

MADISON SOUTHERN HIGH SCHOOL

KY 20002



Cadet Guide V11 11 February 2024

FOREWORD

Welcome to the KY-20002 Air Force Junior Reserve Officers Training Group (AFJROTC). This cadet guide is designed to help you learn and maintain the high standards that will prepare you for active participation and leadership within the Group. It tells you what you need to know to be successful not only in AFJROTC at Madison Southern High School but in the challenges that face you after your time here. It stresses the need to develop and maintain habits of orderliness, self-reliance, self-discipline, and PRIDE. This guide pertains to all cadets in the KY-20002 Cadet Group. In order to be successful in this program, you must read this guide multiple times, study its contents, and know not just what the words say, but what they mean!



TABLE OF CONTENTS

Chapter 1 - INTRODUCTION TO AFJROTC	4
Chapter 2 - CADET STANDARDS OF CONDUCT	7
Chapter 3 - CLOTHING AND EQUIPMENT.....	12
Chapter 4 - MILITARY PROTOCOL.....	44
Chapter 5 -CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES....	46
Chapter 6 - CADET LEADERSHIP.....	49
UNIT MANNING DOCUMENT.....	50
JOB DESCRIPTIONS.....	52
APPLICATION FOR A GROUP STAFF POSITION.....	57
Chapter 7 - PROMOTIONS	59
Chapter 8 - CADET STAFF PROCEDURES.....	63
Chapter 9 - AFJROTC AWARDS AND DECORATIONS	64
AIR FORCE JUNIOR ROTC BADGES.....	80
AFJROTC RIBBON CHART.....	82

AFJROTC Cadet Creed

I AM AN AIR FORCE JUNIOR ROTC CADET

***I AM CONNECTED AND FAITHFUL TO EVERY GROUP OF
CADETS WHO SERVE THEIR COMMUNITY AND NATION
WITH PATRIOTISM.***

***I EARN RESPECT WHEN I UPHOLD THE CORE VALUES OF
INTEGRITY FIRST, SERVICE BEFORE SELF, AND
EXCELLENCE IN ALL THAT WE DO.***

***I WILL ALWAYS CONDUCT MYSELF TO BRING CREDIT TO
MY FAMILY, SCHOOL, GROUP 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 RESPONSIBLE 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
AND I WILL NOT FAIL!!***

The U.S. 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 helluva roar!
We live in fame or go down in flames. Hey!
Nothing'll stop the U.S. Air Force!

(Verse II)

Brilliant minds fashioned a crate of thunder,
Sent it high into the blue;
Valiant hands blasted the world asunder;
How they lived God only knew!
Boundless souls dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before and bombers galore. Hey!
Nothing'll stop the U.S. Air Force!

(Verse III)

Here's a toast to the host
Of those who love the vastness of the sky,
To a friend we send a message of the brave who serve on high.
We drink to those who gave their all of old,
Then down we roar to score the rainbow's pot of gold.
A toast to the host of those we boast, the U.S. Air Force!

(Verse IV)

Off we go into the wild sky yonder,

Keep the wings level and true;
If you'd live to be a grey-haired wonder
Keep the nose out of the blue!
Fly to fight, guarding the nation's border,
We'll be there, followed by more!
In echelon we carry on.
Oh, nothing'll stop the U.S. Air Force!

Chapter 1

INTRODUCTION TO AIR FORCE JUNIOR ROTC

1.1. Mission. The mission of the Air Force Junior Reserve Officers Training Group (AFJROTC) is to "Develop citizens of character dedicated to serving their nation and community."

1.2. Goal. The goal of the AFJROTC program is to instill in students the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

1.3. Objectives. The objectives of the AFJROTC program include helping cadets develop:

- A high degree of personal honor, self-reliance, and leadership.
- Patriotism and an understanding of their personal obligation to contribute to their nation.
- Habits of orderliness and precision.
- An interest in excelling in high school and pursuing higher educational goals or skills.
- A broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
- Basic military skills (Drill and Ceremony).
- Knowledge of and appreciation for the traditions of the Air Force.
- An understanding of the Air Force and other military branches as possible career paths.
- **Core Values:** The Air Force Core Values are: Integrity First; Service Before Self; and Excellence In All We Do.
- **CADET HONOR CODE:** All members of the AFJROTC program are expected to uphold the values of **Integrity, Respect, and Responsibility**. These values embody the standards of conduct for students, leadership, and instructors, as members of the AFJROTC Community. These values are defined as:
 - Responsibility: Accepting ownership for one's conduct in the classroom, in the field, on social media, or anywhere else where a cadet represents the MSHS AFJROTC program.
 - Cadets do not lie, cheat, or steal. This includes plagiarism (copying someone else's work and claiming it as your own.) **WE DO NOT TOLERATE ANYONE ELSE WHO DOES!!**
 - Bullying, (including social media posts) hazing, or any other behavior by a cadet that belittles, or threatens the physical, mental, or emotional well-being of another cadet **WILL NOT BE**

TOLERATED!! Cadets are expected to solve their differences in a professional manner. If this cannot be achieved, use your chain of command, or see your instructor(s).

1.4. Curriculum. The Aerospace Science (AS) course introduces the historical, scientific, and technical aspects of air and space. Leadership Education (LE) provides information and experiences to develop good citizens. A good citizen is self-disciplined, **accepts responsibility for his/her actions**, has excellent communication skills, and is a cheerful and willing team member. LE also includes: wearing the Air Force uniform, the proper use of Air Force customs and courtesies, participating in drill and ceremonies, giving and receiving instructions, and acting as leaders and members of the KY-20002 Cadet Group.

You DO NOT incur a service obligation by participating in Air Force Junior ROTC! (This means you are NOT enlisting in the United States Armed Forces by taking this class!!)

1.5 Eligibility. To be eligible for participation in the Madison Southern High School (MSHS) AFJROTC Program, a student must be:

- a. Enrolled in and currently attending MSHS. Cadets who leave MSHS are expected to return all issued equipment dry cleaned and ready for re-issue before a final grade will be posted.
- b. Selected by the SASI/ASI in coordination with the Principal to ensure enrolled students meet acceptable standards. AFJROTC is an elective.
- c. Capable of participating in the complete AFJROTC curriculum
- d. A citizen of the United States
- e. Physically capable and personally willing to actively participate in AFJROTC physical training. Cadets are considered physically fit if they are qualified for the MSHS regular physical education program.

1.6 Disenrollment. Disenrollment is an action of last resort, to be taken only after all attempted corrective actions have failed. If a student refuses to participate and persists in behaving in a manner that discredits him/herself and the AFJROTC Group (including violations of the [Cadet Honor Code](#)), the student may be dis-enrolled at the discretion of the SASI and with the concurrence of the principal.

1.7 Transfers. Students may transfer from Army, Navy/Marines, or other AFJROTC units with full credit for training already received.

1.8. Certificate of Completion (Form 310). A Certification of Completion is presented to a senior cadet in good standing who has completed at least 3 years of the AFJROTC Program.

a. In order to gain the benefits of completing the AFJROTC Program, a cadet must have this certificate in their possession when enrolling in a college-level ROTC program or when enlisting in the United States Armed Forces, or in a college-level ROTC program.

b. 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 Group will be in pay grade E-2. Advanced enlistment is at the discretion of each military branch. This provides for immediate monetary benefits. 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.

c. With the Certificate of Completion, the cadet may be excused from one year of the General Military Course of the senior AFROTC Program. This privilege must be arranged with the Professor of Aerospace Science when enrolling at the college or university.

Note: To receive the benefits, the Certificate of Completion must be endorsed by and/or accompanied by a letter from the SASI recommending enlistment at a higher grade.

1.9 Certificate of Training. A Certificate of Training is presented to a senior cadet in good standing who completes 2 years of the AFJROTC Program.

- a. With a Certificate of Training, the cadet may be excused from one semester of the General Military Course of the Senior ROTC Program. This privilege must be arranged with the Professor of Aerospace Science at the time of enrollment in the college or university.
- b. At the discretion of the military branch, a cadet is eligible for advanced enlistment to the grade of E-2



Members of the KY 20002 Color Guard Detail present the nations colors before a Varsity Basketball Game.

Chapter 2

CADET STANDARDS OF CONDUCT

2.1. Importance of Standards. AFJROTC enjoys high visibility within the school and the community; we expect our cadets to adhere to higher standards than might normally be found among the student population. What the students and staff of Madison Southern High School think of AFJROTC is a direct reflection of YOUR professionalism. In short, you and your actions and behavior represent not only you but your instructors and your fellow cadets in your AFJROTC family as well.

2.2. Conduct While in Uniform. No other program at MSHS has a uniform that stands out the way the AFJROTC one does. How you carry yourself while in the uniform is a direct reflection of you and your program.

2.2.1. Uniforms will only be worn on a uniform day during school or while traveling to or from, or while participating in official AFJROTC activities.

2.2.2. Cadets will not engage in **any** public display of affection while in uniform while traveling with the program or during any event sponsored by Madison Southern High School AFJROTC.

2.3. Inappropriate Behavior

2.3.1. All cadets are expected to comply with the Madison County Code of Acceptable Behavior and Discipline as described in the Madison Southern High School Student Handbook.

2.3.2. Hazing, defined as the practice of directing someone of lesser rank to perform a humiliating act that entails the surrender of dignity and self-respect or a hazardous act that exposes one to physical danger or bodily harm, is strictly forbidden. Requiring cadets to perform push-ups or any other physical activity as punishment is also forbidden.

2.3.3. Harassment, such as improper or abusive language, and coercion of lower-class cadets for personal gain are strictly forbidden. Misuse of authority will not be condoned or tolerated and may result in removal from a said position of authority and removal from the program.

2.4. Classroom Procedures.

2.4.1. At the beginning of each class, cadets will stand at "parade rest" behind their assigned chair. Parade rest does not include talking. Cadets will not take their seats until instructed to do so by the SASI or ASI. **Cell Phones will not be IN USE OR VISIBLE.**

2.4.2. The Flight Sergeant will check flight attendance and report the result to the Flight Commander. If the Flight Commander is absent, the Flight Sergeant will replace them, and alternates will fill in as needed.

2.4.3. The Flight Commander will call the flight to "attention." Classroom instruction will not begin until all cadets are standing at attention behind their chairs. After

the Flight Commander has reported to the instructor and rendered a proper hand salute, the instructor will say "Be at ease, take your seats" or words to that effect. *Promptness is an objective of the program and all cadets are expected to be at parade rest, behind their chairs before the tardy bell rings.*

2.4.4. In the event the instructor is delayed, the Flight Commander may, at their discretion, seat the flight. Once seated the Flight Commander will give the command "Flight Attention" when the SASI/ASI enters the room. Cadets will then rise and assume the position of attention until told to "take your seats" by the SASI/ASI.

2.4.5. Cadets who enter the class after the tardy bell will delay reporting to class until the SASI/ASI has received the class report. At that time, the tardy cadet will report to the flight commander and request permission to join the class by saying "Sir, Cadet (last name) requests permission to join the class." After receiving permission from the flight commander (or their designated representative) any excuse slip will be given to the instructor at that time.

2.4.6. Each cadet is expected to obey the following rules while in the AFJROTC classroom:

- **Bring a pen/pencil and paper to every class.** Place your backpack on the ground beside your chair or under the table in front of you...
- **Stay awake!** If you are struggling to stay awake, you will stand up at the back of the classroom. You cannot absorb the material being presented if you are asleep.
- Tell the SASI/ASI if you are sick or feeling ill.
- Cell phones will either be placed face down on the table in front of you or your backpack. CELL PHONE USE IS STRICTLY FORBIDDEN DURING CLASS AND MAY RESULT IN THE PHONE BEING TAKEN UNTIL CLASS ENDS.
- Remove your hat before coming indoors and do not put it back on your head until after you are outdoors.

2.5. Military Courtesy. We expect you to learn to say "Yes or No, Sir/Ma'am" to instructors. Cadets will be addressed as "Cadets". Cadets who are senior to you will be addressed as "Cadet/Rank" (ex "Cadet Colonel" or "Cadet Staff Sergeant". This encourages AFJROTC Cadets to learn the rank structure and affords those who have earned a higher rank the honor of being addressed by their earned rank. Make every effort to use the "Cadet Rank designator". Civilians visiting the class are to be addressed as "Mr., Mrs., or Ms. (last name)." Military personnel are to be addressed by their rank or as "Sir/Ma'am."

2.6. Reporting Procedures. Any cadet who has been told to report to the instructor's office will observe the following procedures: Cadets will stop at the door, KNOCK ONCE, stand

at attention, be prepared to report in a military manner and wait for permission to enter. Once the instructor gives permission to enter, the cadet will move to a position directly in front of and one step away from the center of the instructor's desk. They will come to attention, salute, and say "Sir, cadet (last name) reports as ordered." Cadets will hold their salute until the instructor returns it and then remain at attention until told otherwise by the instructor. Once they are dismissed, cadets will take one step back, salute, and say "Will that be all, sir/ma'am?" The instructor should say "That will be all" and return the salute, then the cadet will execute an ABOUT FACE and leave the office.

2.7. Position of Honor. Cadets should always place themselves **to the left** of the senior person when walking with a military person or cadet of higher rank.

2.8 Cadet Responsibilities. Each cadet will agree to abide by the rules and regulations of the MSHS AFJROTC Program and further agrees to accept responsibility for the proper care and maintenance of ALL issued uniform items, textbooks, and any other assigned equipment. Students are expected to sign for all issued items and return the issued items at year's end or BEFORE being released from the program if not at the end of the school year. **Failure to return items on time, clean, and in good order can result in the loss of senior year privileges including the prom, senior trips, and walking during the graduation ceremonies.**

2.9. Flight of the Month and Year.

2.9.1 Flight of the Month

2.9.1.1 The Flight that has the highest score as determined by the Flight of the Month spreadsheet **may** be awarded the Flight of the Month. This award may be affected by decisions made by the SASI and ASI having to do with Flight conduct, additional criteria, (which will be announced by your instructors in advance of any points being added or taken away from a flight scores) work done by a specific flight(s) allowing them to earn extra points (this opportunity will always be made available to ALL FLIGHTS) and other unforeseen situations. Flight commanders will be notified if any of these situations arise and invited to speak with the SASI, ASI, Group CC, and or Vice before a final decision is made. This may delay the awarding of Flight of the Month until all parties have an opportunity to speak with the Command Element and the SASI/ASI have a chance to evaluate all the information received.

2.9.1.2. The Flight which wins Flight of the Month will receive benefits, privileges, or bonuses which will be determined by the start of the school year. These changes will be reflected in this guide.

2.9.2 Flight of the Year

2.9.2.1 The Flight that wins the most monthly awards **may** be awarded the Flight of the Month. This award may be affected by decisions made by the SASI and ASI having to do with Flight conduct, additional criteria, (which will be announced by your instructors in advance of any points being added or taken away from a flight scores) work done by a specific flight(s) allowing them to earn extra points (this opportunity will always be made available to ALL FLIGHTS) and other unforeseen situations. Flight commanders will be notified if any of these situations arise and invited to speak with the SASI, ASI, Group CC, and or Vice before a final decision is made. This may delay the awarding of Flight of the Year until all parties have an opportunity to speak with the Command Element and the SASI/ASI have a chance to evaluate all the information received. This Flight will also be recognized at the Group Annual Awards event and will be awarded the “Outstanding Flight” Ribbon for display on their Blue Uniform Ribbon Rack.

Chapter 3

CLOTHING AND EQUIPMENT

3.1 Protecting Government Property. Protecting government property is each cadet's responsibility. Uniform items, AFJROTC textbooks, computers, plotters, charts, etc., are equipment items loaned to you by the Air Force. Other items of the equipment belong to or are the responsibility of Madison Southern High School. Each item of the uniform and equipment must be accounted for at all times.

3.2. Custody Receipt. You will sign a Custody Receipt form for individual items of uniform and equipment when you receive your uniform. You are then responsible for each item you receive. If you lose an item or willfully or negligently destroy it, you will be required to pay for it. Failure to return items on time, clean, and in good order can result in the loss of senior year privileges including the prom, senior trips, and walking for graduation ceremonies. An example of this form appears at the end of this chapter.

3.3. Responsibilities. Each cadet will receive one complete uniform with all accessories and insignia. You must understand that all issued items must be returned or paid for before the end of the school year unless you have special permission because of summer AFJROTC activities. You are responsible for returning uniforms dry-cleaned, in the appropriate bag, with tickets attached. If you have specific reasons why you are unable to do this, please see the SASI/ASI as soon as possible. Assistance may be available on a case-by-case basis. The certificate of training or course completion certificate will be awarded after you return all uniform items.

3.4. Guidelines. To be responsible for the items that have been placed in your care and to prevent unnecessary expenses, you should follow these guidelines concerning the care of Air Force equipment:

- Each cadet must immediately report any item that is lost, stolen, or damaged to the ASI so that the necessary steps can be undertaken to replace the item.
- Cadets who purchase optional uniform items should maintain them in the same manner as issued items.
- AFJROTC uniforms are to be worn only at prescribed times for AFJROTC activities unless special permission is granted by the SASI/ASI (weddings, funerals, etc. are good examples).

3.4.1 You are responsible for the uniform issued to you. Maintain positive control of your uniform at all times. Please avoid the following situations:

- Leaving uniform items in unlocked lockers or unattended in other places in the school.
- Leaving uniform items in the AFJROTC classroom or supply room!

- Loaning uniform items to other cadets or persons.
- Leaving your uniform in the care of others.

3.4.2. Be alert for uniform or equipment items left or misplaced by another cadet. Turn in such items to the ASI.

3.4.3. Access to the supply room is controlled by logistics personnel and the SASI/ASI. An Entry Access List (EAL) is posted by the door. If you are not on the EAL DO NOT enter unless accompanied by a flight or group logistics officer, or the SASI/ASI. IF YOU ARE NOT ON THE POSTED ACCESS LIST AND ARE FOUND IN THE SUPPLY ROOM, UNESCORTED EXPECT TO RECEIVE APPROPRIATE CONSEQUENCES/PROGRESSIVE DISCIPLINE.

3.4.4 All cadets will be issued uniforms using the form below. Cadets are expected to sign for issued equipment and be responsible for its maintenance and return when so directed by the SASI/ASI, or appropriate class leadership

Logistics Entry-Items Issued (Outgoing)

Cadet _____

Flight _____

Date _____

Item	Size	Alt	Ret	Inventory Tracking Number	Item	Size	Inventory Tracking Number
Shoes					OCP or ABU Blouse*		
Socks					OCP or ABU Pants*		
Hat					Brown or Sage Boots*		
Short Sleeve Blue Shirt					Green Socks		
Long Sleeve Blue Shirt					Coyote or Khaki T-Shirt*		
White T Shirt					Coyote or Khaki Belt*		
Pants					OCP or ABU Hat*		
Dress Coat					Pt Shirt-MSHS Custom		
Tie or Tie Tab					PT Shorts-MSHS Custom		
Belt and Buckle							
Zip-Up Jacket							
Rank							
Number Issued	Metal			Cloth			

*CIRCLE ISSUED ITEM

Cadets Signature

Date Issued

Equipment Issued By

APPROVAL

Instructor Verification: _____ Date: _____

Additional/Corrections Comments:

3.5 Wear of the Air Force ROTC Uniform

3.5.1 Each week, on the designated uniform day (most weeks it will be Tuesday), each cadet will be inspected to make sure that they are wearing the uniform properly and with pride. For this, *Chapter 7 Uniform Awards, Operational Supplement* is the driving instruction. All of the informational diagrams that follow these paragraphs come from *Chapter 7*. It is very important that cadets review and know the elements in this supplement.

3.5.2 As a cadet, you are wearing a uniform that represents our affiliation with the United States Air Force and its long and proud history. This uniform is not a costume. Wear it with pride. You are the latest in a long line of men and women, some of whom have made the ultimate sacrifice of giving their lives in defense of this nation. **Cadets are not to wear partial elements of the uniform. Uniform(s) and uniform items are to be worn on the designated uniform day only. Exceptions to this policy may be granted by the SASI or ASI on a case-by-case basis.**

3.5.3 General Uniform Wear Rules

3.5.3.1 Professional conduct is **the standard** for the members of KY 20002. No less should be expected or tolerated. This is true all of the time but you are much more visible when in uniform. We stand out, both in the positive things we do, and the negative ones. Cadets should be aware that when they are in uniform, they represent the program, their instructor(s), and their fellow cadets.

- a. Cadets **will not** engage in public displays of affection (PDA) (hugging, kissing, etc.) while in uniform. Cadets are also reminded that Madison Southern High School has specific rules in the student handbook (which each cadet has read and signed, signifying they understand the rules) governing this.
- b. Cadets who are corrected by other cadets (especially those senior in rank) will respond in a professional, respectful manner. Failure to do so will be reported up the chain of command and to the SASI/ASI for possible further remedial action.

3.5.3.2 Tuesday of each week is the designated uniform wear day. Exceptions to this will be announced in advance by the SASI or ASI and will be posted in the daily lesson plan. Cadets who are absent on a uniform day with an approved parent note or doctors not shown in Infinite Campus may schedule a make-up day with the SASI or ASI. **Cadets who fail to wear the uniform on the designated day will receive a zero for that day, and a loss of 5 points on the re-grade (starting at 25 points instead of the full 30).** Cadets will need to schedule a make-up day with their instructor.

3.5.3.3 Cadets must wear the uniform **all day**. Exceptions must be approved in advance by the SASI or ASI. Any issue preventing a cadet from wearing the

uniform all day must be communicated to the JROTC instructor in advance (in person or via email). **Cadets who fail to wear the uniform all day will also earn a uniform grade of zero.** Cadets who will miss their AFJROTC class are responsible for ensuring their uniform is inspected before leaving school.

- 3.5.3.4** Cadets may request a uniform inspection before or after school or during lunch. Cadets may remove the service dress coat or their ABU top while in classes or in the lunchroom. However, cadets **WILL NOT** move between classes without their BLUE Service Coat (on a blues day) or their ABU blouse (on ABU day). Cadets observed doing this will be reminded if observed by another cadet, or may lose uniform points if observed by the SASI/ASI.
- 3.5.3.5** If the windchill temperature is 32 degrees Fahrenheit or lower, cadets may wear a civilian jacket over their uniform, winter headgear, and gloves to and from school. Once a Cadet arrives at school these civilian items may not be worn with your uniform. Please place them in your backpack or locker.
- 3.5.3.6** Only wear uniform items issued by the SASI/ASI. Authorized purchased items (other than Corfam shoes) may only be worn after your SASI/ASI gives you written permission.
- 3.5.3.7 Glasses/ sunglasses:** These will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of the head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand-name glasses may be worn with small logos on frames or lenses. The logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored, or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery, and when authorized by a SASI on the advice of a medical official. (Change per Chapter 7)
- 3.5.3.8 Earrings.** Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six 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 a member has multiple holes, only one set of earrings is 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. When not wearing earrings, male and female cadets **are authorized to wear**

transparent piercing spacer(s) in lower earlobes while in uniform.

Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through.

3.5.3.8.1 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, eyeliner); **the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.**

3.5.3.9 Body piercings. Cadets will not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part.

3.5.3.10 Rings. Airmen may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger and may be worn on the thumb. (Change per Chapter 7)

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

3.5.3.11 Articles such as wallets, pencils, pens, watch chains, pins, jewelry, handkerchiefs, cones, and sunglasses must not be worn or carried exposed while wearing the service uniform. Do not place objects on the epaulets of the uniform coats, shirts, or blouses.

3.5.3.12 Watches and bracelets. Cadets May wear conservative wristwatches and medical identification bracelets no more than 1/2 inch wide. Cadets may wear POW/MIA/KIA bracelets, but ankle bracelets and “colored” cause bracelets are prohibited while in uniform. **No rubber or fabric-type bracelets are allowed.** (Change per Chapter 7)

3.5.3.13 Pockets Keep all shirt and trouser pockets buttoned. Do not carry items in your shirt. pockets. Do not put your hands in your uniform pockets. Items in trouser pockets must not

extend outside the pocket or be excessively bulky. Replace missing buttons promptly. See your ASI for replacement buttons.

3.5.3.14 Service Dress Uniform (required items to be worn) Males: Service coat, trousers, blue shirt, tie, headgear, shoes, black socks, and required accessories. Females: Service coat, slacks, blue blouse, tab, headgear, shoes, and required accessories.

3.5.3.15 Care of blue uniform items.

- a. The service dress coat, hat, tie/tab, slacks, and lightweight blue jacket must be dry-cleaned from time to time. **Do not machine wash these uniform items!** AFJROTC KY 20002 will pay for this service. See your SASI/ASI for where to take these items for dry cleaning. This is considered proper care of your uniform. Do not crease the service dress or the blue lightweight jacket. The blue lightweight jacket will be waist length with the zipper worn no lower than halfway between the collar and the waistband. Shirt/Blouse: Machine wash the light blue service uniform shirt and iron it to present a crisp, wrinkle-free appearance.

3.5.3.16 Proper wear of the blue uniform

- a. The only creases on the shirt/blouse will be down the sleeves. You may crease the patches on the sleeves. The short-sleeved shirt/blouse may be worn with or without a necktie/tab. A necktie/tab is always worn with a button collar. Undergarments and Jewelry (necklaces) must not be visible at the neckline.
- b. Tie knots will be either single or double (full) Windsor knots. Ties shall never be tucked inside the shirt. Every Cadet must wear their issued blue tie or tie tab when wearing the service dress uniform. The tip of the tie must cover a portion of the belt buckle and cannot extend below the bottom of the belt buckle.
- c. Trousers/slacks. Male and female. Worn on the waist. The bottom of the slacks will rest on the front of the shoe with a slight break in the crease. The back of the trousers slacks will be approximately $\frac{7}{8}$ inch lower than the front.



- d.** Belt buckle. Highly polished chrome finish. Must not be dirty, smudged, or scratched.



- e.** Belt: Dark blue with a silver tip. Males: The silver tip end of the belt extends beyond the buckle to the wearer's left with no blue fabric showing between the silver tip and the buckle. Excess belt material is cut off behind the buckle once the belt is properly sized. The belt must be worn with trousers. Females: The silver tip end of the belt extends beyond the buckle facing to the wearer's right with no blue fabric showing between the silver tip and the buckle. Female cadets must wear the blue belt when wearing slacks.
- f.** "Gig" Line. Check your "gig" line frequently during the day. Your gig line is formed by the edge of the shirt flap, the belt buckle, and the fly of your trousers or the center of the skirt. These points should always be aligned.
- g.** Undershirt/undergarments - Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. The undershirt will be tucked into the trousers/slacks/skirt. The undershirt must not have pockets.
- h.** Socks - Mandatory. Must be plain black with no design and at least calf-high. No bare legs. Female cadets must wear hose or socks with slacks
- i.** Footwear- Plain black standard-issue shoes (the program issues these. Do not purchase shoes outside of the program) Shoes will be clean.
- j.** Hats/headgear. Will be worn anytime a cadet is outdoors. This includes the student parking lot and the school bus loading/unloading ramp.
- i.** The flight cap is worn slightly to the wearer's right with the vertical crease of the cap in line with the center of the forehead and one inch above the eyebrows.



- k. Rank Insignia - Worn on service coat, lightweight blue jacket, and blue shirt for the rank of Cadet Airman and above. Cadet officers will wear rank insignia on their hat and cloth shoulder boards (not collar rank) on the blue shirt. See page 24 of this guide for specific AFJROTC Ranks.
- l. Name Tag - Ultramarine blue with white letters. The AFJROTC Program will order and purchase your 1st name tag. Lost nametags are the responsibility of the cadet to replace. The blue name tag is only for your shirts. Wear your silver name tag on the service dress jacket. Males: wear the name tag centered over the right breast pocket, resting on, but not over the pocket line. Females: wear the name tag on the right side of the blouse, centered horizontally between the buttons and the arm seam and vertically 1 1/2 inches above to 1 1/2, inches below the first exposed button.
- m. Cadets will wear all authorized ribbons. Replace missing, dirty, torn or frayed ribbons, as soon as possible. See the SASI/ASI for replacement(s). **Ribbons will not be worn with medals.** AFJROTC and Civil Air Patrol (CAP) medals may be worn together on the service dress uniform during the Military Ball and the Awards Banquet. Male cadets: wear the ribbons centered over the left breast pocket, resting on, but not over the pocket line. Female cadets: on the blouse, wear the ribbons centered on the left side, parallel with the ground, with the bottom of the ribbons even with the bottom of the name tag. On the service coat, females will wear the ribbons on the left side centered on, but not over the pocket welt.

3.5.3.17 Proper wear of the Airman Battle Dress (ABU) uniform

- a. With SASI/ASI approval, ABUs may be worn as a Drill Team, Color Guard, and exhibition uniform. Shoulder cords, ascots, and gloves will not be worn with the ABU uniform.
- b. Undershirt/undergarments. Cadets will wear a desert sand (tan), short or long-sleeved t-shirt, turtleneck, or thermal undergarments under the ABU blouse. The undershirt/undergarment must not have pockets and must be tucked

into the pants/trousers. For special team competitions (with SASI/ASI approval), cadets may wear the MSHS PT Shirt without the blouse.

c. Pockets will be secured and items stowed in pockets will not be visible except pens stowed in the pen pocket on the sleeve.

d. Buttons. The top button of the ABU coat will not be fastened; however, all other buttons will be secured at all times.

e. Rank Insignia. Place cadet ranks on the ABU IAW Note 3 on page 27 of this Cadet Handbook (cadet ranks on the ABU image are misleading).

f. Sleeves. Cadets may roll ABU sleeves IAW instructor directions. All cadets will be the same (sleeves up or down) Coordinate with senior staff to determine which.

g. ABU Pants/Trousers

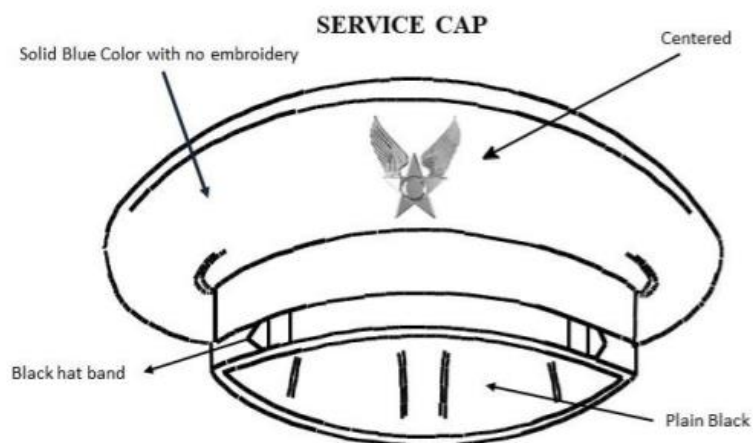
i. Secure ABU pockets and ensure items inside are not visible

ii. Cadets must blouse ABU pants over their boots.

h. Belts. Cadets will wear only the issued sand-colored (tan) belt with ABUs. No other belt is authorized.

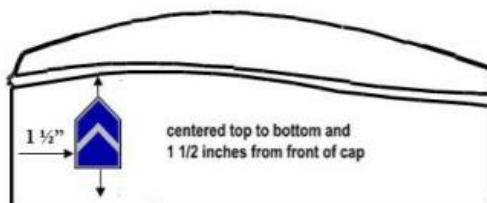
3.5.3.18 Backpacks. Backpacks. Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

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.

Attachment 7-4

CADET FEMALE HEADGEAR

SERVICE CAP

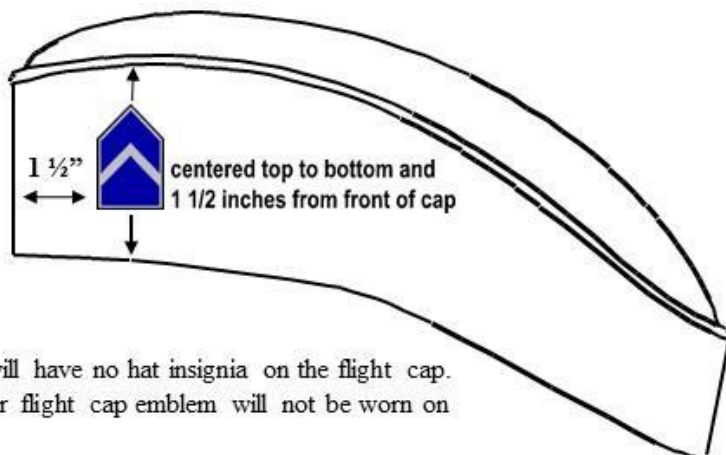
Solid Blue Color with no embroidery

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.

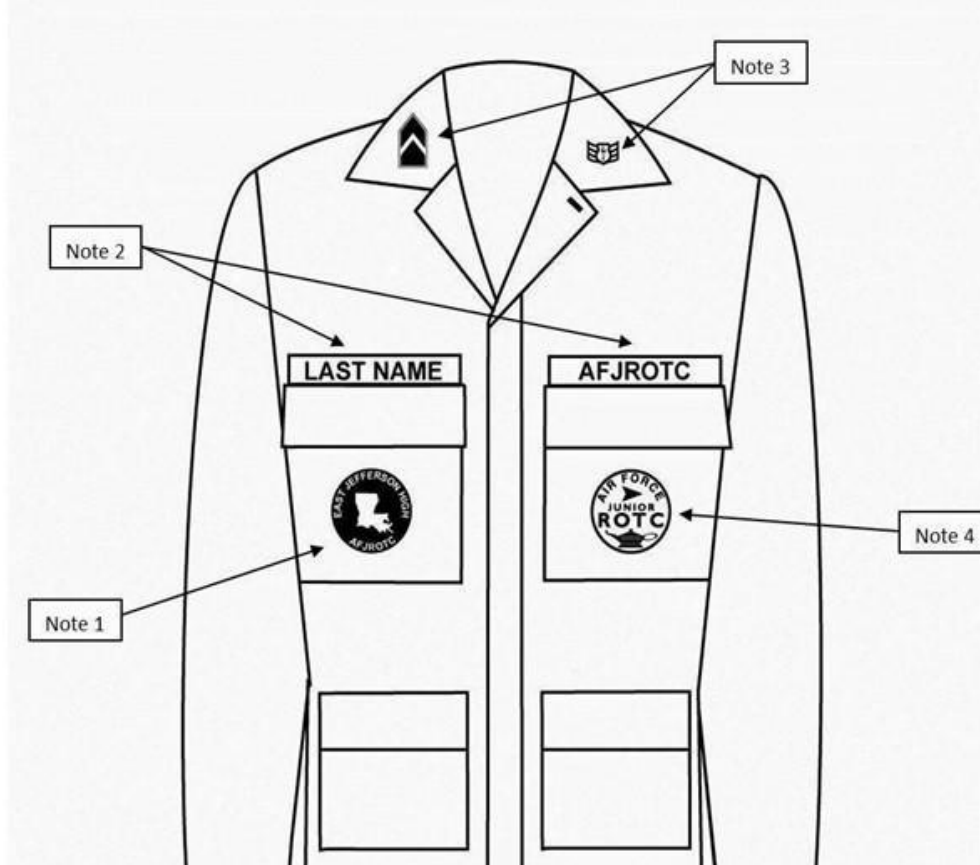
FLIGHT CAP*



- 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.

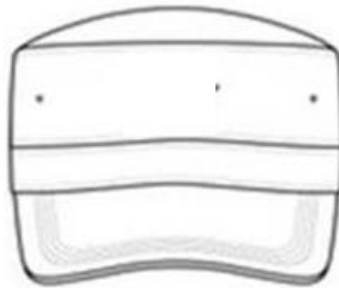
Attachment 7-6

CADET ABU Male and Female



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

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



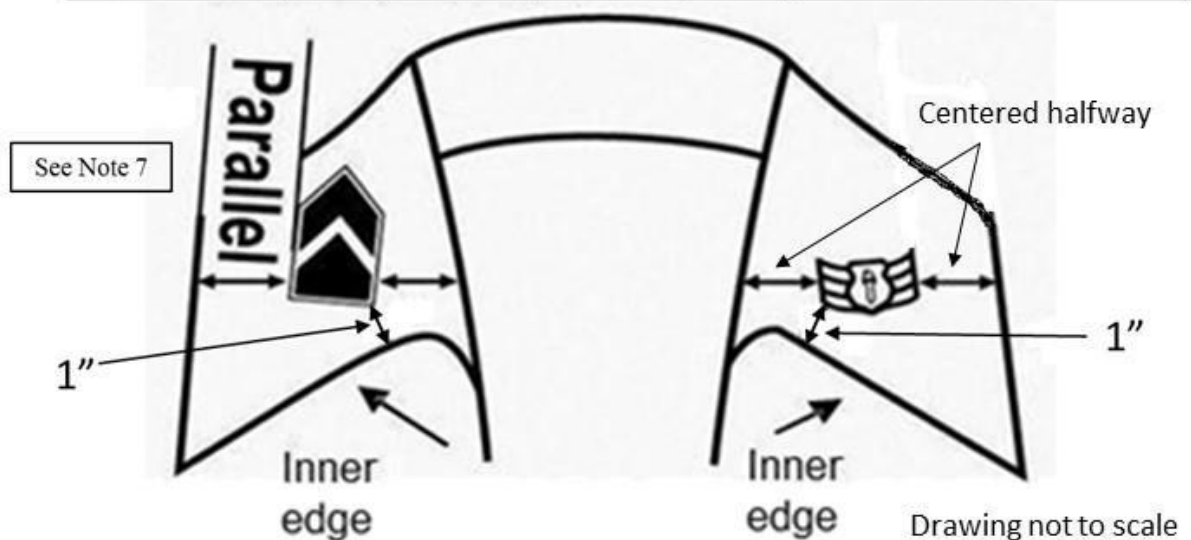
Officers will wear rank insignia on the ABU cap.

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

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

Attachment 7-8

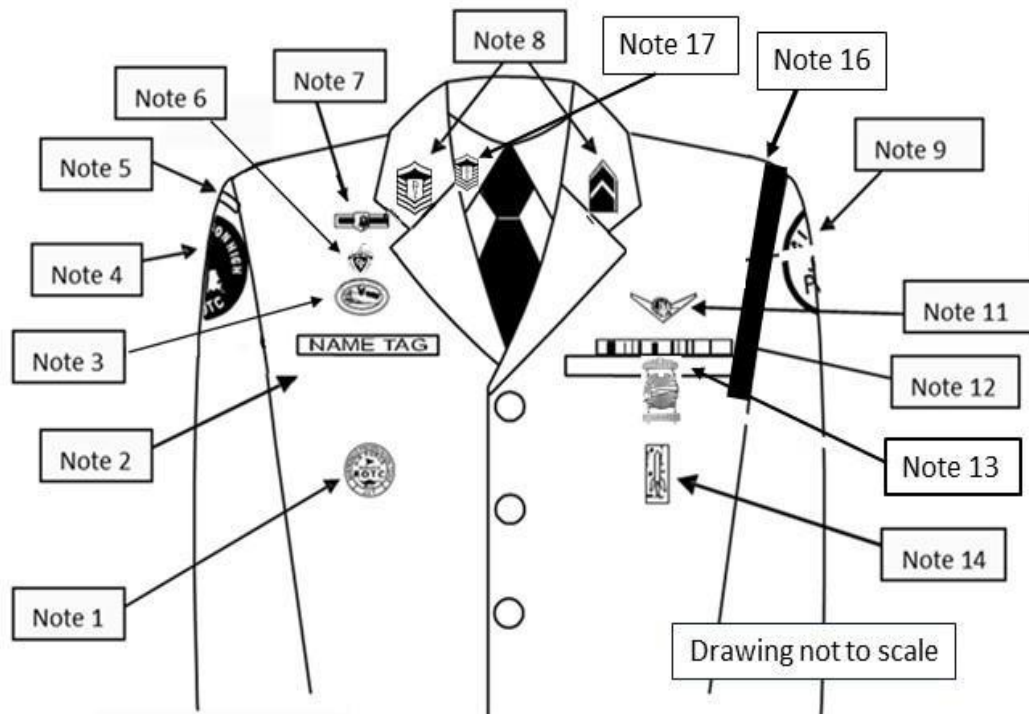
CADET LIGHT WEIGHT BLUE JACKET



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

Attachment 7-9

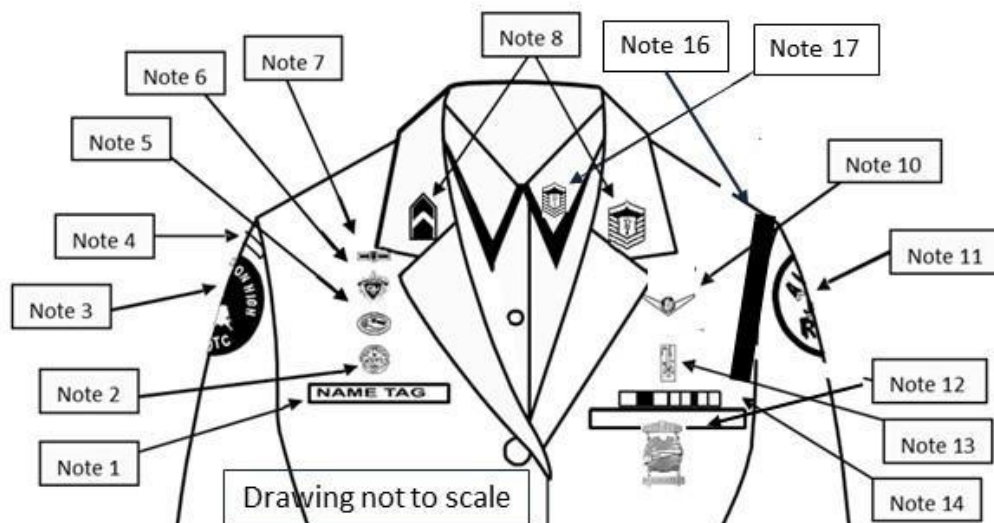
CADET MALE SERVICE DRESS



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 show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge and lastly the CyberPatriot National Finalist Badge. **No more than 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 7-10

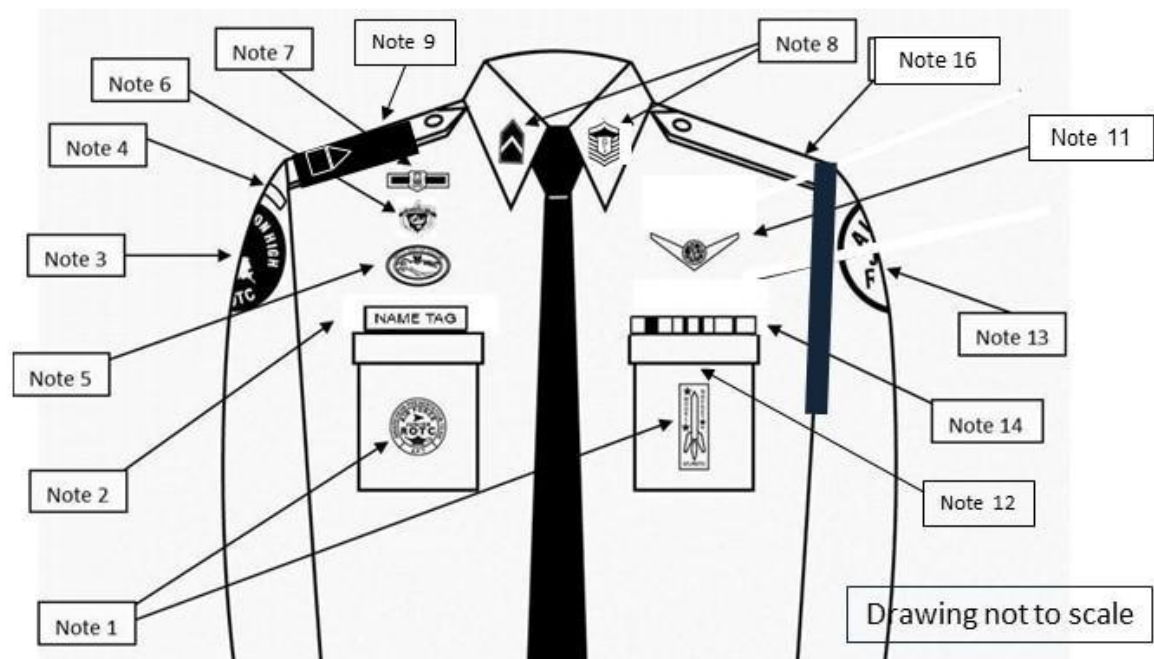
CADET FEMALE SERVICE DRESS



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.**

Attachment 7-11

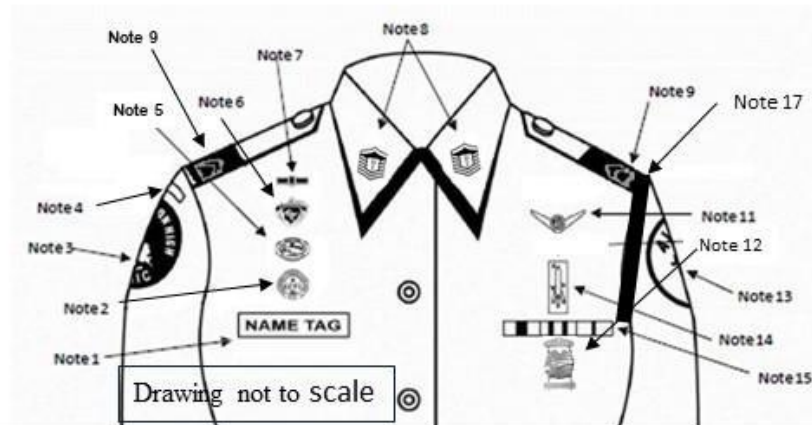
CADET MALE BLUE SHIRT



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.**

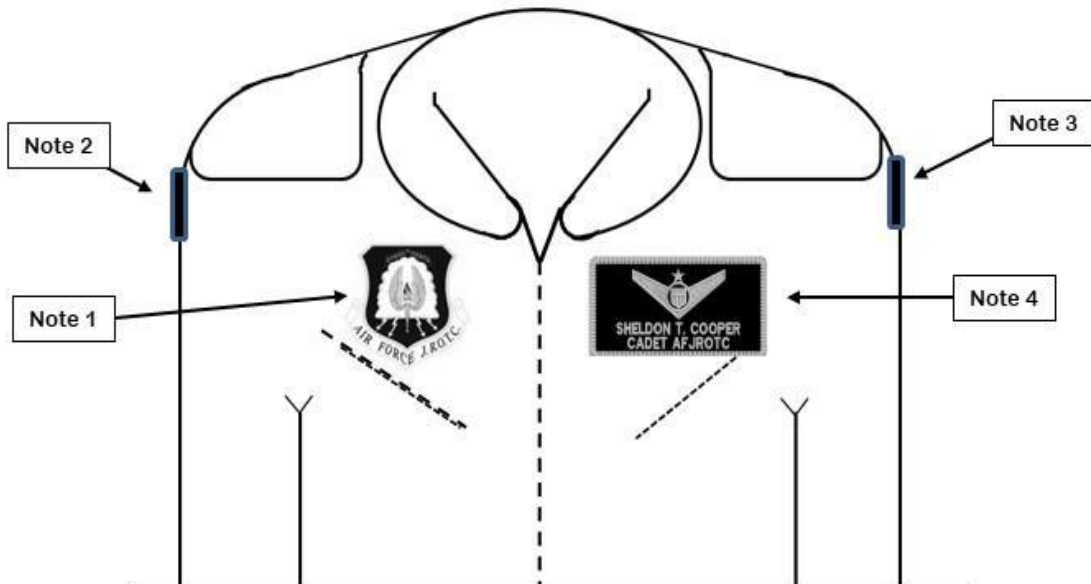
Attachment 7-12

CADET FEMALE BLUE SHIRT



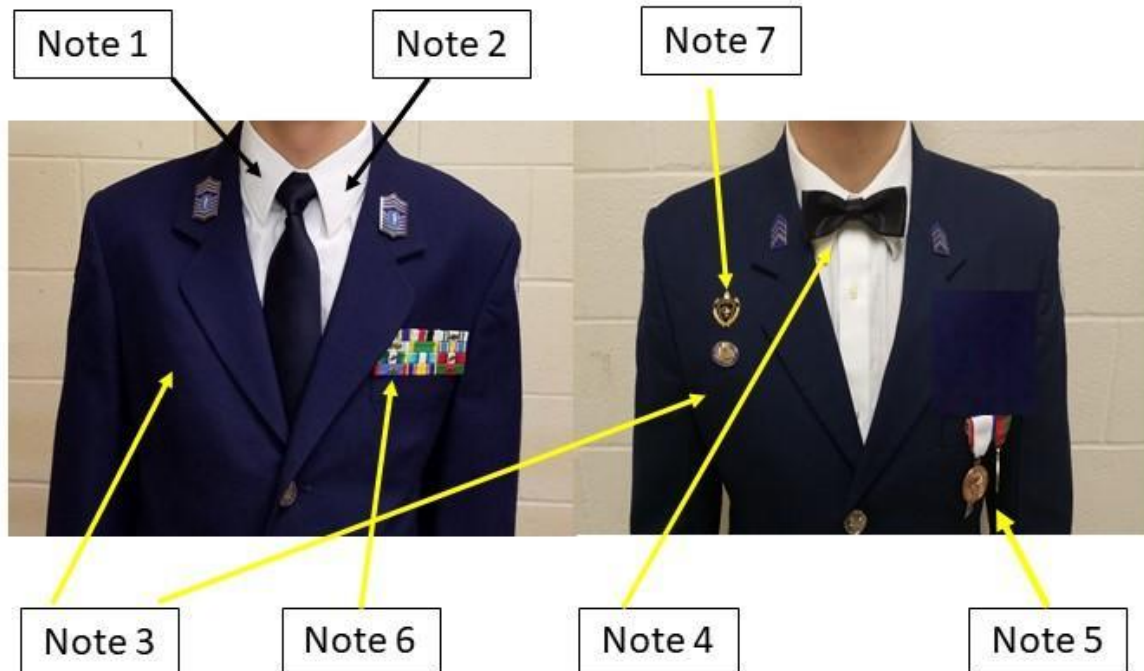
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower 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.**

FLIGHT SUIT (Male and Female)



1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. (see Ops Supplement, Chapter 7, paras 7.2.1 - 7.2.4).
 2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
 3. * American Flag Patch (mandatory) on left shoulder. Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
 4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC". Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
- Flight patches and Velcro may be purchased from a vendor using MilPer funds.
 - Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)
 - Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

Semi-Formal Dress Uniform



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

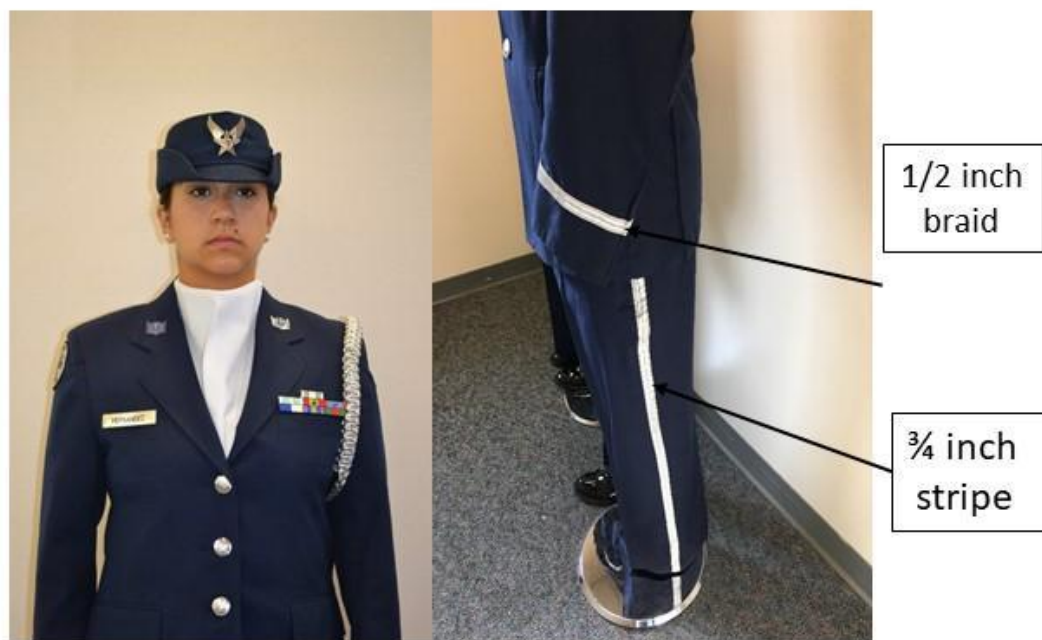
Sample Exhibition Uniform



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 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 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)

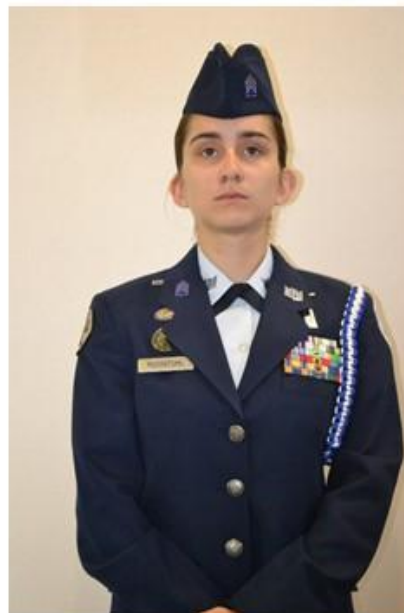
Sample Exhibition Uniform



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 7-16

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



Attachment 7-16 (continued)

Sample Uniform Pictures



Attachment 7-16 (continued)

Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL
Purchased Air Force
Sweat Shirt and
Pants



3.6 Cadet Hair Instructions. The United States Air Force and the AFJROTC Program have long recognized that the grooming standards of members' hair is a personal matter and can often create distractions for members. The following instructions reflect the latest updates to *Chapter 7 of the AFJROTC Operational Guide Supplement*. Please read them carefully. See the SASI or ASI with specific questions.

3.6.1 Specific Female Hair Grooming Standards. No minimum hair length, to a **maximum bulk of 4 inches from the scalp, and allows proper wear of headgear.** Hair will end above the bottom edge of the 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 or equivalent or long braid(s). If hair is pulled back and secured behind the head, the 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 or 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 underarm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Figure 3.2 shows specific examples

Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes.

When in doubt, assess the correct length of hair with the cadet standing in the position of attention. 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 underarm through the shoulder blades.

3.6.2. 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 or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the underarm through the shoulder blades.

3.6.3. 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 length and bulk standards and headgear must fit properly.

3.6.4. 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 $\frac{1}{4}$ inches), show no more than $\frac{1}{4}$ inch of scalp between the locs, braids, or twists, and must be tightly interwoven to present a neat, professional appearance.

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

3.6.6. Unauthorized: Mohawk, mullet, or etched design(s).

3.6.7. Hair accessories. (Change in Chapter 7.) Hair accessories. If worn, hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hair nets are authorized; hairnets must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed two inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).



Scrunchie



Hair Clips

Figure 3.2. 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 3.3 Unauthorized female ponytail examples



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

Figure 3.4. Female Hair Style Examples



Braids



Twists



Locs

3.6.5 Specific Male Cadet Grooming Standards The following standards are taken directly from Chapter 7 of the AFJROTC Operational Supplement.

3.6.2.1.(Change). 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 permitted with a tapered appearance. Hair will not exceed **2 ½ inches in bulk**, regardless of length, and ¼ inch at the natural termination point, allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized.

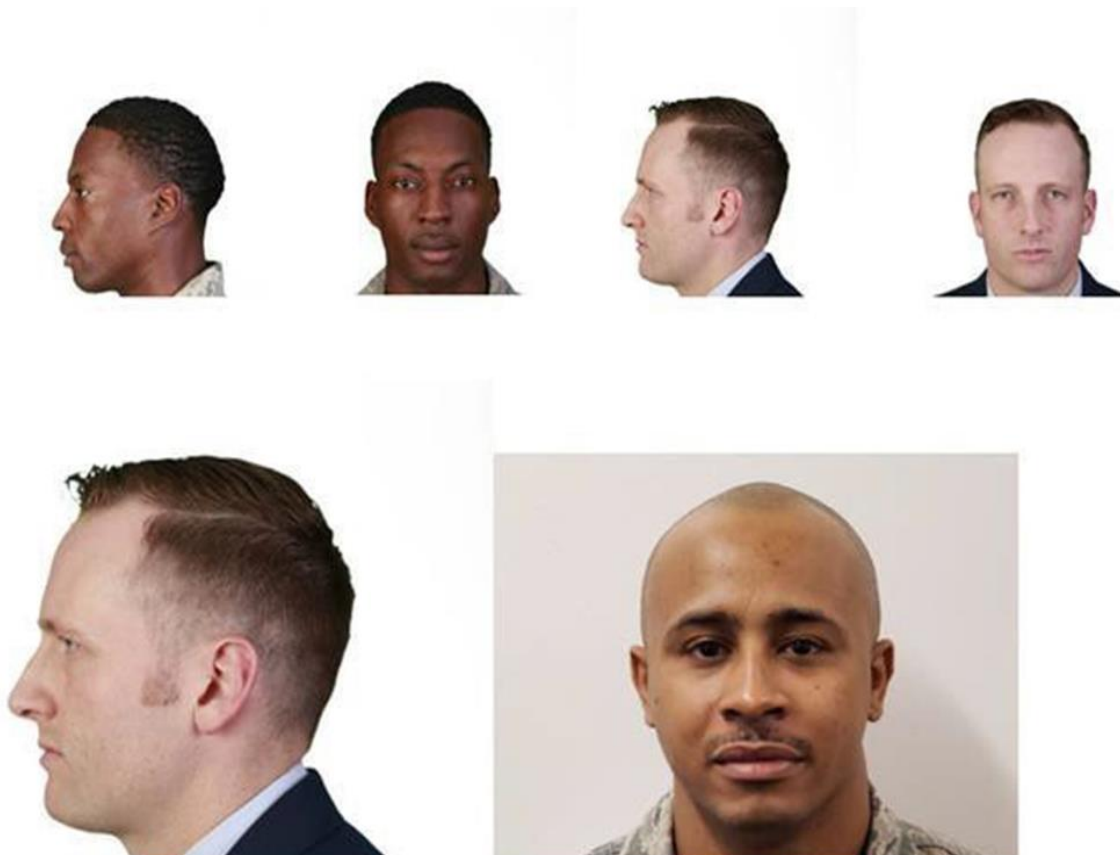
Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched shapes and/or designs. Cadets may have one (cut, clipped, or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. The part will not exceed 4 inches in length or ¼ inch in width. Men are not authorized to have hair extensions. See **Figure 3.1**

3.6.3.1. (Change). Mustaches. Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See **Figure 3.1**

3.6.4.1.(Change). Beards are not authorized unless for medical reasons when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons is governed by AFJROTCI 36-2001. **When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length.** Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.

3.6.4.2. 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. See **Figure 3.1**

Figure 3.1 Male Hair Grooming Standards



3.6.5.3 Males will be clean-shaven on days that Blues or ABUs are required to be worn. Points will be deducted from the cadet's uniform inspection score for failure to meet this requirement and will affect the cadet's overall flight score for Flight of Year Honors. Exceptions to this requirement will be for medical reasons only and will require a doctor's certification.

3.6.6 Grooming standards applying to ALL cadets

3.6.6.1 Fingernails. Male Airmen are not authorized to wear nail polish. 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 fluorescent colors. Do not apply designs to nails or apply two-

tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder the proper fit of prescribed safety equipment or uniform items.

3.6.6.2. Cosmetics. Male Airmen are not authorized to wear cosmetics. Female Airmen may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Airmen 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.

3.6.6.3. Tattoos/Brands/Body Markings. For purposes of this instruction, a tattoo is defined as a picture, design, or mark made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectable or visible under certain conditions (such as ultraviolet or invisible ink tattoos). A brand is defined as a picture, design, or other markings that are burned into the skin or other areas of the body. Body markings are pictures, designs, or other markings as a result of using means other than burning to permanently scar or mark the skin.

3.6.6.4 Tattoos/Brands /Body Markings. (Unauthorized content/locations). Tattoos/brands/body markings will not be on the hands (except one ring tattoo on one finger on one hand), head, neck (anything visible above the open collar uniform), face, tongue, lips, eyes, and scalp. Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Indecent tattoos/brands/body markings are grossly offensive to modesty, decency, or propriety, or shocks the moral sense, because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought. It is indecent if it tends reasonably to corrupt morals or incites libidinous thoughts. It must not violate community standards. Examples of this may include: Sexually

discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on gender. Racially discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin. Religiously discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on religion.

Chapter 4

MILITARY PROTOCOL

4.1. Saluting. The salute is a friendly military exchange of greeting the world over. Military personnel consider the salute a courteous and respectful greeting among members, and it is one of the oldest traditions binding military professionals together. You will be taught the proper manner of saluting and the rules that govern its uses among the military services. You must become familiar with the special rules at Madison Southern High School governing the salute and saluting areas.

4.1.1. Saluting is always required while outdoors and in uniform at Madison Southern High School. Salute when you recognize the person as an officer and eye contact is made with him/her within a reasonable distance. Cadets only salute indoors when performing in a color guard or when reporting to cadets of higher rank or to the SASI/ASI.

4.1.2. Never give or return a salute while running. Instead, the cadet will come to quick-time (a walk) and render the salute when approximately three paces from the officer.

4.1.3. If a cadet observes the American flag being raised or lowered from any flagstaff, he or she will assume the position of attention, render the hand salute (if in uniform), and hold it until the flag has reached the summit or base of the flagstaff. If the cadet is in civilian clothes, he or she will assume the position of attention and place the right hand over the heart. If a cadet is dressed in civilian attire including a hat, they must remove the hat and hold it to their left shoulder so the right hand is over the heart.

4.2. Pledge of Allegiance

4.2.1. If the Pledge of Allegiance is recited and a cadet is in uniform indoors, the cadet should stand at attention, and face the flag. If most of those present are in civilian clothes, however, the cadet may exercise the option of standing at attention, placing the right hand over the heart, and joining with the others in reciting the pledge.

4.2.2. If the Pledge of Allegiance is recited and a cadet is in uniform outdoors, the cadet should stand at attention, remain silent, face the flag, and render a hand salute.

4.2.3. If the Pledge of Allegiance is recited and a cadet is not in uniform, either indoors or out, the cadet should stand at attention, face the flag, and recite the pledge. The right hand is placed over the heart during the recitation and cadets will hold hats if worn, as described above.

4.3. National Anthem.

4.3.1. If the National Anthem is being played indoors and a cadet is in uniform, the cadet should face the flag but not salute unless under arms. Cadets not in uniform should stand at attention and face the flag (or music, if a flag is not visible).

4.3.2. If the National Anthem is being played outdoors, a cadet in uniform should stand at attention, face the flag (if visible, or the music if it is not), and salute. If no flag is visible and the music is recorded, the cadet should simply face straight ahead while saluting. Cadets not in uniform should stand at attention, face the flag, and place the right hand over the heart. Male cadets will remove their hats and hold them as described above.




4.4. Formations. If a cadet is late for a formation, he or she will approach the cadet or person in charge when the formation is at a halt, salute, and request permission to fall in. If late for a class, simply approach the person in charge, salute, and request permission to join the class.

4.5. Saluting Errors. Cadet Officers and cadet NCOs should correct saluting errors courteously and helpfully when cadets junior to them commit such errors. All cadets are expected to accept such corrections properly.



United States Air Force Enlisted Ranks/Grades

Airman Ranks/Grades

<u>Insignia</u>	<u>Rank</u>	<u>Abbreviated</u>	<u>Pay Grade</u>
No Rank Insignia	Airman Basic	AB	E-1
	Airman	Amn	E-2
	Airman First Class	A1C	E-3
	Senior Airman	SrA	E-4

Non-Commissioned Officer (NCO) Ranks/Grades

<u>Insignia</u>	<u>Rank</u>	<u>Abbreviated</u>	<u>Pay Grade</u>
	Staff Sergeant	SSgt	E-5
	Technical (Tech) Sergeant	TSgt	E-6




Senior Non-Commissioned Officer (SNCO) Ranks/Grades

<u>Insignia</u>	<u>Special</u>	<u>Rank</u>	<u>Abbreviated</u>	<u>Pay Grade</u>
		Master Sergeant	MSgt	E-7
		Senior Master Sergeant	SMSgt	E-8
		Chief Master Sergeant	CMSgt	E-9

Source:
<https://www.military.com/air-force/enlisted-ranks.html#:~:text=Enlisted%20Air%20Force%20ra>

United States Air Force Officer Ranks/Grades


Company Grade Officer (CGO) Ranks/Grades

<u>Insignia</u>	<u>Rank</u>	<u>Abbreviated</u>	<u>Pay Grade</u>
	Second Lieutenant	2 nd Lt	0-1
	First Lieutenant	1 st Lt	0-2
	Captain	Capt	0-3

Field Grade Officer (FGO) Ranks/Grades




<u>Insignia</u>	<u>Rank</u>	<u>Abbreviated</u>	<u>Pay Grade</u>
	Major	Maj	0-4
	Lieutenant Colonel	Lt. Col	0-5
	Colonel	Col	0-6

General Officer Ranks/Grades

<u>Insignia</u>	<u>Special</u>	<u>Rank</u>	<u>Abbreviated</u>	<u>Pay Grade</u>
		Brigadier General	BGen	0-7
		Major General	MGen	0-8
	<u>Gen of the Air Force</u>	Lieutenant General	Lt Gen	0-9
		General	Gen	0-10



Source:
<https://www.military.com/air-force/enlisted-ranks.html#:~:text=Enlisted%20Air%20Force%20ra>

United States Air Force Airman Ranks/Grades

<u>Rank/Insignia</u>	<u>Pay Grade</u>	<u>Explanation</u>
Airman Basic (AB) No Rank Insignia	E-1	<ul style="list-style-type: none"> • Most airmen graduate basic military training with rank of airman basic • Acquiring/demonstrating knowledge of military customs, courtesies, traditions/Air Force standards. • Learning military/technical skills.
Airman (Amn) 	E-2	<ul style="list-style-type: none"> • Continued adjustment to the Air Force way of military life • Enter training at Air Force schools in their specialties ("jobs"), depending on their aptitudes and interests, needs of the Air Force. • Requirements for advancement are six months' time in grade (TIG) and time in service (TIS). • Considered to be fully adjusted to Air Force and military life • Carrying out their assignments efficiently /effectively while honing job skills. increasing level of responsibility. Role model for subordinates. Expected to start mastering their job and leadership skills.
Airman First Class (A1C) 	E-3	<ul style="list-style-type: none"> • At least 10 months' time in grade before promotion to airman first class. There are no time in service (TIS) requirements • Transition period from journeyman to non-commissioned officer (NCO) • Develop supervisory and leadership skills through professional military experience (PME) and individual study.
Senior Airman (SrA) 	E-4	<ul style="list-style-type: none"> • 28 months' time in grade (TIG), or 36 months of TIS and 20 months of TIG. • Air Force unit commanders are authorized to promote 15% of their exemplary airmen first class (E-3) to senior airmen (E-4) six months ahead of the normal TIS.




United States Air Force Non-Commissioned Officer (NCO) Ranks/Grades

- Air Force enlisted members E-5 and E-6 are referred to as NCOs. Expected to exemplify personal integrity, loyalty, leadership, dedication and devotion to duty,
- Uphold Air Force policies, traditions and standards.
- Promoted based on the Weighted Airman Promotion System (WAPS).
- WAPS promotion points are derived from a system that gives points for the promotion fitness examination (PFE), specialty knowledge test (SKT), medals and awards, time in grade (TIG)/time in service (TIS) and performance evaluations.




<u>Rank/Insignia</u>	<u>Pay Grade</u>	<u>Explanation</u>
 <p>Staff Sergeant (SSgt)</p>	E-5	<ul style="list-style-type: none"> • First level of the NCO ranks in the Air Force. • Considered a craftsman w/specific NCO supervisory responsibilities • Must strive continuously to further development as technicians/supervisors • Average Air Force-wide, active-duty time for promotion is more than 4 years. • Requires three years time in serve (TIS)/six months of time in grade (TIG). • Must achieve 5-skill level, compete in WAPS and compete the Airman Leadership School in-residence
 <p>Technical (Tech) Sergeant (TSgt)</p>	E-6	<ul style="list-style-type: none"> • Second level of the NCO ranks in the Air Force. • Qualified to perform highly complex technical /provide supervision. • Responsible f/career development of each subordinate under their supervision. • Ensure that all enlisted personnel have the tools, training/support needed to achieve maximum performance/accomplish total mission effectiveness. • Average active-duty time for promotion Technical Sergeant is 12 years. • Minimum requirements of five years of time in serve (TIS) and 23 months of time in grade (TIG), in addition to achieving a 7-skill level.

United States Air Force Senior Non-Commissioned Officer (SNCO) Ranks/Grades

- Air Force enlisted members E-7, E-8, and E-9 are referred to as SNCOs. Expected to exemplify personal integrity, loyalty, leadership, dedication and devotion to duty,
- Upholds Air Force policies, traditions and standards.
- Rated by their "skill levels."
- Breakdown of the Air Force's SNCO required skill levels: 7-Level: Supervisor.
9-Level: Manager: Skill-level assigned to E-8s and E-9s.




<u>Rank/Insignia</u>	<u>Pay Grade</u>	<u>Explanation</u>
 Master Sergeant (MSgt)	E-7	<ul style="list-style-type: none"> • Functions primarily as a craftsman while holding more advanced leadership positions. • Significantly increased responsibilities. • Broad technical/managerial perspective. • Average service wide, active-duty time f/ advancement is more than 17 years. • Minimum requirements: eight years' time-in-serve (TIS) and 24 months' time-in-grade (TIG) requirements, /achieving a 7-skill level.
 Senior Master Sergeant (SMSgt)	E-8	<ul style="list-style-type: none"> • Expected to perform as a superintendent or manager. Broad management skills/essential to exercising the responsibilities of higher leadership position. • Average service wide, active-duty time: more than 20 years. • Public law allows only 2% of the enlisted workforce to be in the grades of E8 • Minimum of 11 years' TIS and 20 months' TIG. • Biggest factor: Central Evaluation Board-yearly (January)
 Chief Master Sergeant (CMSgt)	E-9	<ul style="list-style-type: none"> • Highest Air Force enlisted rank • Special basic and retired pay rates set by law • Serve as managers/superintendents/ advisers, enlisted force managers. Provide senior enlisted leadership. • Assigned chief enlisted manager (CEM) codes • May fill any managerial-level position/perform all duties not prohibited by law or directive • Average service-wide, active-duty time for advancement /more than 22 years

United States Air Force Senior Non-Commissioned Officer (SNCO) Special Ranks/Grades

<u>Rank/Insignia</u>	<u>Pay Grade</u>	<u>Explanation</u>
 Master Sergeant (MSgt)	E-7	<ul style="list-style-type: none"> • Master Sergeant with an “F” Special Experience Identifier. Member is not performing their normal AFSC (job) but is assigned to a different unit as the squadron First Sergeant • Member will likely not be assigned as a First sergeant to their parent unit. • First Sergeant duty may be performed for two years with a request for a two year extension •
 Senior Master Sergeant (SMSgt)	E-8	<ul style="list-style-type: none"> • Senior Master Sergeant with an “F” Special Experience Identifier. Member is not performing their normal AFSC (job) but is assigned to a different unit as the squadron First Sergeant • First Sergeant • Member will likely not be assigned as a First sergeant to their parent unit. Likely on their second tour as a First Sergeant. • First Sergeant duty may be performed for two years with a request for a two year extension Members at this grade are likely a group level or higher First Sergeant •
 Chief Master Sergeant (CMSgt)	E-9	<ul style="list-style-type: none"> • Highest Air Force enlisted rank • Special basic and retired pay rates set by law • Chief Master Sergeant with an “F” Special Experience Identifier • Member at this grade is working at a combined wing or as the Command Chief for a Wing




United States Air Force Company Grade Officer (CGO) Ranks/Grades

Air Force Commissioned Officers in the grades of 0-1, 0-2, and 0-3 are referred to as Company Grade Officers.

<u>Rank/Insignia</u>	<u>Pay Grade</u>	<u>Explanation</u>
 Second Lieutenant (2 nd Lt.)	0-1	<ul style="list-style-type: none"> The rank of second lieutenant is shown through a single gold bar. Proper forms of address include second lieutenant or lieutenant. Commissioned airmen sometimes may skip this rank
 First Lieutenant (1 st Lt.)	0-2	<ul style="list-style-type: none"> First lieutenants have roughly the same responsibilities as a second lieutenant but receive higher pay and are given more responsibility.
 Captain Capt	0-3	<ul style="list-style-type: none"> Captains typically are assigned to and have authority over a flight. In such a position, they are referred to as the flight commander.





United States Air Force Field Grade Officer (FGO) Ranks/Grades

Air Force Commissioned Officers in the grades of 0-4, 0-5, and 0-6 are referred to as Field Grade Officers.

<u>Rank/Insignia</u>	<u>Pay Grade</u>	<u>Explanation</u>
 Major (Maj.)	0-4	<ul style="list-style-type: none">A junior field officer rank, majors in the Air Force often operate as main staff officers on brigade-sized forces.
 Lt. Colonel	0-5	<ul style="list-style-type: none">The 21st rank in the U.S. Air Force, a lieutenant colonel is responsible for commanding a medical or support group, a squadron or directing ops in the operations group.
 Colonel Col.	0-6	<ul style="list-style-type: none">Colonels in the Air Force serve in a number of different roles. Some command elements of a wing while others serve as heads of staff in different Air Force staff agencies.

United States Air Force General Officer (Gen) Ranks/Grades

Air Force Commissioned Officers in the grades of 0-1, 0-2, and 0-3 are referred to as Company Grade Officers.

<u>Rank/Insignia</u>	<u>Pay Grade</u>	<u>Explanation</u>
 Brigadier General BGen	0-7	<ul style="list-style-type: none"> Becoming a brigadier general is an arduous process. It begins with a board of general officers creating a list of candidates and ends with the president choosing those to be promoted from that pool. Brigadier generals must retire after 30 years of service or after five years in their rank.
 Major General (MGen)	0-8	<ul style="list-style-type: none"> A two-star rank in the Air Force, the promotion to major general is mostly similar to the process in becoming a brigadier general.
 Lieutenant General Lt. Gen	0-9	<ul style="list-style-type: none"> Lieutenant generals are picked by the president from the existing pool of Air Force general officers.
 General Gen	0-10	<ul style="list-style-type: none"> The four-star position typically commands major areas of responsibility and holds the highest military positions in the Pentagon.

Chapter 5

CO-CURRICULAR & EXTRACURRICULAR ACTIVITIES

5.1. Introduction. Participation in co-curricular & extra-curricular activities is encouraged for all cadets who are in good standing. Cadets must maintain minimum AFJROTC academic and physical education standards. Self-discipline infractions such as tardies, unexcused absences, PASS, and uniform problems are clear indicators of a lack of motivation and/ or professionalism. **Immediate corrective action must be taken if you wish to continue to participate in co-curricular and extra-curricular activities.**

5.2 Color Guard. The Color Guard has the honor of presenting the national and state flags at school and community events. Distinctive uniform items are worn by the Color Guard. Each cadet will have an opportunity to train for Color Guard duty. We encourage participation.

5.3. Marksmanship Team. The Marksmanship Team will represent Madison Southern High School in postal competitions and other competitions. Membership is encouraged for all AFJROTC cadets. Practices are held after school on days/times announced by the instructors.

5.4 Orienteering Teams. Orienteering competition is an opportunity to combine physical fitness with compass reading and positional awareness. Kentucky Summer Leadership School is an outstanding opportunity to learn orienteering. Orienteering has been temporarily discontinued at Madison Southern HS but will be reconsidered as an extracurricular activity if the interest within the flights is sufficient to support a program.

5.5. Cadet Leadership Course (CLC). CLC is an outstanding opportunity to develop the leadership/followership skills necessary to excel in AFJROTC. It is held in two parts: the first section is held the second week of June at MSHS. The second section is held at Artemis KANG base the second week of June. You must have completed at least one semester of AFJROTC to be eligible to participate. Selection is competitive based on grades, participation, and potential for AFJROTC. You must be physically fit to attend CLC.

5.6. Kitty Hawk Air Society. KHAS is the academic honor society of AFJROTC. Its purpose is to promote high academic standards and achievement. You must have at least a 3.3 non-weighted cumulative GPA to be eligible to join. You must maintain a 3.3 non-weighted cumulative GPA to continue as an active member. Cadets must maintain at least an 'A' in AFJROTC and no lower than a 'B' in any other coursework on each 9-week report card to avoid probation. Transcripts will be reviewed at the beginning of each academic semester.

5.7. Raider Team. The Raider team trains together to achieve a high level of fitness and to compete with Raider Teams from other JROTC units. All cadets must have a current sports

physical to participate in Raiders. The Raider team meets after school on days/times announced by the instructors.

5.8 Radio Control (RC) Team. The RC team operates the RC aircraft owned by the Group, including multicopters, helicopters, and fixed-wing aircraft. The RC team meets after school on days/times announced by the instructors.

5.9. Field Trips. The cadet group takes periodic field trips to military installations and airfields. All cadets who participate must have parent/guardian approval, meet varsity sports participation grade criteria, and have permission from other MSHS Staff in accordance with school policy and based on a cadet's behavior in classes *other than AFJROTC*. **This criteria is in line with MSHS AFJROTC Cadets being the best of the best that this school has to offer. This also includes violations of the [Cadet Honor Code](#).** Cadets must be passing all of their classes, have at least a "C" in AFJROTC, and have a history of regular participation in uniform day and dressing out for PT. Cadets who have received school disciplinary interventions, SD, or suspension will not go on field trips. Exceptions will be considered by the SAS/ASI on an individual basis.

5.10. Fund Raising. We will have various fundraising activities to support AFJROTC activities. The success of any fundraising activity depends upon the support of each cadet. Fundraising activities are necessary to support field trips, drill team competitions, and other events such as field days, and an annual military ball. ***If you wish to participate in co-curricular and extra-curricular activities, you must assist with fundraising.*** Non-participation may be grounds for non-inclusion in special activities.

5.11. End of Year CIA (Curriculum-in-Action) Trip. The cadet CIA Trip is designed to reinforce the Air Force JROTC mission: Building better citizens for America, as it relates to the specific goals of the program: Citizenship, Service, Responsibility, and Accomplishment. The trip will acquaint cadets with our government at the highest levels, permit them to visit and experience military sights and activities and reward them for their continued commitment and service to our school and local communities. There are several requirements that must be met to be eligible to participate in the End of Year Trip, each cadet must have:

- At least a "C" in all classes
- A minimum grade of "B" in all AFJROTC classes
- Met MSHS attendance standards
- A history of maintaining/exceeding grooming and uniform standards
- Consistently honors/lives by the [Cadet Honor Code](#). **NO RECORDED CADET HONOR CODE VIOLATIONS.**
- Met MSHS behavioral standards, e.g. no disciplinary referrals. This goes back to how a cadet carries themselves AWAY from the AFJROTC program.
- A positive attitude towards school and AFJROTC (as determined by SASI/ASI)

- Take appropriate standardized tests (PLAN/PSAT/ACT/SAT/ASVAB, etc.)
- Actively participated in AFJROTC activities/fund-raisers (as determined by SASI/ASI)
- Final approval for participation on the Cadet Junior/Senior Trip will be made by the SASI/ASI after consultation with the Principal. Special circumstances, extenuating and/or mitigating will be addressed on a case-by-case basis.

Chapter 6

CADET LEADERSHIP

6.1. All AFJROTC cadets at Madison Southern High School are members of the KY-20002 Cadet Group. The group staff members act in an advisory capacity to the Cadet Group Commander.

6.2. Cadets are nominated by their fellow cadets and appointed to leadership positions at the discretion of the SASI/ASI and current Group commander. Leadership positions are assigned based on the cadet's demonstrated performance in AFJROTC including, but not limited to: Participation in Group activities, Marksmanship Team, Raiders, Color Guard, Summer Leadership School, Honors Camp, Governor's Scholars, etc. A cadet leader is expected to perform well academically, with an 'A' in AFJROTC. They must pass all of their classes in order to retain their position. **A cadet leader must also consistently meet uniform day standards. Cadets will also lose their position and be demoted if they miss more than three uniform days.**

6.3. *The Cadet Group Group Staff will be reviewed, as necessary, at the end of each semester for possible rotation of duties to accommodate cadet enrollment and participation.* The SASI/ASI may remove cadets for cause, following any violation of the [cadet honor code](#).

6.4. Maximum grade authorizations, listed on the Unit Manning Document, are designed to permit growth and upward mobility. Cadets appointed to leadership positions will normally retain their rank unless they are relieved for cause.

6.5. Cadets who wish to earn a leadership position must do their best across the spectrum; academics, participation, attendance, uniform participation, etc. Cadets who maintain a positive attitude and willingness to become involved with Group activities will increase their opportunities for a leadership role in the cadet Group.

6.6. Cadets must learn to follow the chain of command during classroom, group staff, and off-campus activities. Each cadet must be responsive to the cadets appointed over him/her. One example is in the classroom situation: Each class has one flight commander and one flight sergeant. Each cadet must accept instruction from the flight sergeant who is given his/her authority by the flight commander. If the flight commander has concerns/problems, he/she will contact the Vice Commander Operations Squadron for guidance. He/She, in turn, can contact the Operations Squadron Commander.

Unit Manning Document		
KY 20002 Air Force Junior ROTC Cadet Group		
Position Title	Authorized Grade	# of Authorized Positions
Function: Command Section		
Group Commander	Cadet Colonel	1
Vice Commander	Cadet Lt. Colonel	1
Director of Operations	Cadet Major	1
Administrative Executive	Cadet Captain	1
Group Superintendent	Cadet CMSgt	1
First Sergeant	Cadet MSgt	1
Function: Operations		
Operations Squadron Commander	Cadet Major	1
Operations Squadron Vice Commander	Cadet Captain	1
Function: Color Guard Group		
Color Guard Commander	Cadet Major	1
Color Guard Vice Commander	Cadet Captain	1
Color Guard NCOIC	Cadet MSgt	1
Color Guard Training NCO	Cadet SSgt	0
Color Guard Equipment NCO	Cadet SSgt	0
Function: Marksmanship Team		
Marksmanship Team Commander	Cadet Captain	1
Marksmanship Team Vice Commander	Cadet 1st Lt	1
Marksmanship Team NCOIC	Cadet MSgt	1
Marksmanship Team Equipment NCO	Cadet SSgt	0
Function: Wellness PT Management		
Wellness/PT Leader	Cadet Captain	1
Vice Commander	Cadet 1st Lt	1
PT NCOIC	Cadet MSgt	0

Function: Mission Support		
Mission Support Commander	Cadet Major	1
Mission Support Vice Commander	Cadet Captain	1
Director, Awards and Decorations	Cadet Captain	1
Director of Public Affairs and Community Service	Cadet Captain	1
NCOIC, Public Affairs and Community Service	Cadet MSgt	1
Public Affairs/Community Service Staff	+1 from existing rank	2
Function: Logistics		
Director of Logistics	Cadet Major	1
Logistics Vice Commander	Cadet 1st Lt	1
NCOIC: Logistics	Cadet MSgt	1
Function: WINGS		
Director WINGS	Cadet Captain	1
Assistant Director: WINGS	Cadet Captain	1
NCOIC: WINGS	Cadet MSgt	0
Function: Flight Leadership		
A-Flight Commander	Cadet SMSgt	1
A-Flight Sergeant	Cadet TSgt	1
A-Logistic NCOIC	Cadet SSgt	1
A-Flight PT Leader	Cadet SSgt	1
A-Logistics Male Assistant	Cadet SrA	1
A-Logistics Female Assistant	Cadet SrA	1
Function: Flight Leadership		
B-Flight Commander	Cadet SMSgt	1
B-Flight Sergeant	Cadet TSgt	1
B-Logistic NCOIC	Cadet SSgt	1
B-Flight PT Leader	Cadet SSgt	1
B-Logistics Male Assistant	Cadet SrA	1
B-Logistics Female Assistant	Cadet SrA	1
Function: Flight Leadership		
C-Flight Commander	Cadet SMSgt	1
C-Flight Sergeant	Cadet TSgt	1

C-Logistic NCOIC	Cadet SSgt	1
C-Flight PT Leader	Cadet SSgt	1
C-Logistics Male Assistant	Cadet SrA	1
C-Logistics Female Assistant	Cadet SrA	1
Function: Flight Leadership		
D-Flight Commander	Cadet SMSgt	1
D-Flight Sergeant	Cadet TSgt	1
D-Logistic NCOIC	Cadet SSgt	1
D-Flight PT Leader	Cadet SSgt	1
D-Logistics Male Assistant	Cadet SrA	1
D-Logistics Female Assistant	Cadet SrA	1
Function: Flight Leadership		
E-Flight Commander	Cadet SMSgt	1
E-Flight Sergeant	Cadet TSgt	1
E-Logistic NCOIC	Cadet SSgt	1
E-Flight PT Leader	Cadet SSgt	1
E-Logistics Male Assistant	Cadet SrA	1
E-Logistics Female Assistant	Cadet SrA	1

GROUP COMMANDER

- Leads by example
- Cadet Colonel
- Minimum member of Junior or Senior Class for current school year
- Minimum 100 LDR/Community Service Hours by beginning of current school year
- Must have held prior leadership position of at least Major
- Responsible to the SASI/ASI for the performance of the KY-20002 Cadet Group
- Responsible for communicating with the Mission Support Squadron / Operation Squadron Commanders
- Encourages participation by all cadets
- Directs Group Staff meetings
- Delegates authority, but not the responsibility
- Utilizes staff to plan and direct all AFJROTC activities
- Attends as many AFJROTC activities, as possible
- Counsels with SASI/ASI on all matters affecting the Cadet Group, **daily**
- Recommended to be a TA for a class period

GROUP VICE COMMANDER

- Leads by example
- Cadet Lt. Colonel
- Minimum member of Sophomore or Junior Class for current school year
- Must have held prior leadership position of at least Captain
- Minimum 75 LDR/Community Service Hours by beginning of current school year
- Responsible to the SASI/ASI for the performance of the KY-20002 Cadet Group
- Utilizes staff to plan and direct all AFJROTC activities
- Attends as many AFJROTC activities, as possible
- Encourages participation by all cadets
- Assists the Group Commander in all matters
- Acts in the absence of the Group Commander
- Stays attuned to all Group activities
- Supervises Public Affairs Officer
- Recommended to be a TA for a class period

The Group and Vice Group Commander delegate workloads. Neither one should take on all responsibility and should communicate daily. If the other needs help with a certain task then work together on your assigned task. You also must work together on all operational matters involving the Group. Neither the Group nor the Vice Group Commander should be doing all the work.

ADMINISTRATIVE EXECUTIVE OFFICER

- Maintains the Group CC Calendar/Appointment List
- Cadet Captain
- Acts in absence of Group commander and Deputy Commander
- Ensures all documentation meets standards before Group/CC Review
- Attends all meetings and briefings with Group CC and keeps notes and minutes as required/requested
- Plans, manages, and delegates planning as required all off-campus events, trips, and other high-profile activities
- Will be in charge of changing the Cadet Guide or any other document seen fit by the SASI, ASI, Group, and Vice Group Commander.
- Will be in charge of creating documents and/or spreadsheets needed for trips, Military ball, or community service.
- Recommended to be a TA for a class period
- Assists in running Awards and Decorations
- All other duties assigned by Group CC

GROUP SUPERINTENDENT

- Cadet Chief Master Sergeant
- Reports directly to the Group CC on operational matters affecting the enlisted force
 - operational matters are defined as those items that occur within the group on a daily basis (daily events within the flights and after-school team management)
- Responsible for management of all NCOIC positions within the Group
- Must meet with all NCOIC positions at least bi-monthly to discuss issues within the flights
 - minutes should be kept from these meetings and forwarded to the Director of Operations for action if required

GROUP FIRST SERGEANT

- Cadet Master Sergeant
- Reports directly the Group CC on all health, morale, and wellness issues affecting the enlisted members of the Group
- Confers with the NCOIC positions within the Group regarding health, morale, and discipline issues.
 - The First Sergeant does not intervene in discipline issues unless the direct Flight Sergeant/NCOIC has been notified.

OPERATIONS SQUADRON COMMANDER

- Cadet Major
- Reports to the Group Commander for all operational activities of the KY-20002 Cadet Group
- Must have held prior leadership position of at least Captain
- Plans, coordinates, and conducts all Group activities by maintaining a close working relationship with the Vice Commander Operations Squadron, Physical Fitness and Wellness Commander Drill Team, and Color Guard
- Maintains and monitors the AFJROTC Activity Calendar and Notification White Board daily
- Provides oversight/supervision of all Group functions
- Maintains an Activity Calendar of events
- Produces a detailed Operations Order, monthly, for all Group activities
- Publishes special orders/instructions announcing Group activities
- Presents Activity Calendar at Group Staff meetings

OPERATIONS SQUADRON DEPUTY COMMANDER

- Cadet Captain
- Responsible to the Director of Operations for all daily operational activities of the KY-20002 Cadet Group
- Provides direction for daily flight activities, including guidance for flight commanders
- Coordinates all Group activities while ensuring a group staff presence at all events
- Ensures that the flag is raised and lowered each day
- Makes the daily announcements for Madison Southern as requested by the administration
- Maintains the MSHS marquee as requested by the administration
- Documents and publishes records of flight and personnel participation for all Group activities
- Responsible for maintenance of the classroom environment
- Assigns and ensures compliance with daily maintenance duty schedules
- Forms work crews for special activities, like drill meets and Commander's Calls

COLOR GUARD COMMANDER

- Cadet Major
- Reports to the Director of Operations for all Color Guard activities
- Must have commanded not less than 10 color guards
- Must have not less than 50 LDR/CS **color guard activities**

- Plans, coordinates, and directs all Color Guard activities...provides the SASI/ASI with a current list (with phone numbers) of the “whens & whos” for color guards
- Assigns cadets to Color Guard schedule, with coordination with SASI/ASI
- Oversees training for cadets to perform at Color Guards
- Assesses cadet readiness to perform Color Guards
- Maintains records of Color Guard performances; ensures all performances are recorded in Color Guard Binder for inclusion in WINGS
- Supervises maintenance all Color Guard equipment through NCOIC

COLOR GUARD DEPUTY COMMANDER

- Cadet Captain
- Reports to the Color Guard Commander.
- Assists the Color Guard Commander in all assigned tasks above.
- Assumes control of Color Guard management/activities in the absence of the color guard commander.

COLOR GUARD NON-COMMISSIONED OFFICER IN CHARGE (NCOIC)

- Cadet Master Sergeant
- Reports to the Color Guard Commander (or Deputy in the CGC’s absence)
- Overall responsibility for the training of the color guard and its equipment

PHYSICAL TRAINING AND WELLNESS COMMANDER (position may be significantly altered for next SY)

- Cadet Captain
- Reports to the Director of Operations for all Wellness Program activities
- Plans, develops, coordinates, and directs all Wellness Program activities
- Responsible for ensuring that each cadet turns in their Wellness Program permission form
- Responsible for ensuring that each cadet completes an initial Wellness assessment – provides the Data to the Director, WINGS for inclusion in WINGS
- Develops a Wellness compliant exercise program for each Thursday’s Wellness class
- Responsible for ensuring that each cadet completes a final Wellness assessment – provides the data to the Chief of Mission Support for inclusion in WINGS – determines which cadets have demonstrated sufficient improvement to qualify for a Physical Training ribbon.

PHYSICAL TRAINING AND WELLNESS DEPUTY COMMANDER (position may be significantly altered for next SY)

- Cadet First Lieutenant
- Reports to the Physical Training and Wellness Commander
- Assists the PTWC in all assigned tasks above

- Assumes control of PTW management/activities in the absence of the PTW commander.

RAIDERS PHYSICAL FITNESS COMPETITIVE TEAM COMMANDER

- Cadet Captain
- Reports to the Physical Training and Wellness Commander
- Be in charge of Raiders
- Plan workouts
 - Workouts should get harder as the year progresses
 - (Future Duties are in bold)
- **Must know how to tie knots and be able to teach how to tie knots**
 - **Bowline**
 - **Half hitch**
 - **Two half hitches**
 - **Clove hitch**
 - **Wireman's knot**
 - **Swiss seat**
- **Must know First Aid**
 - **Must be able to perform First Aid in case of emergency**
- Plan practices outside to prepare Raiders for competitions; includes:
 - 5Ks, 10Ks
 - One rope bridge
 - Tire/vehicle/Humvee pull
- Find obstacle course for Raiders to run through
 - Fun Runs
- Plan and choose Raiders competitions to attend
- Get contact information from SASI and Raiders members
 - Have summer practices since most Raiders competitions are in the fall
- Coordinate with Operations Squadron Commander and SASI or ASI to obtain any Raiders supplies needed

RAIDERS PHYSICAL FITNESS COMPETITIVE TEAM DEPUTY COMMANDER

- Cadet 1st Lieutenant
- Reports to the Raiders Commander.
- Assists the Raiders Commander in all assigned tasks above.
- Assumes control of Raiders management/activities in the absence of the Raiders Team Commander.

MARKSMANSHIP TEAM COMMANDER

- Cadet Captain
- Reports to the Operations Squadron Commander
- The Marksmanship Team Commander will be responsible for assisting with the training and management of the team. Under the direction of the ASI, they will prepare cadets to participate in JROTC- sponsored and other competitions. Responsibilities include but are not limited to the following:

- Oversee the functioning of the team and all shooters.
 - Ensure that the range safety rules are observed at all times and that any violations are reported to the SASI/ASI without delay.
 - Maintain an up-to-date list of Cadets eligible to fire and ensure the ASI has a copy. To be eligible, a cadet must have a permission slip from the current year on file and have satisfactorily completed a formal safety lesson.
 - Maintain accurate records of attendance at practice and the scores of each shooter on every target field.
 - Conduct safety training as required for new members
- Ensure that all supplies, targets, ammunition, etc... are adequate for at least four weeks of shooting. Advise the SASI/ASI of equipment needs in ample time to order, allowing for shipping time. A list of all pellet rifles, straps, scopes, etc. not fully serviceable will be provided to the SASI/ASI at the start of each semester and this will be updated as changes occur.

MARKSMANSHIP TEAM DEPUTY COMMANDER

- Cadet 1st Lieutenant
- Reports to the Marksmanship Team Commander.
- Assists the Marksmanship Team Commander in all assigned tasks above.
- Assumes control of Raiders management/activities in the absence of the Raiders Team Commander.

MISSION SUPPORT SQUADRON COMMANDER

- Cadet Major
- Reports to the Group Commander for all Mission Support requirements of the KY-20002 Cadet Group.
- Directly responsible for the management of the Director, WINGS, and completion of their duties.
- Directly responsible for the management of the Director, Awards, and Decorations and the completion of their duties.
- Directly responsible for the management of the Director, Public Affairs, and completion of their duties.
- Directly responsible for the management of the Director, Community Service and Fundraising, and completion of their duties.

MISSION SUPPORT SQUADRON DEPUTY COMMANDER

- Cadet Captain
- Reports to the Mission Support Squadron Commander
- Assists the MSSC in all assigned tasks above
- Assumes control of MSS management/activities in the absence of the MSS Commander.

DIRECTOR, WINGS

- Cadet Captain
- Responsible for the input of Community Service Hours, Leadership Hours, Fundraising, and Extracurricular Activities into the WINGS System
- Ensures the Events Log in WINGS is current and accurate
- Reports to the SASI, Group, and Vice Group Commander.
- Input of CIA Trips, Planning Committees
- With approval of SASI/ASI, update cadet ranks

DIRECTOR, AWARDS AND DECORATIONS

- Cadet Captain
- Responsible for the administration of the KY 20002 Awards and Decorations Program
- Will have a checklist for Awards Process
- Plans Awards Night accordingly with knowledge of prom, state testing, spring break, etc.
- Coordinate approval with and invite Principle.
- Involve your Group and Vice Group commander in the process.
- Start the Awards selection process early (Local Awards)
- National Awards will be coordinated with the SASI, ASI, Group, and Vice Group Commander.

DIRECTOR, PUBLIC AFFAIRS

- Cadet 1st Lieutenant
- Responsible to Vice Commander for all publicity for the KY-20002 Cadet Group
- Publicizes all Group activities via a quarterly KY-20002 newsletter
- Prepares articles for each edition of the MSHS Newspaper and local newspapers, as needed.
- Coordinates all media articles with SASI/ASI before release
- Maintains unit scrapbook
- Maintains file of photographs by semester/academic year
- Maintains AFJROTC Facebook page

DIRECTOR, COMMUNITY SERVICE

- Assists with LDR Projects such as Award Night and Community Service activities
- Coordinates Ideas for fundraising projects
- Creates Contacts with the community for community service opportunities
- Encourages Cadets to participate in activities
- Suggests rewards for completion to SASI/ASI

LOGISTICS SQUADRON COMMANDER

- Cadet Major
- Reports to the Group Commander for all supply requirements
- Inventories and maintains an inventory of uniforms, equipment, and academic materials, in WINGS as directed by ASI.
- Ensures uniforms and accouterments are issued, as necessary.
- Maintains logistics storage area in a neat and orderly manner.
- Maintains cadet uniform issue receipts/records in WINGS and maintains signed paper copy of the same.

LOGISTICS SQUADRON DEPUTY COMMANDER

- Cadet 1st Lieutenant
- Reports to the Logistics Squadron Commander.
- Assists the Logistics Squadron Commander in all assigned tasks above.
- Assumes control of Logistics management/activities in the absence of the Logistics Commander.

LOGISTICS SQUADRON NCOIC

- Cadet Master Sergeant
- Reports to the Logistics Squadron Commander
- Has overall responsibility for the Flight Logistics Managers

FLIGHT COMMANDER

- Responsible to the Operations Squadron Commander for flight performance & participation
- Assists SASI/ASI with classroom management – helps to keep cadets inline & on task
- Works closely with the Operations Squadron Deputy Commander to ensure
- participation in mandatory and voluntary activities

- Keeps flight informed of all Group activities
- Works closely with the Operations Squadron Deputy Commander to ensure the classroom environment is a model for MSHS
- Helps prepare cadets for weekly inspection...can be asked to conduct the inspection
- Performs as commander during drill activities
- Assists, as required, with drill & color guard maneuvers
- Manages textbook issue and return, as required
- Coordinates daily maintenance schedule with Operations Squadron Deputy Commander
- Reminds flight of important announcements
- Reports any uncooperative cadets to the cadet leadership or SASI/ASI, as appropriate.

FLIGHT SERGEANT

- Responsible to the Flight Commander for all flight sergeant responsibilities
- Takes attendance and reports to Flight Commander
- Assists Flight Commander/Instructors, as directed
- Assumes Flight Commander responsibilities in their absence
- Ensures that the classroom is kept clean & orderly at all times
- Tables/chairs aligned
- Trash picked up & emptied
- Floor swept, as required
- Boards cleaned, as required

CADET AIRMAN/NCO

- Participate and support fellow cadets in all AFJROTC activities
- Maintains proper grooming standards
- Wears uniform properly & proudly
- Comply with all school policies
- Strive to earn and maintain the highest grades possible
- Prepare for and take standardized tests when appropriate
- FOLLOWS AND KEEPS THE [CADET HONOR CODE](#)

APPLICATION FOR AN
AFJROTC GROUP STAFF POSITION

Name:

Current And/Or Rising Grade Level:

Current Position (If You Have No Current Position Leave Blank):

Position Wanted:

Alternate Position Wanted:

Why Do You Want This Position/ What Is Your Vision For This Position?:

How Do You Plan To Leave This Position Better Than You Found It?:

How Many Missed Uniforms?:

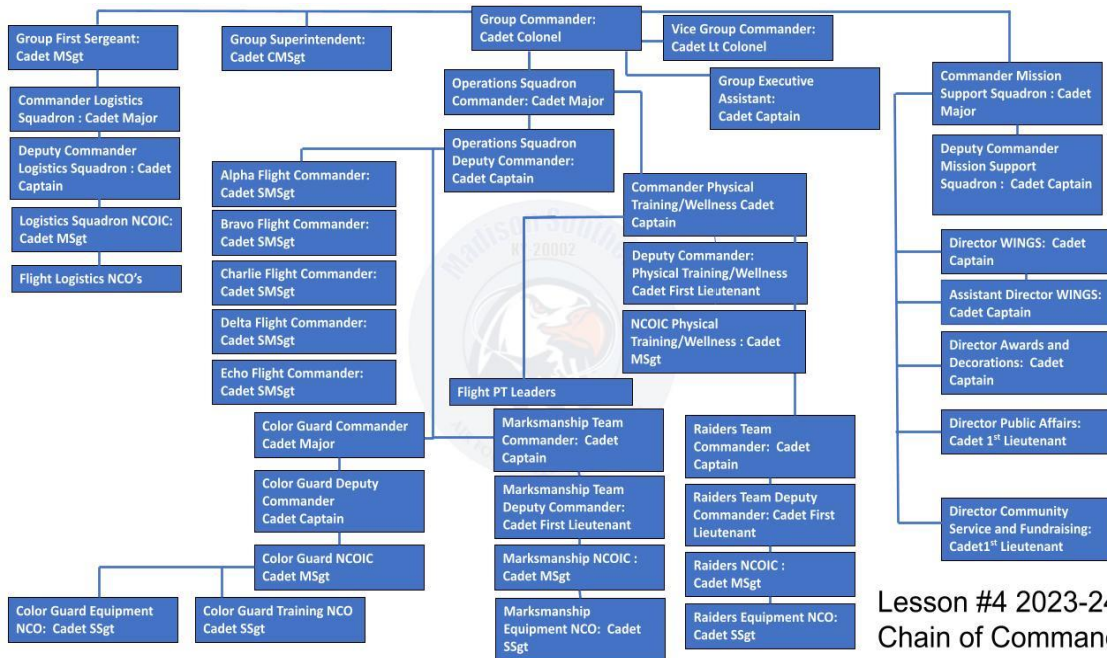
How Many Community Service/ LDR Hours?:

Do You Have Any Disciplinary Writes Ups/ Suspensions?:

Have You Performed With A Color Guard? If so, how many?:

Current GPA:

Current Grade in AFJROTC:



Lesson #4 2023-24 Chain of Command

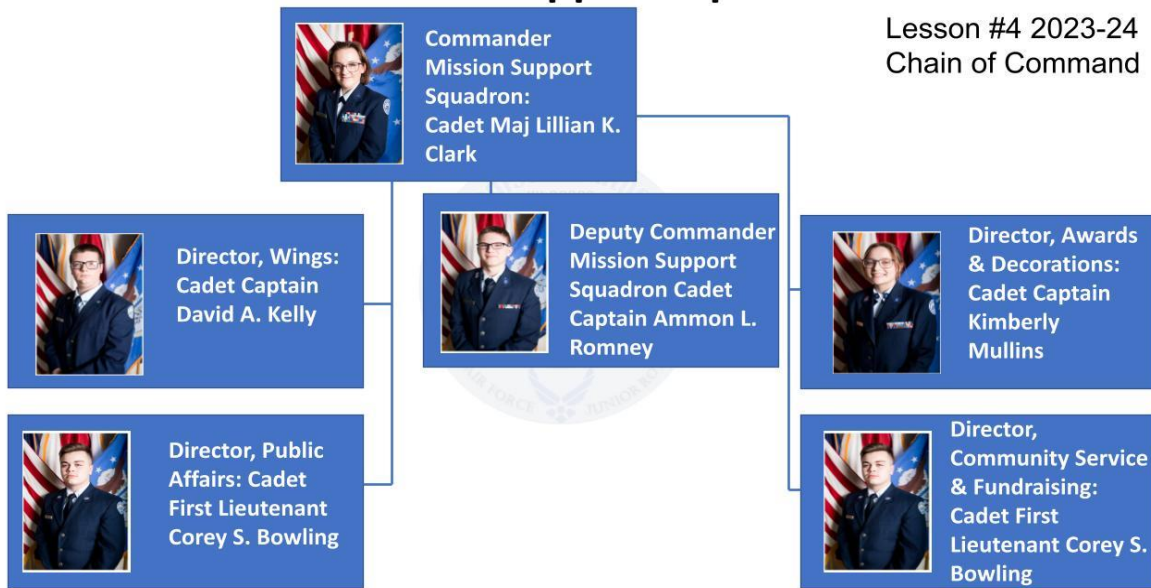
Lesson #4 2023-24 Chain of Command

Command Section

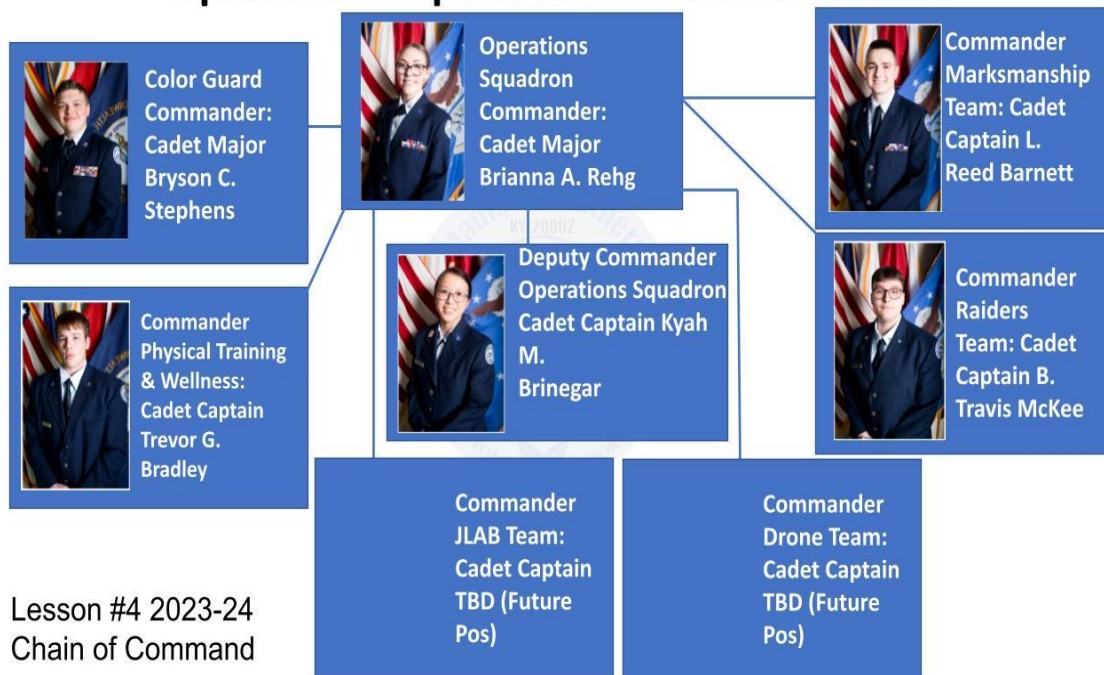


Mission Support Squadron

Lesson #4 2023-24
Chain of Command

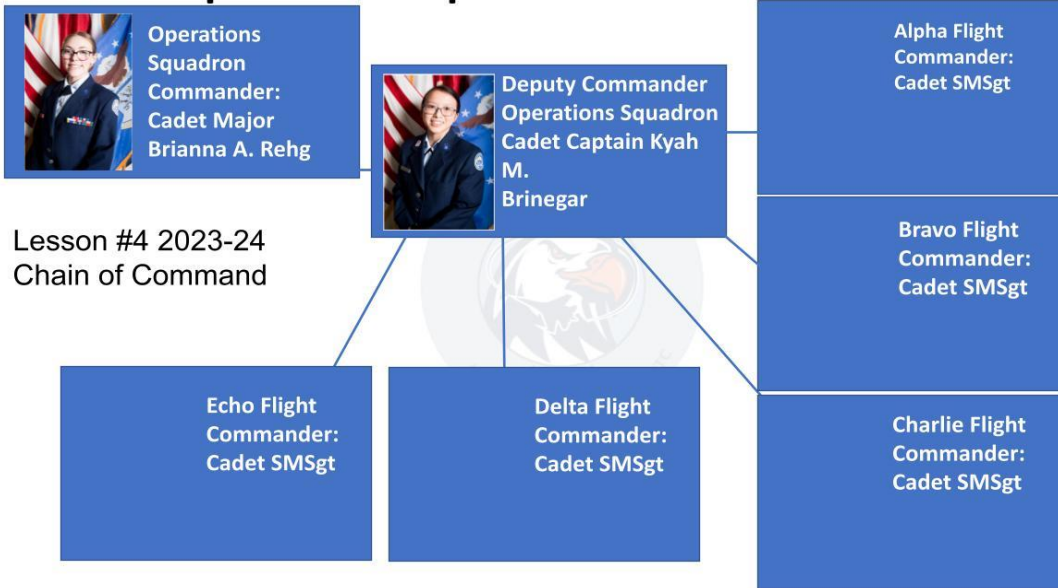


Operations Squadron-Command Section

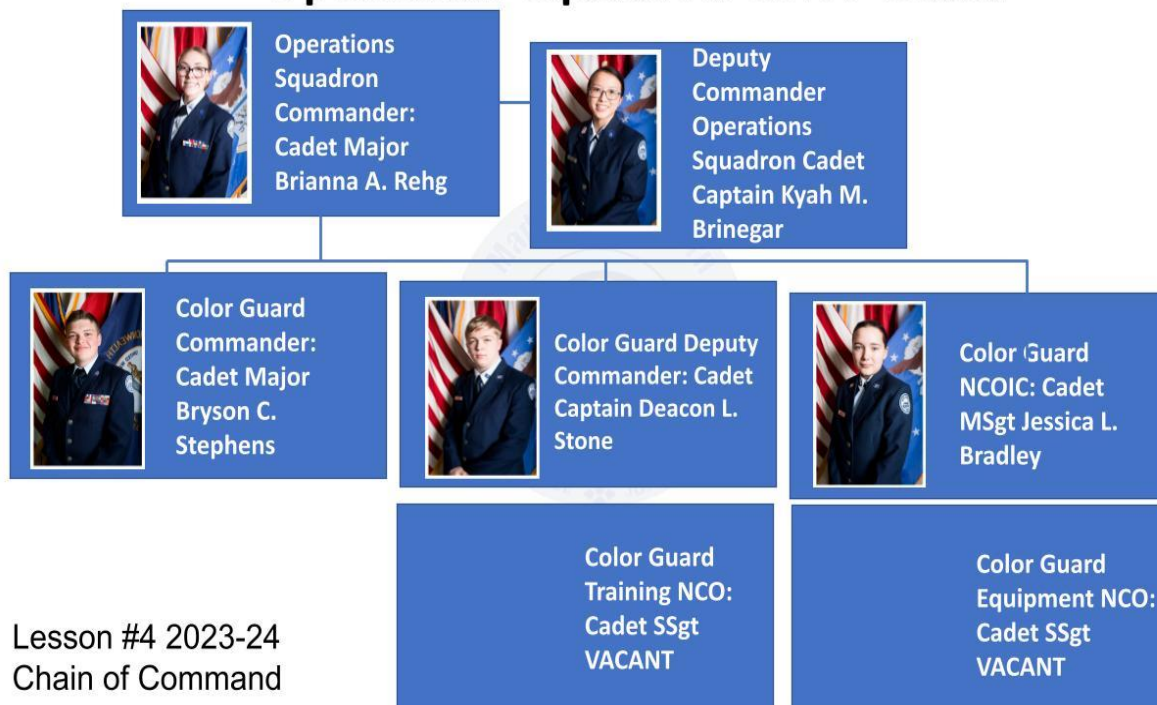


Lesson #4 2023-24
Chain of Command

Operations Squadron-Command Section



Operations Squadron-Color Guard



Operations Squadron- Physical Training and Wellness



Lesson #4 2023-24
Chain of Command

Logistics Squadron- Command Section



Lesson #4 2023-24
Chain of Command

Chapter 7

PROMOTIONS

7.1. Standards. The following standards will govern cadet promotions:

7.1.1. Academic Standards. Each cadet is expected to do the best work they are capable of doing. Any cadet who does not attain or maintain a passing grade will not be promoted. You are responsible for what you learn. Initiative, enthusiasm, and cooperation will result in your development and improvement.

7.1.2. Attendance. Any cadet with more than three unexcused absences will be ineligible for promotion. More than 5 tardies may also result in the delay of promotion.

7.1.3. Attitude. A cadet must be a considerate, mature young man or woman working up to a leadership role. Immaturity and irresponsibility are not acceptable. Self-control and predictable behavior are mandatory.

7.1.4. Behavior. Any cadet who does not comply with Madison Southern High School's Acceptable Behavior and Conduct guidance, which results in disciplinary action, will not be eligible for a promotion that semester.

7.1.4. Participation. Each cadet is expected to participate, as much as practical, in all Group activities. Cadets who wish to be promoted should not underestimate the importance of the willing support of Group activities.

7.1.5. Uniform Wear. Each cadet must keep their uniform and personal appearance above reproach at all times. "Exceeding the Standard" must be your goal.

7.2. Eligibility.

7.2.1. A cadet's permanent rank will be represented by one "stripe" for each successful year of AFJROTC.

7.2.2. Temporary rank will be awarded based on a cadet's position and responsibility. Officer rank is usually only awarded after completion of Cadet Leadership School, or some other clearly identifiable leadership training, i.e. Eagle Scout.

7.3. Promotion Frequency.

7.3.1. Major promotions will be announced after each 18-week grading period.

7.3.2. Special promotions will be made at any time by the SASI to recognize individual merit and to fill positions on the group staff.

7.3.3. The Director, WINGS will document all promotions.

7.3.4. Cadet ranks are not to be confused with USAF rank or interchanged. The word "cadet" will be part of any reference to a specific cadet rank.





Cadet Airman



**Cadet Airman
First Class**



**Cadet Senior
Airman**



**Cadet Staff
Sergeant**



**Cadet Technical
Sergeant**



**Cadet Master
Sergeant**



**Cadet Senior
Master
Sergeant**



**Cadet Chief
Master
Sergeant**

**Cadet 2nd
Lieutenant**



**Cadet 1st
Lieutenant**



**Cadet
Captain**



**Cadet
Major**



**Cadet
Lieutenant
Colonel**



**Cadet
Colonel**



KY 20002 Corps Cadet Ranks

Cadet Senior Airman is earned by a three-year AFJROTC Cadet who has not otherwise not been promoted to Cadet Staff Sergeant

Cadet Airman First Class is awarded to deserving Freshman after evaluations and promotions or to a 2nd year Sophomore cadet

No Insignia
Cadet/ Airman Basic (c/AB)


Cadet/ Airman (c/Amn)


Cadet/ Airman 1 st Class (c/A1C)


Cadet/ Senior Airman (c/SrA)

Cadet Airman is normally the rank that all first-year cadets begin with in KY 20002

Cadet Airman Basic is not typically used by KY 20002 except in cases of a reduction in rank for behavioral or disciplinary issues

Cadet Airmen Ranks

Cadet Technical Sergeant is normally used to designate a cadet performing a role that affects the entire flight and reports to a Commander or higher level



Cadet Staff Sergeant is earned by a 4th year AFJROTC Cadet who has not otherwise been promoted to a higher position

Cadet Non-Commissioned Officer (NCO) Ranks

Normally the highest-ranking enlisted member of the Corps. Normally functions as the Group Superintendent. There is normally 1 within the Corps



Cadet/
Chief
Master
Sergeant
(c/CMSgt)

Cadet Senior Master Sergeant may serve as the NCOIC of one of the extra-curricular activity teams in a second year and the Flight Commander(s) in the mixed grade flight organization.



Cadet/
Senior
Master
Sergeant
(c/SMSgt)



Cadet/
Master
Sergeant
(c/MSgt)

Cadet Master Sergeant. may serve as the NCOIC of one of the extra-curricular activity teams in a first year in the role or the Unit First Sergeant.

Cadet Senior Non-Commissioned Officer (SNCO) Ranks

Cadet Captain may hold the Vice Mission Support Group Commander position or as a Vice Commander of an extra-curricular activity



Cadet/
Captain
(c/Capt)

Cadet First Lieutenant may hold the Vice Mission Support Group Commander position or as a Vice Commander of an extra-curricular activity



Cadet/
1st
Lieutenant
(c/1Lt)



Cadet/
2nd
Lieutenant
(c/2Lt)

Cadet Second Lieutenant is the lowest commissioned officer rank. The Flight Commander of the Sophomore Class is eligible to hold this rank.

Cadet Company Grade Officer (CGO) Ranks

The highest rank in AFJROTC. Normally serves as the Corps Commander



Cadet/
Colonel
(c/Col)

The second highest rank in AFJROTC. The Vice Corps Commander normally holds this rank.



Cadet/
Lieutenant
Colonel
(c/LtCol)



Cadet/
Major
(c/Maj)

Cadet Major serves as the squadron commanders who report to the Vice and Group Commanders. They have oversight of the extra-curricular programs

Cadet Field Grade Officer (FGO) Ranks

Chapter 8

CADET STAFF PROCEDURES

8.1. Cadet Staff Procedures. The cadet staff is the primary workforce for AFJROTC at Madison Southern High School. Their office area is to be used for briefings, meetings, counseling, and administrative work. *It is not to become a “hang-out” lounge!* It is OFF-LIMITS at all other times without permission from the SASI/ASI.

8.2. Bulletin Board Communications. There is one Cadet Group bulletin board and one Cadet Group whiteboard. The bulletin board will be used for posting permanent information, including official notices, cadet recognition, etc. The whiteboard will be used for detailed listings, formation notices, drill team and color guard schedules, and current operations information. These boards will be kept current at all times.

8.2.1. Procedures. Communications that expire in less than 30 days will be placed on the whiteboard, after approval by the Operations Squadron Commander. Permanent communications that will be in effect for longer than 30 days will be posted on the permanent bulletin board, after approval of the Operations Squadron Commander.

8.2.2. Posting. Posting of communications. Cadets wishing to post a notice on the bulletin board must submit it to the appropriate office for approval.

8.2.3. Responsibility. Each cadet is responsible for reading the Cadet Group White Board, daily. If a cadet’s name appears on notices placed on the board, he/she will place his/her initials next to his/her name indicating that he/she has read and will comply with the correspondence.

8.3. Scheduling. The Group Staff is responsible for keeping all AFJROTC activities on schedule, with the right people in attendance, and ensuring that they are conducted with professionalism at all times.

8.4 Staff Meeting. The Group Commander (or vice Commander in the absence of the Commander) will hold a weekly staff meeting during Academic time on Fridays. This will be required for all group staff members, and any other cadet invited by the commander.

8.4. Commander’s Call. The Group Staff is responsible for planning, coordinating, and managing a regularly scheduled commander’s call, once a month during academic time. The commander’s call will be used to recognize personnel achievements, encourage Group participation, and disseminate relevant information to the entire Group. Commander’s Call will be a **mandatory** formation for all cadets.


Chapter 9

AFJROTC AWARDS AND DECORATIONS

9.1. Awards and Decorations. Many distinctive awards are authorized for AFJROTC cadets in recognition of outstanding performance in academics, leadership, or specific displays of valor. There are three major categories of awards with accompanying medals, ribbons, and/or certificates: National Awards, State Awards, and Cadet Awards. Outstanding participation and performance are the minimum standards for receiving these awards. The awards and decorations program is managed by the Director, Awards and Decorations

9.2. National Awards – These awards are sponsored by National organizations. Cadets are nominated by the SASI on an annual basis using the criteria listed for each award.

9.2.1 Descriptions and Criteria of AFJROTC Medals and Ribbons. Ribbons will not be worn with Medals (only the medals will be worn). **NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc. Units are authorized to impose additional criteria (more stringent) to meet local standards and needs without diminishing minimum standards (example: limiting the number of cadets who may earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specifically stated in the Cadet Guide or Unit Operating Instruction.**



9.2.2. Gold Valor Award. This award consists of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Forward recommendations for valor awards through the HQ-Assessments@AFJROTC.com mailbox or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. **Medals will not be worn on regular uniform days or during any type of competition.**

9.2.3. Silver Valor Award. This award consists of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism that does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards through the HQAssessments@AFJROTC.com mailbox or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-

Ops Support will distribute the citation, medal, and ribbon for presentation. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.



9.2.4. Cadet Humanitarian Award. This award consists of a certificate.

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

award is not to be used to recognize day-to-day service in the community. Forward recommendations for this award through the HQAssessments@AFJROTC.com mailbox or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the award to the Director, HQ 136 136 AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.



9.2.5. Silver Star Community Service with Excellence Award. The

award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service and establishes a greater sense of

pride within the Group. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged in to WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award. Ribbon must be purchased from a vendor using MILPER funds. For each additional award earned an additional large silver star will be awarded.



9.2.6. Community Service with Excellence Award. The award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefits the local community. This is not an award given to participants but the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional



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

National-Level Awards

National-level Awards These Items may be issued to cadets, but medals from these organizations **WILL ONLY** be worn during events such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.**



9.2.7 Air Force Association (AFA) Award. Cadets may only receive this award once. This AFA sponsored award is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). The ribbon for this award may be worn on the cadet's ribbon rack and

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

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

- Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism.
- Positive attitude (toward AFJROTC and school).
- Outstanding personal appearance (uniform and grooming).
- Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs).



9.2.8. Daedalian Award. Cadets may only receive this award once. The Order of Daedalian's was named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place

service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece, and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals

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

9.2.8.1. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

- Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
- Indicate the potential and desire to pursue a military career.
- Rank in the top 10% of their AFJROTC class.
- Rank in the top 20% of their school class.

9.2.8.2. The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days' notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award. See Attachment 7- 17 for a list of award points of contact.

9.2.9. Daughters of the American Revolution (DAR)



Award. Cadets may only receive this award once. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

9.2.9.1. This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:

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

9.2.9.2. The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter. See Attachment 7-17 for a list of award points of contact. 138 138 7.7.9.



9.2.10. American Legion Scholastic Award. Cadets may only receive this award once. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

7.7.9.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:

- Rank in the top 10% of the high school class.
- Rank in the top 25% of their AFJROTC class.
- Demonstrate leadership qualities.
- Actively participate in student activities

9.2.10.1. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for a list of award points of contact.



9.2.11. American Legion General Military Excellence Award.

Cadets may only receive this award once. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

- Rank in the top 25% of their AFJROTC class.
 - Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- 9.2.11.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for a list of award points of contact.



9.2.12. Reserve Officers Association (ROA) Award. Cadets may only receive this award once. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

9.2.12.1. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

- Be in the top 10% in the AFJROTC program.
- Be in the top 25% in academic grades.
- Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include an outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline, and a sound work ethic.

9.2.12.2. The SASI with the ASI, selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association. See Attachment 7-17 for a list of award points of contact.



9.2.13. Military Officers Association of America (MOAA) Award. Cadets may only receive this award once. This award is formerly known as The Retired Officers Association Award. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

- Be a member of the junior class.
- Be in good academic standing.
- Be of high moral character.

- Show a high order of loyalty to the unit, school, and country.
- Show exceptional potential for military leadership.

9.2.13.2. The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter. The SASI requests the award devices from the nearest MOAA chapter. An MOAA representative will make the award presentation. If a MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters.



9.2.14. Veterans of Foreign Wars (VFW) Award. Cadets may only receive this award once. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. 7.7.13.1. This award is presented annually to an outstanding second or third-year cadet in a 3-year program (third or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

- Positive attitude toward the AFJROTC program
- Must be enrolled as a 10th-12th grade AFJROTC student
- Must maintain a "B" average in AFJROTC curriculum and a "C" average in all remaining subjects with no failing grades in the previous semester
- Active in at least one other student extracurricular activity (music, athletics, government, etc.) • **Not a previous recipient of this award.**

9.2.14.1. The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. The SASI requests the award from the nearest local post in February for presentation in April or May. A VFW representative will present the award at an appropriate ceremony. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States.



9.2.15. National Society United States Daughters 1812 Award. Cadets may only receive this award once. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

7.7.15.1. Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism, and upright character in speech and habits.



9.2.16. National Sojourners Award. Cadets may only receive this award once. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

9.2.16.1. This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the Group of cadets and on campus. Each cadet must:

- Be in the top 25% of their academic class.
- Encourage and demonstrate ideals of Americanism.
- Demonstrate potential for outstanding leadership.
- **Not have previously received the award.**

9.2.16.1. The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. The SASI requests the award from the nearest local chapter in February for presentation in April or May. A representative from the National Sojourners will make the award presentation at an appropriate ceremony. If no local chapter is available or if the local chapter does not offer the award, contact the headquarters of the National Sojourners.



9.2.17. Scottish Rite, Southern Jurisdiction Award. Cadets may only receive this award once. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

9.2.17.1. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

- Contribute the most to encourage Americanism by participation in LDR activities or community projects.
- Demonstrate academic excellence by being in the top 25% of the class.
- Demonstrate the qualities of dependability, good character, self-discipline, good citizenship, and patriotism.
- Not have been previous recipients of this award.

9.2.17.2. The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a 30- day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization.



9.2.18. Military Order of the Purple Heart Award. Cadets may only receive this award once. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

9.2.18.2. The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.



9.2.19. Sons of the American Revolution (SAR) Award. Cadets

may only receive this award once. This award may be worn on the cadet’s ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

9.2.19.1. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

- Be currently enrolled in the AFJROTC program.
- Be in the top 10% of their AFJROTC class.
- Be in the top 25% of their overall class.

9.2.19.2. The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter



9.2.20. Military Order of World Wars Award. Cadets may only

receive this award once. This award may be worn on the cadet’s ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

9.2.20.2. The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet’s outstanding accomplishments or service to the unit. The citation and request for the medal, certificate and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements

for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.



9.2.21. American Veterans (AMVETS) Award. Cadets may only receive this award once. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

9.2.21.2. The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative will make the presentation if a participating local post or department representative is available. See Attachment 7-17 for a list of award points of contact.



9.2.22. Air Force Sergeants Association (AFSA) Award. Cadets may only receive this award once. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

9.2.22.1. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

- Be in the top 10% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not a previous recipient of this award.

9.2.22.2. The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If the information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters; (please send an email to

AFSA HQ at bhill@hqafsa.org) to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.



9.2.23. Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet

Award. This award may be worn on the cadet's ribbon rack and worn on regular uniform days. 7.7.22.1. This award is presented annually to **two cadets**. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

- Attain a grade of "B" or better in their AS class.
- Be in good academic standing.
- Actively participate in cadet Group activities.
- Participate in at least 50% of all unit service programs.

9.2.23.2. The SASI and ASI select the recipients. The Tuskegee Airmen (TAI), Inc.

AFJROTC Cadet Award ribbon is mailed to every AFJROTC unit from AFJROTC NC-20022, Vance High School. AFJROTC units do not need to contact this unit to receive their allotted two ribbons per year.

AFJROTC units requesting replacement ribbons must send a check for \$2.00 to cover the cost of mailing up to two ribbons. The Tuskegee Airmen, Inc. AFJROTC Cadet Award certificate is posted in WINGS at WINGS - Published Files - Directory - JROTC - Certificates. The TAI AFJROTC Cadet Award certificate, as well as other important certificates, are posted in the folder.



9.2.24. The Retired Enlisted Association (TREA) Award.

Cadets may only receive this award once. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank.

The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.



9.2.25. The Celebrate Freedom Foundation (CFF) Award for Excellence in Academic Programs.

Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th-grade students (including home-schooled students) enrolled in AFJROTC programs. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

9.2.25.1. SASI may go online at www.gocff.org/jrotc to nominate cadets for this award. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

- Outstanding personal appearance (uniform and grooming)

- Display personal attributes such as initiative, judgment, and self-confidence
- Courteous demeanor (promptness, obedience, and respect for customs)
- Growth potential (capacity for responsibility, high productivity, and adaptability to change)
- Possess the highest personal and ethical standards and strong positive convictions
- Shows the potential and desire to pursue a military career
- Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent
- Rank in the top 15 % of his/her academic class
- Demonstrates a positive attitude (toward AFJROTC and school).



9.2.26. Air Commando Association Award. Cadets may only receive this award once. Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. The ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.



9.2.27. Distinguished Unit Award with Merit (DUAM). This award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives an HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional small silver star will be awarded.



9.2.28. Distinguished Unit Award (DUA). This is awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded.



9.2.29. Outstanding Organization Award (OOA). This is awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer. Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional small silver star will be awarded.



9.2.30. Outstanding Flight Ribbon. This is awarded each academic term to members of the outstanding flight under criteria determined by the SASI. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.31. Top Performer Award. This award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet Group population (unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

9.2.31.1. Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, **but specific consideration will be given to cadets not previously recognized for superior performance.** The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas:

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

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

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



9.2.32. Outstanding Cadet Ribbon. This is awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. Added:

Added: 9.2.32.1. Outstanding Cadet Ribbon with silver star. Cadets are chosen as State, Pacific and European "AFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding Cadet Ribbon" with a silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with a silver star since that award is of higher precedence.



9.2.33. Leadership Ribbon. This is awarded for outstanding performance in a position of leadership as an AFJROTC cadet. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.34. Superior Performance Ribbon. This is awarded to no more than the top 10% of the cadet Group annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



7.7.35. Achievement Ribbon. This is awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



9.2.36. Academic Ribbon. This is awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term (cadet may only receive one award annually), in addition to an "A" average in AFJROTC. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



9.2.37. Cadet Leadership Course (CLC) Ribbon. This is awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion, an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Criteria for this award will be published in the unit's Cadet Guide.



9.2.38. Special Teams Placement Ribbon. This is awarded to team members for placing 1st, 2nd, or 3rd in an Air Force or Joint

Service (local, regional, state or national-level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.39. All-Service National Competition Award. This is awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MILPER funds. The medal may not (ribbon may) be worn during competitions and regular uniform wear days.



9.2.40. Air Force Nationals Competition Award. This is awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MILPER funds. The medal may not (ribbon may) be worn during competitions and regular uniform wear days.



9.2.41. Orienteering Ribbon. This is awarded to team members for completing a unit-specific Orienteering program as part of the unit curriculum. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.21.42. Leadership Development Requirement (LDR) Leadership Ribbon. This is awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A

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



9.2.43. Drill Team Ribbon. Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.44. Color Guard Ribbon. Cadets must perform at least **five** (5) color guard performance events to receive this ribbon (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.45. Saber Team Ribbon. Cadets must perform at least **three** (3) saber team performance events to receive this ribbon (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.46. Marksmanship Team Ribbon. Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least **one** (1) marksmanship competition event (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.47. Joint Leadership Academic Bowl (JLAB) Ribbon. Cadets must be a member of the JLAB team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



9.2.48. Cyber Patriot Ribbon. Cadets must be a member of the Cyber Patriot team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the

award of the fifth bronze oak leaf cluster. **(This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadets uniform.)**



9.2.49. StellarXplorers Ribbon. Cadets must be a member of the StellarXplorers team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. **(This ribbon replaces the StellarXplorers pin, which is no longer authorized for wear on the cadet's uniform.)**



9.2.50. Raiders Team Ribbon. Cadets must be a member of the Raiders Team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.51. Military Model Building Team Ribbon. Cadets must be a member of the Military Model Building Team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.



9.2.52. Unmanned Aircraft Systems (UAS) Ribbon. Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.5.53. Robotics Ribbon. Cadets must be a member of the Robotics club/team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.47. Good Conduct Ribbon. Cadets must not have received a referral (this includes no ISS/OSS) for an academic term (cadets may only receive one award annually) to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.



9.2.48. Service Ribbon. This is awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams, or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. 5 silver OLC+ 1 Bronze Star. 5 Bronze Stars = 1 Silver Star



9.2.49. Health and Wellness Ribbon. This is awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly awards of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of the award.

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

These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver, or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFTMass Assessment in WINGS.) Criteria for this award will be published in the unit's Cadet Guide.



9.2.50. Recruiting Ribbon. This is awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.51. Activities Ribbon. This is awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and **raider/sports teams**. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.52. Attendance Ribbon. This is awarded to cadets who have no more than three school absences during the academic term (cadets may only receive one award annually). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



9.2.53. Dress and Appearance Ribbon. Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.54. Longevity Ribbon. This is awarded for successful completion of each AFJROTC school year or semester. Cadets may only receive one award annually. Cadets in a 4X4 block schedule taking AFJROTC classes both semesters during a school year may only receive one ribbon and/or cluster for that school year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



9.2.55. Bataan Death March Memorial Hike Ribbon. This is awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.,). Units may complete the full hike in a span of **one to no more than 3- days**. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations that will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc. Criteria for this award will be published in the unit's Cadet Guide. Ribbon may be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



9.2.56. Patriotic Flag Ribbon. This is awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag-raising ceremonies, flag retirement ceremonies, flag-folding ceremonies, and historical flag demonstrations. To receive this award, cadets must have participated in a minimum of **five (5)** flag events. Criteria for this award will be published in the unit's Cadet Guide. Ribbon may be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

9.5. Badges.

9.5.1. Ground School Badge. The Ground School Badge is awarded for completion of the AFJROTC aviation honors ground school curriculum or completion of another aviation ground school program prescribed by the FAA. Cadets may wear the badge after the first grading period if they received a passing grade. OPR: HQ AFOATS/JROSL.

9.5.2. Flight Solo Badge. The Flight Solo Badge is awarded to any cadet possessing a solo flight certificate signed by an FAA-certified flight instructor for either powered or non-powered aircraft. OPR: HQ AFOATS/JROSL.

9.5.3. Flight Certificate Badge. The Flight Certificate Badge is awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. OPR: HQ AFOATS/JROSL.

9.5.4. Awareness Presentation Team Badge. The Awareness Presentation Team Badge is awarded for participation on an Awareness Presentation Team. OPR: HQ AFOATS/JROS.

9.5.5. Kitty Hawk Air Society Badge. The Kitty Hawk Air Society Badge is awarded to cadets who are members of the Kitty Hawk Air Society. OPR: HQ AFOATS/JROS.

9.5.6. American Modeling Association (AMA) Wings. The American Modeling Association (AMA) Wings Badge is awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA (list of award contacts is located on the Cyber Campus HQ Library under the Cadet Awards folder) to obtain a badge for qualifying cadets.

9.5.7. Distinguished AFJROTC Cadet Badge. The Distinguished AFJROTC Cadet Badge is an annual award and consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award during their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The AFOATS Form 308, Certificate of Recognition, which is located in the Cyber Campus HQ Library in the Certificates folder, is used to present with the badge. The unit must purchase the badge from a vendor. The recipient should hold the following awards before selection:

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

9.5.8. Aerospace Education Foundation (AEF) Academic Cadet Badge. The Aerospace Education Foundation (AEF) Academic Cadet Badge is awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3-grade point average with no grade below “C” on their transcript. The individuals must be recommended by the SASI. OPR: HQ AFOATS/JROS.

9.5.9. Model Rocketry Badge. A Model Rocketry Badge recognizes cadets who have fulfilled all model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in the Cyber Campus HQ Library in the Guide and Handbooks folder. OPR: HQ AFOATS/JROSL.

I, _____ as the parent/guardian of
_____, acknowledge that I have read, understood, and
agree to the terms and conditions outlined in the attached Aerospace Science and Leadership
Cadet Guide. I also acknowledge that I have discussed these terms with my child.

Parent/Guardian Signature/Date:

I, _____, acknowledge
that I have read, understood, and agree to the terms and conditions outlined in the attached
Aerospace Science and Leadership Cadet Guide. I also understand that it is my responsibility to
abide by these terms.

Student Signature/Date:

I, 1st Sgt (Ret), Christopher Mason or TSgt (Ret) Gilbert Denfeld (circle one) acknowledge that I
have discussed the contents of the attached Aerospace Science and Leadership Cadet Guide with
_____ and their
parent/guardian. I confirm that both the student and parent/guardian understand and agree to the
terms outlined.

Teacher Signature/Date:
