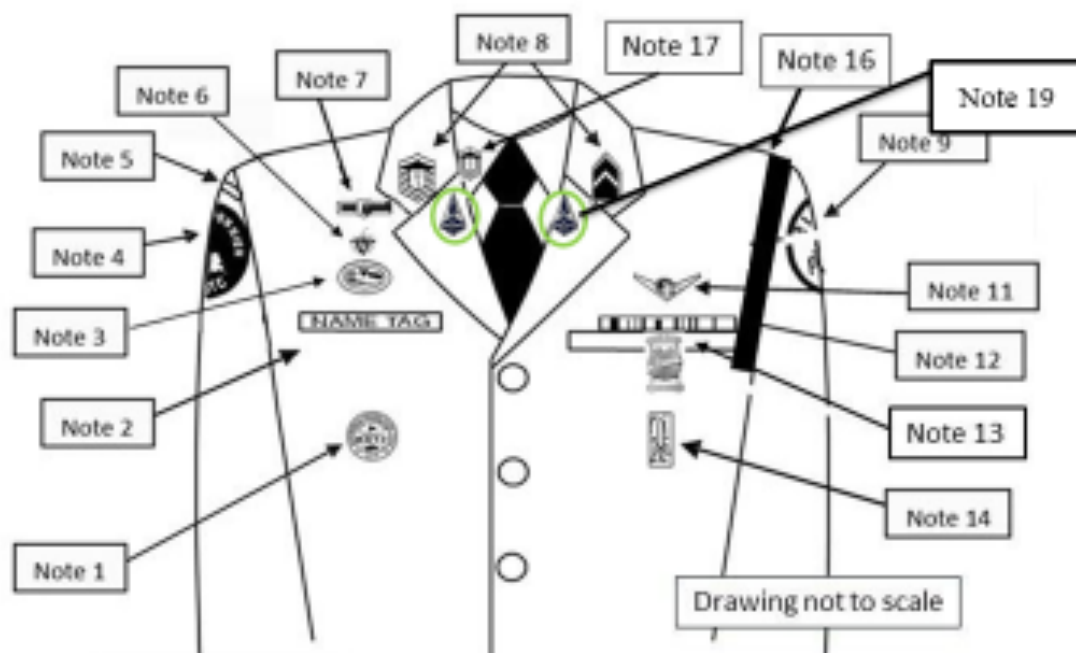


1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place  $\frac{1}{2}$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

Attachment

11

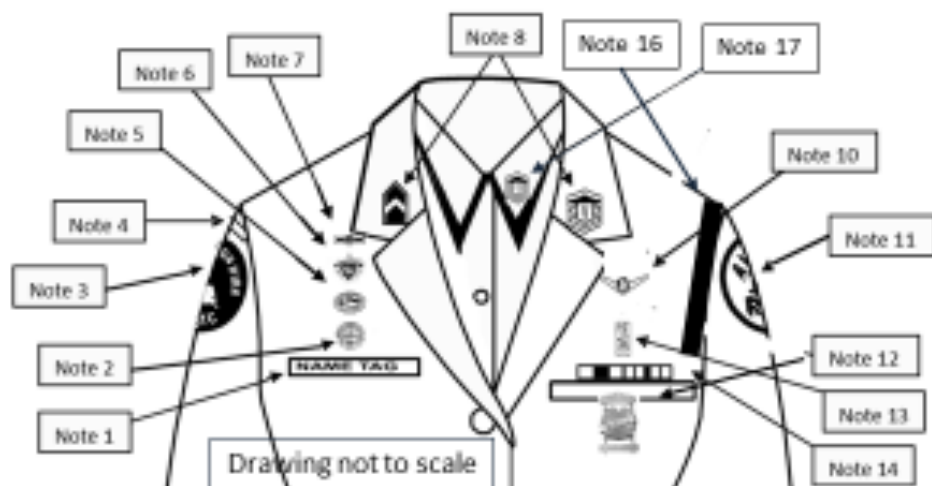
## CADET MALE SERVICE DRESS



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

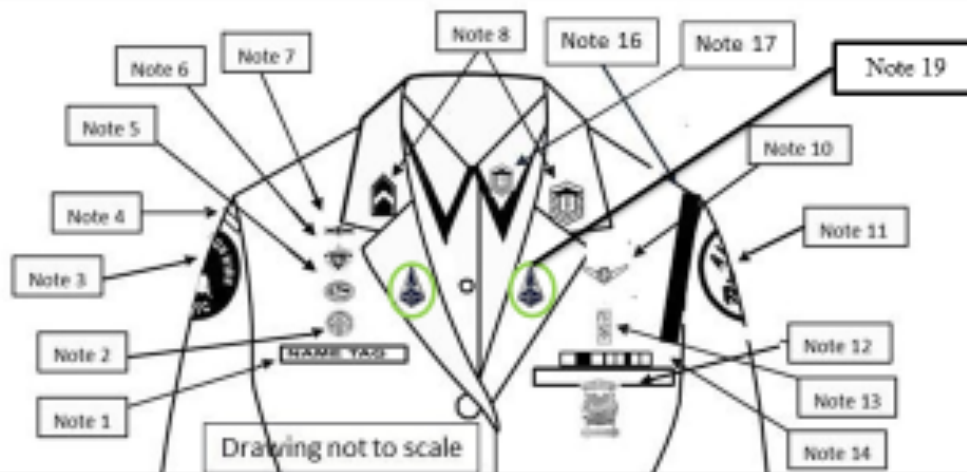


## CADET FEMALE SERVICE DRESS



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

## CADET FEMALE SERVICE DRESS

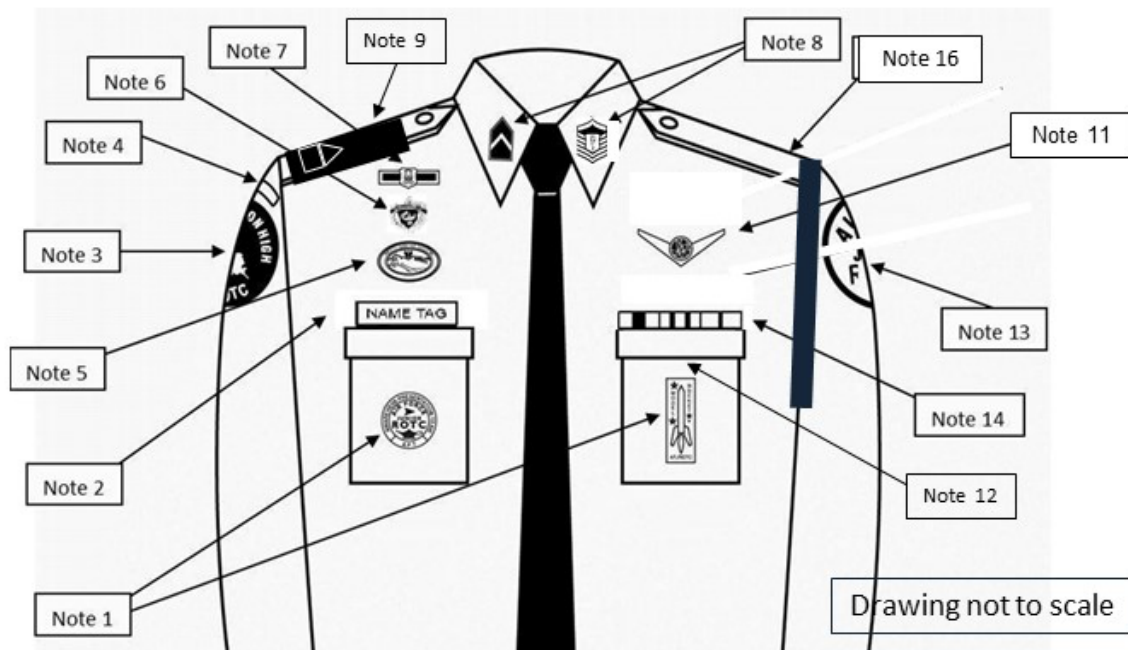


1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center  $\frac{1}{2}$  to 1 inch below shoulder seam.
4. Shoulder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



## Attachment 7-11

### CADET MALE BLUE SHIRT

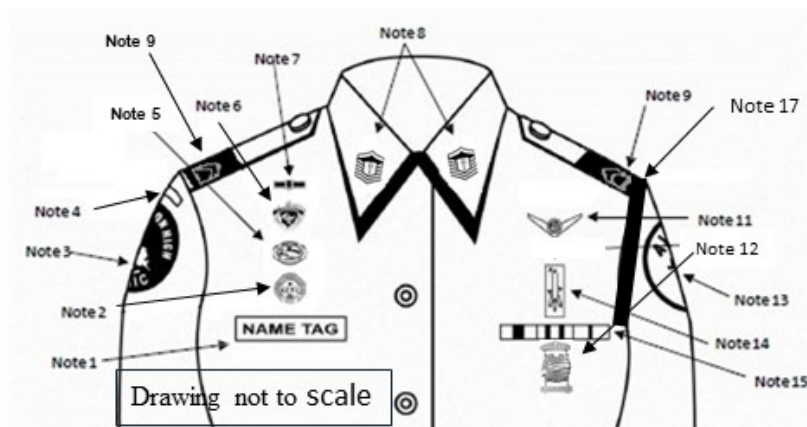


1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered  $\frac{1}{2}$  to 1 inch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

Attachment 11

## Attachment 7-12

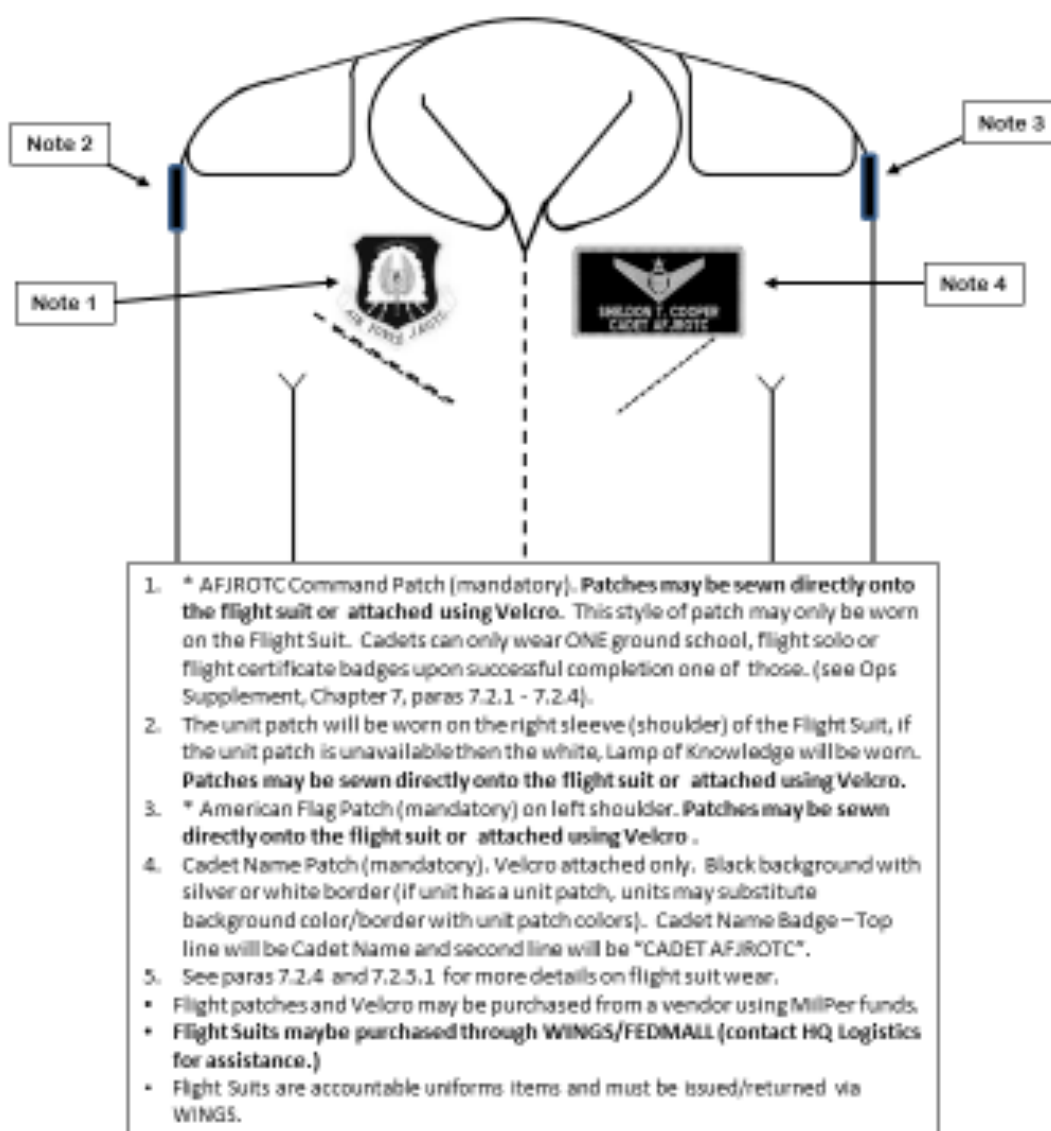
### CADET FEMALE BLUE SHIRT



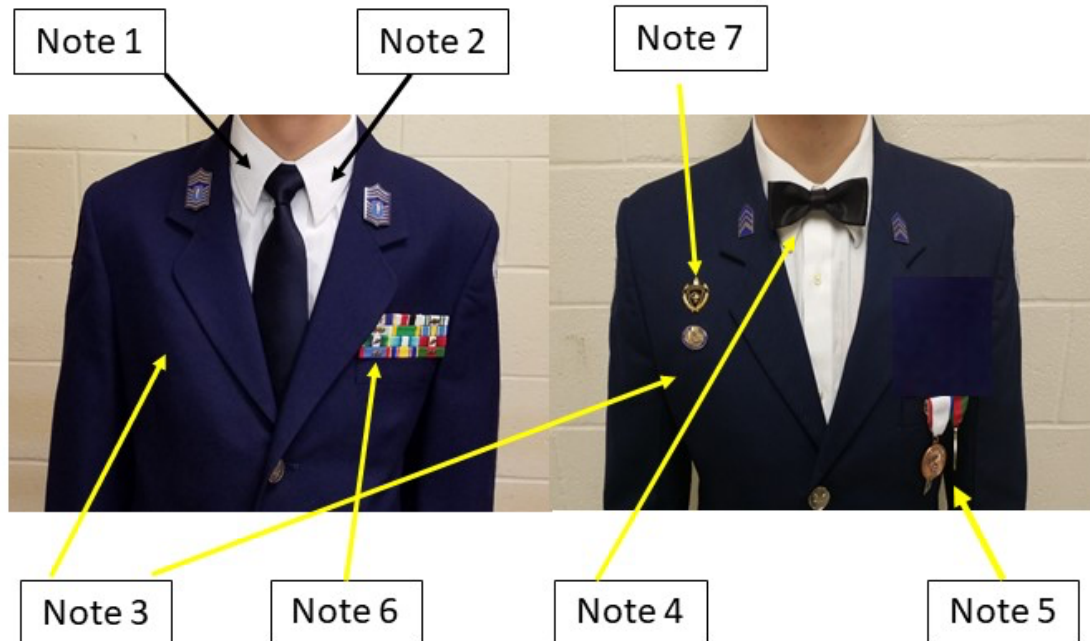
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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

Attachment 11

## FLIGHT SUIT (Male and Female)



## Semi-Formal Dress Uniform



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



## Attachment 7-15

### Sample Exhibition Uniform



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

## Attachment 7-15 (continued)

### Sample Exhibition Uniform

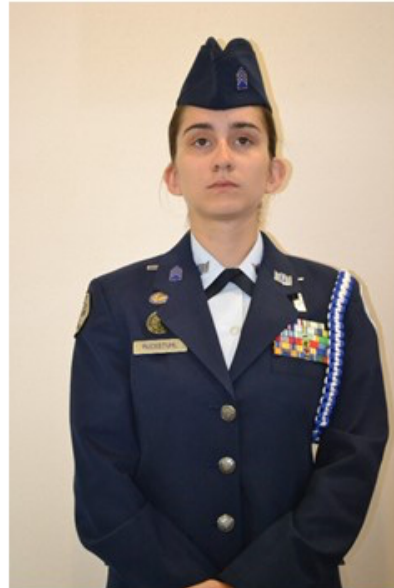
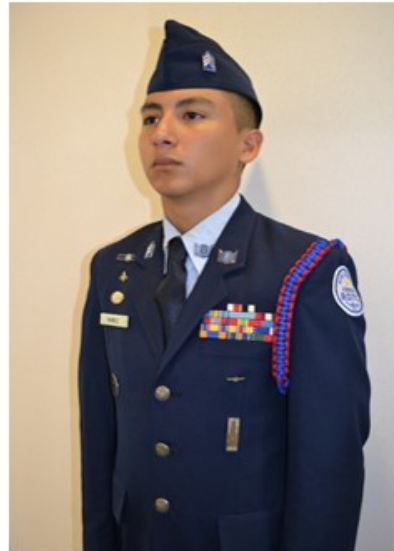


1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's. Service Caps (wheel and bucket hats) will be a **solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized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

Attachment 11

Attachment 7-16

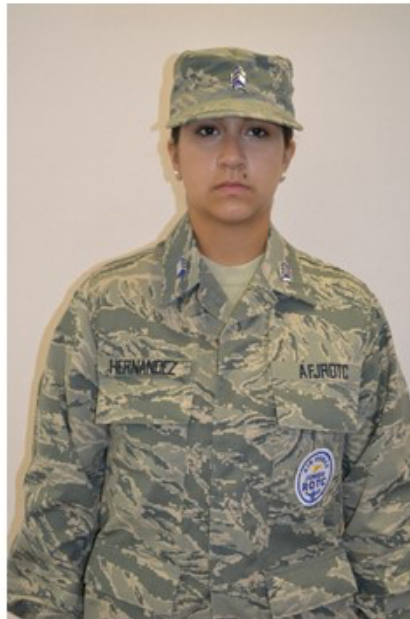
**Sample Uniform Pictures**  
**Cadets will not wear both officer and enlisted rank on their uniforms ... these are sample pictures only**



Attachment 11

Attachment 7-16 (continued)

## Sample Uniform Pictures



Attachment 11



Attachment 7-16 (continued)

**Sample Uniform Pictures**



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL  
Purchased Air Force  
Sweat Shirt and  
Pants



05 August 2022

MEMORANDUM FOR TN-20021 AFJROTC CADETS AND PARENTS

FROM: Senior Aerospace Science Instructor (SASI)

SUBJECT: Hazing and Maltreatment

1. If we are to be a team, a family, we need to treat and train with mutual respect in a professional manner and environment. Springfield High School JROTC faculty and cadet staff are responsible for safeguarding the safety, morale, and welfare of AFJROTC cadets (students), to include providing them with a healthy learning/training environment. Faculty and cadet staff must treat all cadets with dignity and respect at all times—NO exceptions. Abuse and hazing, as defined by this policy memorandum, are wholly inconsistent with these responsibilities and will not be tolerated.

2. Any unauthorized physical or verbal act or omission by a faculty or cadet staff member against another cadet, or student intended to cause, or likely to result in, unlawful physical, emotional, psychological, or financial harm. Examples include, but are not limited to: maltraining, cruelty and maltreatment (verbal and/or physical), hazing, unlawful discrimination, wrongful appropriation, abuse of authority and sexual harassment.

3. Any practice not designed to meet a course training objective is defined as maltraining and will not be allowed. Examples of maltraining include, but are not limited to: using abusive or excessive physical exercise and misapplication of motivational training tools. Other examples include: making a cadet perform degrading or humiliating tasks; assigning remedial training to an entire group based on the deficiencies of an individual or a few individuals; and assigning remedial training that does not fit the deficiency. Training conducted in violation of applicable risk management plans and/or in violation of hydration and work rest cycle standards also constitutes maltraining.

4. I have a zero tolerance policy on assault and sexual harassment. They are not only inappropriate, but can be illegal and will be addressed immediately with school administration and/or law enforcement. This includes causing or engaging in unauthorized and unwanted physical contact with another or improperly depriving another of basic physical necessities. Examples include, but are not limited to: poking, hitting, thumping, pushing, grabbing, physical violence, physical intimidation, assault, rape, sexual assault, forcible sodomy, as well as unauthorized deprivation of medical care, hydration, hygiene, restroom breaks, and recuperation.

5. Verbal Maltreatment of any individual cadet or group of cadets will not be allowed. Verbal maltreatment includes any language that degrades, belittles, demeans, maliciously embarrasses, or slanders an individual or group. This includes any such language that unlawfully discriminates on the basis of the color, national origin, race, religion, age, ethnic group, gender, sexual orientation or physical stature of any individual or group. Examples include, but are not limited to: profanity; depicting, suggesting, insinuating,

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condoning, or encouraging immoral, unethical, illegal, or unprofessional conduct; crude, offensive language in rhymes or prose as memory devices (mnemonics); racially disparaging remarks; training tools that contain profane words, offensive language, or inappropriate sexual or gender references; and any language that establishes a hostile environment, promotes sexual harassment, or engenders disrespect toward a particular race, religion, or gender.

6. Hazing is contradictory to what we build here—an Air Force JROTC “family.” Hazing is defined as any conduct whereby a member, or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Examples of hazing include, but are not limited to: unauthorized psychological games (e.g., “loyalty checks”); initiation rites or rituals that threaten or result in bodily harm to any person (e.g., striking); forced or coerced consumption of alcohol, drugs, or tobacco products; and forced or coerced consumption of excessive or harmful liquids, foods, or any other substances.

7. Violations of any of the above by a cadet may result in administrative disciplinary action or immediate removal from the program without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

*Dale M. Lightfoot*

DALE M. LIGHTFOOT, Maj(ret.), USAF  
Senior Aerospace Science Instructor

## **TN-20021 Reserve Cadet Program**

A Reserve Cadet is a student who has completed a semester or one full year of AFJROTC Academic Program, who's academic schedule does not accommodate their AFJROTC course during their semester schedule, where the cadet cannot participate in the AFJROTC academic program for that particular year.

Students meeting this criterion may be designated a reserve cadet, with SASI concurrence, as a Reserve Cadet. Reserve Cadets sign a cadet contract, adheres to the Cadet Guide and **all** of the uniform requirements and may participate in all AFJROTC LDR activities (community service, drill team, honor guard, etc.).

Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding.

Reserve Cadets may retain their uniform up to one entire academic year. All reservists must adhere to the following disenrollment policy or they will be removed from the program.

**Disenrollment Policy.** A student **will** be **disenrolled** for any of the following reasons:

Failure to maintain acceptable AFJROTC Program standards (disrespect towards instructors or teachers, improper uniform wear, haircut/color, grooming, body jewelry/piercing, tattoos, repeated time in ISS, repeated times sent to RCAP, etc.)

Inaptitude or indifference to training such as poor attitude failure to wear the uniform or follow directions of SASI, ASI, or cadets or higher rank in the cadet organization.

Disciplinary reasons (includes, but not limited to, negative behavior in other classes at school as this is a direct reflection on the AFJROTC program of the United States Air Force).

Undesirable character traits (lying, excessive drama, fighting, bullying, cheating, theft, destruction or defacing property, smoking, drug or alcohol use, or encouraging others to do the same).

Failure to remain enrolled in a Robertson County High School or transferred to an alternative school.

Individual request for release from the program, consistent with current school drop/add policy. All cadets enrolled in AFJROTC will meet minimum uniform wear standards and requirements within 45 calendar days from the start of school, or enrollment of the cadet, or they will be disenrolled.

ALL cadets will wear their uniforms (Blues and PT Gear) in accordance with Air Force Instruction 36-2903, Dress and Appearance when attending events or competitions in uniform.

# Drill Terms

**Alignment** – Dress or Cover

**Cadence** – the uniform step and rhythm in marching that is the number of steps marched per minute; maintaining the cadence or rhythm helps cadets stay in step

**Cover** – individuals aligning themselves directly behind the person in front of them

**Distance** – the space between individuals in formation (approximately 40”) as measured from their chest to the back of the individual in front of them

**Double Time** – the rate of marching 180 steps per minute

**Dress** – alignment of elements side by side or in line maintaining proper interval  
**Element** – the basic formation, the smallest drill unit comprised of at least 3 individuals  
**Flight** – at least two, but not more than four, elements

**Guide** – the individual designated to regulate the direction and rate of march

**In Column** – the arrangement of elements side by side with the guide and element leaders at the head

**In Line** – the arrangement of elements one behind the other with the guide and element leaders to the far right

**Interval** – the space between individuals placed side by side

**Mark Time** – marching in place at a rate of 100 to 120 steps per minute

**Quick Time** – the rate of marching at 100 to 120 steps per minute

**Slow Time** – the rate of marching at 60 steps per minute (used in funeral ceremonies)

**Rest Positions** – parade rest, at ease, rest, fall out

**Drill Commands** – an oral order; most have two parts, preparatory command and command of execution

**Preparatory Command** – explains what the movement will be and mentally prepares the cadet to execute the movement

**Command of Execution** – follows the preparatory command and explains when the movement will be carried out

**Combined Command** – drill commands in which the preparatory command and the command of execution are combined (“Fall in.”, “At ease.”, “Rest.”)

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**Supplementary command** – given when one unit of the element must execute a movement different from the other unit or must execute the same movement at a different time (“Stand fast.”)

**Informational Command** – no Preparatory Command or Command of Execution. (“Prepare for inspection.”)

**General Rules for Commands**

- Give commands from the position of attention
- While marching, the leader must be in step with the flight
- When not facing the flight, give commands over the right shoulder
- Revoke a preparatory command (correct a mistake) by saying “As you were”

**Characteristics of a Command Voice**

- **Loudness** – Volume used in giving commands
- **Projection** – The ability of the voice to reach whatever distance desired without strain
- **Distinctness** – The correct use of the tongue, lips, and teeth to form the separate sounds of a word. (So commands are clear)
- **Inflection** – The change in pitch of the voice. (With inflection commands are not monotone)
- **Snap** – That extra quality in a command that demands immediate response. (Crispness or sharpness)