

***C. A. JOHNSON HIGH SCHOOL
AIR FORCE JUNIOR ROTC
SC-065 CADET MANUAL***



Issued to:

***C.A. Johnson High School
2219 Barhamville Road
Columbia S.C. 29204***

Table of Contents

Chapter 1, Basic AFJROTC Information	5
AFJROTC Mission Statement	5
Local Mission and Vision Statements.....	5
Unit Goals.....	5
Core Values	6
Enrollment/Dis-enrollment Eligibility	6
Chapter 2, Cadet Codes, Creed, and Discipline	8
Cadet Creed	8
Classroom Rules and Procedures	9
Chapter 3, Unit Organization	13
Figure 3.1, Organization Chart.....	14
Chapter 4, Cadet Rank, Promotion System, and Positions	15-24
Figure 4.1- 4.2, Air Force JROTC Cadet Grade Insignia	25
Figure 4.3, USAF AFROTC Soft Grade Insignia	26
Figure 4.3, USAF Active Duty Grade Insignia	27
Cadet Job Assignments	28-36
Chapter 5, Customs and Courtesies	37
Customs and Courtesies	37
Saluting	37
Cadet Etiquette	37
Reporting	37
Position of Honor	38
United States and National Flags	38
Flag Ceremony	38
Figure 5.1, How to Fold the United States Flag	39
Chapter 6, Presidential Fitness Youth Program	40
Exercises	40
Parental Consent	40
Grading Policy	40
Awards	40

Chapter 7: Awards and Decorations	41
Purpose	41
Distinguished Unit	41
Honor Flight Competition/Principal Trophy	41
Certificate of Training	41
Certificate of Completion	41
Ribbons Authorized for Wear on the AFJROTC Uniform	41
Special Awards	42
National Awards	42
Current AFJROTC Awards in SC-065	43
Current AFJROTC Ribbon Chart.....	45
Chapter 8: Uniforms and Personal Appearance	46
Respect for the Uniform	46
Uniform Days	46
Custody	46
Care of the Uniform	46
Return Policy	47
Male Uniform Requirements/Combinations.....	47
Service Dress Coat	47
Light Blue Shirt	47
Dark Blue Trousers	47
Male Accessories	48
Male Personal Appearance	48
Figure 8.1, Cadet Male Service Dress Uniform	50
Figure 8.2, Cadet Male Light Blue Shirt	51
Figure 8.3, Cadet Male Rank Insignia Placement	52
Female Uniform Requirements/Combinations	53
Service Dress Coat	53
Light Blue Shirt	53
Dark Blue Slacks	53
Dark Blue Skirt	53

Female Accessories	53
Female Personal Appearance	54
Figure 8.4, Cadet Female Service Dress Uniform	55
Figure 8.5, Cadet Female Light Blue Shirt	56-57
Figure 8.6, Cadet Lightweight Blue Jacket	58
Figure 8.7, Cadet Flight Cap (Male and Female)	59
Physical Training Uniform (PTU)	60
Semiformal Uniform	61
Religious Items	61
Special Team Uniforms	61
Conduct in Uniform	61
Chapter 9: Unit Organizations and Co-Curricular Activities	62
Honor Guard	62
Military Ball	62
Co-Curricular Activites	63-64
Air Force Song	65

AFI 36-2903 SUPPLEMENT

Chapter 1

BASIC AIR FORCE JUNIOR ROTC (AFJROTC) PROGRAM INFORMATION

1.1. AFJROTC Mission Statement. “Develop citizens of character dedicated to serving their nation and community.”

1.2. Local Mission and Vision Statements. Individual AFJROTC units may develop their own Mission and mission and vision statements specific to their school and community.

1.2.1. SC-065 Mission Statement. “Prepare mentally, socially, and physically disciplined leaders to serve the needs of their school and community.

1.2.2. SC-065 Vision Statement. “A strong, disciplined team working together to meet the needs of their unit, school, community, and country, impacting a society where everyone reaches his/her own potential”

1.3. Unit Goals. AFROTC Headquarters requires each unit to electronically submit up to six annual unit goals between 1 August and 31 October. The goals give the cadets something to work toward throughout the academic year. The cadet corps plays an active role in setting and achieving submitted goals, with the corps leadership primarily responsible for coordinating the corps efforts. The goals fall into three categories:

1.3.1.1. Cadet/Corps Impact Goals: Establish internal goals relating to improvement within the cadet corps. Goals may reflect academics, physical fitness, attendance rates, graduation rates, suspension rates, etc.

1.3.1.2. Community Impact Goals: Establish goals relating to the community service mission. There are two main target areas for goals in this category that directly related to the SC-065 cadet corps. They include C.A. Johnson High School and the surrounding community. Goals may reflect improving unit enrollment, cadet involvement in school activities/projects etc.

1.3.1.3. School Impact Goals: Establish goals relating to AFJROTC’s participation and involvement with the overall high school community. Goals may reflect volunteer activities, charities, unit sponsored events, competition in or recognition for regional/national events, etc. Goals must be measurable and be submitted to the Senior Aerospace Science Instructor (SASI) not later than 30 September annually.

1.3.1.4. Goals should be SMART:

- Specific – target a specific area for improvement.
- Measurable – quantify or at least suggest an indicator of progress.

- Assignable – specify who will do it.
- Realistic – state what results can realistically be achieved, given available resources.
- Time-related – specify when the result(s) can be achieved.

1.4. AFJROTC Unit Viability. Units must maintain an enrollment of 100 cadets or 10% of the school population, whichever is less.

AIR FORCE CORE VALUES

1.5. General. The United States Air Force has three primary values to which they hold all of their members. These values serve as reminders of the legacy of the Air Force and the high expectations of those in service to the United States. AFJROTC cadets are also expected to learn and abide by these Air Force Core Values.

1.5.1. Integrity First. An unfaltering devotion to honesty, truthfulness, duty, and always doing what is right regardless of the circumstances, even when no one else is looking.

1.5.2. Service Before Self. Putting the needs of one's unit, school, community, and country before one's own needs. A willingness to sacrifice one's own personal agendas for the betterment of the organization.

1.5.3. Excellence In All We Do. Having the commitment to continually improve and possessing the competence and tenacity to do quality work and achieve outstanding results. A personal, as well as professional, devotion to doing one's best.

ENROLLMENT AND DISENROLLMENT

1.6. Enrollment Eligibility. Each cadet must be a full-time student in good standing at C.A. Johnson High School, be a US citizen or an alien applying for permanent residence, be at least 14 years old, be of good moral character, and participate in all aspects of AFJROTC training.

1.6.1. Cadets DO NOT incur a military service obligation by enrolling in AFJROTC. However, cadets who do elect to join the Armed Forces may be eligible for certain benefits. (*Refer to para. 7.5*)

1.7. Disenrollment. Cadets who habitually display qualities which detract from the image of the AFJROTC program or who consistently fail to meet established cadet expectations (*Refer to Chapter 2*) may be removed by the Senior Aerospace Science Instructor (SASI). Behavior which could result in this action includes, but is not limited to:

- Not wearing the AFJROTC uniform on designated uniform days
- Refusing to adhere to established standards of uniform wear, personal appearance, conduct, etc.

- Failing an Aerospace Science or Leadership Education course
- Receiving severe or repeated disciplinary action by the school or by senior cadets
- Lacking appropriate self-discipline or failing to follow classroom rules
- Not abiding by the Honor Code, Code of Ethics, or Core Values
- Participating in any activity that reflects poorly upon the individual or AFJROTC
- Failure to participate in all aspects of JROTC such as physical fitness, community service, curriculum in action (CIA) trips, and classroom activities

Reserve Cadet Status

1.8. **Reserve Cadets.** A Reserve Cadet is a cadet who cannot enroll in AFJROTC courses within the school and is in AFJROTC program for the sole purpose of participating in co-curricular activities. Reserve cadets must have been a cadet for a least one academic year prior to being considered for a Reserve Cadet. Reserve Cadets will:

- Maintain compliance with uniform wear standards when in uniform and while participating in events with the unit
- Complete a minimum of 2 community service events per semester
- Maintain proficiency in drill and ceremony to include the 30 command drill sequence
- Maintain passing average in all core classes
- Assist with unit events when requested by SASI or ASI

Chapter 2

CADET CODES, CREED, AND DISCIPLINE

HONOR CODE OF ETHICS, AND CADET CREED

2.1. Cadet Honor Code. *“I will not lie, cheat, or steal, nor tolerate anyone who does.”* These simple words are the basis for the Cadet Honor Code. Living by the code will become an ingrained habit and a part of the cadet’s total lifestyle. The Honor Code stresses that lying, cheating, or stealing is not tolerated and that honor is a noble, moral standard that is the essence of not only the corps, but also our civilized society.

2.2. Cadet Code of Ethics. Cadets will:

- Love and hold in high regard their Country
- Respect their parents or guardians, school officials and staff, and community leaders
- Refrain from any act, gesture, or language that would discredit the cadet, family, school, or the cadet corps
- Dedicate themselves to succeed in all endeavors, including academics, athletics, extracurricular activities, work, etc.
- Perform all assigned duties with efficiency and meet all obligations
- Maintain self-respect, self-discipline, and good behavior at all times
- Be honest, and understand that honorable failure is better than success through unfair means
- Show pride and respect for the AFJROTC uniform
- Be an exemplary role model with high standards of conduct
- Respect other cadets and follow the directions of cadets senior in grade and position
- Place the good of the corps ahead of personal gain

2.3. Cadet Creed. All cadets will abide by and have a copy of the AFJROTC Cadet Creed at all times. **Cadets will be tested on this creed during the second week of school and thereafter.** The Cadet Creed is as follows:

“I am an Air Force Junior ROTC Cadet.

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

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

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

My character defines me. I will not lie, cheat, or steal. I am accountable for
my actions and deeds.

I will hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet and I WILL NOT FAIL!”

CLASSROOM RULES/PROCEDURES

2.4. Introduction: One important way in which JROTC is different from most other courses at C.A. Johnson (CAJ) High School is that we're a team. Your behavior as a cadet affects and reflects not only on you, but also on the entire Corps of Cadets and the Air Force. Students should behave properly in all classes, but in JROTC we hold you to a higher standard of behavior for the sake of the entire program. The Corps Discipline System is designed to reinforce proper cadet behavior by rewarding good behavior and applying penalties for behavior that does not meet Corps standards.

2.4.1. The Corps Discipline System is separate from the CA Johnson High School discipline program, but there is a connection. If a cadet breaks a Corps rule that is not also a CAJ student rule, it is dealt with in the Corps, and there is no additional CAJ punishment. However, if a cadet breaks a serious CAJ rule, there probably will be one or more Corps penalties in addition to the punishment the student receives from CAJ administrators. For example, an offense that results in an ISS or CAJ suspension will have consequences in the Corps too.

2.4.2. In our Corps Discipline System, "punishment" basically means delay or loss of the rewards that you would earn by behaving as a cadet should. Good behavior and performance that contribute to flight and the Corps will result in a good grade in JROTC and lead to more responsibility, opportunities, privileges and often faster promotions in rank. On the other hand, behavior that causes problems for the flight or Corps often will delay these things, and can result in the cadet losing privileges rank.

2.4.3. Improper behavior or lack of cooperation in the classroom. As in all other high school classes, cadets are required to behave properly in class and obey and cooperate with the instructor. In JROTC, cadets are required to obey the Flight SASI and Flight Sergeant. Such behavior is basic to the proper function of any class, but in JROTC it is especially important because we do many events as a team or flight. Any improper behavior disrupts the entire flight and interferes with the fundamental purposes of JROTC. The steps taken to deal with improper behavior include:

- Verbal correction.
- Classroom recitation – read or recites AF or JROTC-related information. (This is not meant to embarrass the cadet, but is a tool to remind the cadet of the importance of his/her contribution as a class member.
- Contact the cadet's parent or guardian.

2.5. Merits and Demerits. Merits and demerits are simply "marks" that are used to document exceptionally good behavior or performance (merits) or sub-standard behavior (demerits). Instructors use merits and demerits to help them determine a cadet's eligibility for participation in Corps events and qualification for cadet positions. Here are some specifics about merits and demerits:

- Merits and demerits are given only by JROTC instructors. Cadets, Administration, and Teachers can only recommend.

- Any cadet may recommend merits. (Instructors want to hear about positive cadet actions)
- Only cadets in staff or leadership positions or cadet officers may recommend demerits.
- Most recommendations will come from the flight leaders or flight sergeants, since most interactions occur in the classroom. The IG Team will also provide cadet feedback, since they have the responsibility to monitor proper uniform wear. Merits/demerits will be documented on an Air Force Form 341.
- The cadet who plans to recommend merits or demerits should tell the cadet involved that he/she is going to do this.
- If it's a demerit, do not argue with the cadet. He or she is simply doing his/her job, and instructors will make the final decision.

2.6. CAJ Referrals. JROTC-written referrals: Cadet discipline problems will be handled within in the Corps to the maximum extent possible; however, if a cadet commits an infraction the JROTC instructors/teachers will fill out a Discipline Referral.

- Discipline Referrals from other teachers, principals:
 - Referrals prior to joining JROTC. A cadet's past isn't held against him/her. When a student joins JROTC, he/she has a "clean slate", as far as we are concerned.
 - Referrals after joining JROTC. A Cadet's behavior outside the Corps is important, too, because it reflects upon the entire JROTC Program. Therefore, a cadet's discipline record (while a cadet) can be taken into consideration when determining a cadet's eligibility for participation in Corps activities or qualification for leadership of staff position.

2.7. CAJ In-School Suspension (ISS): ISSs (the number and reasons for them) can jeopardize a cadet's eligibility for participation in JROTC activities and events. (Instructors examine a cadet's situation on an individual basis, but multiple ISSs normally will disqualify a cadet from participation in certain activities.)

2.7.1. CAJ Suspension, Honor Code Violation or behaviors such as repeated challenges to a higher-ranking cadet's authority, disrespectful behavior toward an instructor/teacher, act of sexual harassment, fighting, or anything that brings discredit on the Corps or CAJ are handled on a case-by-case basis. Usually they involve one or more of the following:

- Removal from drill team, staff, or command position in the Corps; possible dis-enrollment
- Demotion (reduction in rank)
- Loss of eligibility for most Corps activities for a period of time ranging from a month to a semester.

2.7.2. Cadet Disciplinary Board (CDB): Decides which punishments are appropriate for serious or repeated offenses, such as those listed above. Multiple ISSs or habitually missed uniform wear may require a CDB. A CDB is made up of several high-ranking cadets and at least one instructor. The members review the offenses and the cadet's situation to determine the most appropriate steps to take.

2.8. General Classroom Rules. During class or whenever in the JROTC environment, cadets will be expected to:

- Display appropriate behavior that reflects well upon the AFJROTC program

- Pay attention in class; refrain from putting head down, and not sleep during class, and sit up in his/her chair
- Participate in the learning experience
- Address instructors, guests, and cadet officers as “Sir” or “Ma’am”
- Bring all necessary materials to class daily
- Raise your hand and wait for permission to speak

2.8.1. Cadets **will not**:

- Cheat; this is a violation of the Cadet Honor Code, and will result in immediate disciplinary action
- Chew gum, eat, drink, etc. in the JROTC building or anywhere the cadets are holding class, PT, drill, or any other form of training
- Talk when instructors, guests, cadet leadership, or any other student is talking, unless given permission
- Throw objects, be loud, cause a disruption, or participate in any form of horseplay
- Be disrespectful, inconsiderate, threatening, or vulgar towards teachers, visitors, or other students
- Write on the bulletin boards or whiteboards without permission from the instructor

2.9 Classroom Procedures. Upon entering the classroom, cadets will begin preparing the classroom for instruction. This consists of reviewing the daily agenda, obtaining inspection forms if necessary, booting up personal computers, disseminating clickers, etc. Cadets are to stand behind their chairs at the position of Parade Rest on minute prior to the late bell with all cell phones put away and other belongings properly stowed along the wall. After the bell, the Flight Leader Flight Sergeant, or class leader will call the flight to attention to recite the Pledge of Allegiance and cadet creed. Once these items are completed, the class leader will take accountability, review the operations calendar with the flight, and collect permission forms as needed. Once all administrative actions are accomplished, the Flight Leader will notify the instructor that class is ready to begin.

- Be on time. Tardiness will not be tolerated!
- Males: remove earrings before entering the classroom.
- Begin each class with Flight Leader reporting in:
- “Flight, attention, present arms”, followed by report (“Sir/Ma’am 10 cadets present and 1 unaccounted for”). (When SASI/ASI enters room)
- When roll is taken, respond with “Here, Sir.”
- Be polite, respectful, and help each other.
- During instruction don’t talk without permission.
- Stay awake – keep head up; stand up at the side or back of room if necessary.

- Stay in your seat unless you have permission to leave it.
- Use latrine prior to class and no leaving class during the first and last 30 minutes.
- End each class with Flt/CC reporting out: “Flight, attention, present arms”, dismissed.”

2.10. Hazing. Hazing is strictly prohibited in the AFJROTC environment. The SASI will deal appropriately with any cadet who uses his or her leadership position, seniority, or rank/grade to engage in behavior whether physical or verbal, that is demeaning, retaliatory, dangerous, or for personal gain. Examples of hazing include threatening, demeaning, or prejudicial comments and overtones or physical exercises and activities designed to inflict discomfort and pain.

2.11. JROTC Areas

- Instructors’ Office
 - Do not enter without permission. State, “Cadet Smith, requests permission to enter.” The instructor will then grant/deny the cadet permission to enter.
 - Instructor’s microwave and refrigerator is off-limits to cadets.
- Logistics and Storage rooms
 - Do not go into them without a need or permission.
- Designated Cadet Command Office/Area
 - This is reserved for cadets on the command staff.

Chapter 3

UNIT ORGANIZATION

ORGANIZATION AND THE CHAIN OF COMMAND

3.1. Organization. The SC-065 cadet corps is organized as a cadet squadron. The Command Staff includes the Corps Commander, Deputy Commander, Logistics Officer, Stan-Eval and the Cadet Group Chief. The Support Staff is comprised of cadet SASIs and officers in charge from the following: Operations Squadron, Mission Support Squadron, Logistics, and Personnel.

3.2. Chain of Command. Each cadet will be familiar with the AFJROTC Chain of Command (Figure 3.1). The Chain of Command defines lines of authority and communication. Cadets should use the chain for cadet business such as questions about uniform wear, customs and courtesies, drill, etc.

3.2.1. The term “chain of command” refers to the line of people above and below an individual through which commands and guidance are passed. In the military, the top of everybody’s chain of command is the President of the United States, who is also America’s “Commander in Chief.” The chain then goes down through people at the levels between the President and the individual. If the individual is responsible for leading or directing others below him/her, the chain continues to the bottom. Below is the chain of command for every Air Force JROTC cadet. The Chain of Command runs top to bottom, however issues should be resolved at the lowest level in the chain possible.

President of the United States, the Honorable _____

Secretary of Defense, the Honorable _____

Secretary of the Air Force, the Honorable _____

Air Force Chief of Staff, General _____

Air Education and Training Command, General

Air University _____

Holm Center (ROTC and Officer Training School) Brig General

Director, Air Force Junior Reserve Officer Training Corps, Colonel

SC-065 Senior Aerospace Science Instructor, _____

SC-065 Aerospace Science Instructor, _____

SC-065 Corps Commander, Cadet Major _____

Flight Leader, Cadet _____, _____

Flight Sergeant, Cadet _____, _____

Flight Element Leader, Cadet _____, _____

Chapter 4

CADET RANK, PROMOTION SYSTEM, AND POSITIONS

CADET GRADES

4.1. Cadet Grade and Rank. The grade a cadet holds signifies the level that he/she has attained as an AFJROTC cadet. A cadet's rank is the cadet's grade combined with position and the time that he/she has held that grade. For example, a cadet who has held the grade of Senior Airman for three months would be considered of a higher rank than a cadet who was just promoted to Senior Airman. Grade is represented by standardized AFJROTC insignia (Figure 4.1), worn on the cadet's uniform. In addition to the AFJROTC grade insignia, cadets should know and recognize JROTC insignia (Figure 4.2) and Air Force active duty grade insignia (Figure 4.3). AFJROTC cadet grades are divided into two categories: permanent grade and temporary grade.

4.1.1. Permanent Grade. This grade typically reflects the number of successfully completed semesters of the AFJROTC program. At the end of each semester, and upon approval from the SASI, qualified cadets will receive a promotion in permanent grade. *Note:* Cadets who transfer from an accredited junior ROTC unit of any branch will be recognized **only** for their completed course semesters and may retain their permanent grades as appropriate and with the approval of the SASI.

4.1.2. Temporary Grade. Cadet Staff Members will be issued a temporary grade in accordance with the minimum and maximum grades established in the UMD. The temporary grade typically will not carry over like the permanent grade does. The temporary grade is designed to be held only while in the position for which it was given. However, the SASI may allow cadets, upon inspection of individual circumstances and achievements, to retain their temporary grade as their permanent grade.

CADET PROMOTION SYSTEM

4.2. Cadet Promotion. Cadet status in the corps is identified with insignias. An insignia is a badge or mark of office or honor. The grade insignia identifies the rank of each member of the Armed Forces. The Air Force grade insignia system is broken down into two categories; officer and enlisted. Enlisted grades are subdivided into two categories Noncommissioned Officers (NCO) and airman grades. The cadet corps follows this system.

NOTE: A copy of the current corps structure and chain of command is posted in the cadet classroom.

4.2.1. Promotion Policy. Promotions go to those who have earned it. Cadets **must be eligible** for promotion in order to be promoted. The intent of the promotion system is to reinforce the CAJ AFJROTC program and its ideals (mission statement, etc.). Permanent Ranks are assigned at the beginning of each year in JROTC. The exception is the first year, which starts after the first 9 weeks.

- First year cadets - AS 1 = Amn
- Second year cadets - AS 2 = A1C

- Third year cadets - AS 3 = SrA
- Fourth year cadets - AS 4 = SSGT

4.2.2. **Fastest** rank schedule. Below are the highest ranks associated with the 4 high school grades. Whether or not a cadet achieves these ranks depends upon his/her performance as a cadet, participation in Corps activities, success at passing promotion tests, the school year in which he/she joins JROTC, and whether or not he/she attends Summer Leadership School. Also, based on the needs of the Corps, instructors may promote cadets more rapidly.

- First year cadets = AB, Amn, A1C, SrA
- Second year cadets = SSgt, TSgt, MSgt and SMSgt
- Third year cadets = 2d Lt, 1st Lt and Capt
- Fourth year cadets = Maj, Lt Col and Colonel

NOTE 1: These are minimum ranks; cadets who have been promoted beyond minimum ranks are not automatically advanced in rank.

NOTE 2: All cadets new to JROTC enter as Airman Basic.

4.4. Promotion Testing. All cadets in the rank of airman, or above, are test eligible with the following exceptions: those who are on the CAJ Suspension (in or out of school suspension), Academic Probation or probation within the corps. **FRESHMEN PROMOTION CYCLE STARTS THE END OF SEPTEMBER.** Promotion tests are offered at the end of each semester for returning cadets. **Cadet Officer's final promotion will be through the SASI.**

4.4.1. **Eligibility for Promotion. Cadet officers** - must be free from academic probation. **Academic probation** occurs when a cadet receives less than an **85% in AFJROTC** and falls **below 2.0 GPA** in any semester or their **cumulative GPA is less than 2.0.**

- When eligible for promotion, the cadet must be selected by the Senior Aerospace Science Instructor and pass an Officer Promotion Test. The officer promotion test is the most difficult. Cadet must also be passing classes with at least a 75%.
- When appropriate, an Officer Promotion Board made up of cadet officers and one or more instructors may be held to certify that a cadet is ready for promotion to officer.
- Must have attended Cadet Leadership Course (CLC) unless waived by the SASI.

4.4.2. Cadet **enlisted** members **must meet** the following criteria:

- Cadets must have a **70% in JROTC** and a **70% or better in ALL other classes.**

- For NCO ranks E-8 and above; cadets must attend CLC unless waived by SASI.
- Cadets must not be serving any CAJ HS suspensions at the time of screening for promotions or during the time promotion tests are being administered.
- Cadets must be free from SC-065 probation (probation as a result of a disciplinary board or ASI/SASI action) **at the time of screening** for promotions or **during the time promotion tests are being administered.**
- Cadets in their final semester of AFJROTC may retain the highest rank to which they have been promoted, at the discretion of the SASI, IAW AFJROTCI 36-2001.

4.4.3. **Promotion Process (for other than Spot Promotions)**

4.4.3.1. Corps staff performs a records review to determine cadets eligible for promotion as defined in the "Eligible for Promotion" paragraph above.

4.4.4.2. A Cadet Performance Evaluation must be accomplished and areas addressed for promotion are:

- Class Participation (academic, PT and leadership)
- AFJROTC and school involvement
- GPA 2.0 and above
- Potential to work well with others
- Recommendation from teachers
- Recommendation from SASIs
- Maturity
- Availability of positions/jobs

4.4.4. The cadet takes the appropriate promotion test and it is scored.

- Promotion results will be posted on the Cadet Bulletin Board after they are announced in each flight. Promotions normally take place during the first uniform wear day after promotion tests have been graded.
- Cadet Promotion Test. Every member of SC-065 is expected to guard the confidentiality of the promotion exams. This means that cadets cannot tell anyone what was on their promotion exam or discuss it with anyone except the SASI or the ASI. Failure to meet this requirement will be considered to be a violation of the Cadet Honor Code.
- Each promotion test will be worth a total of 100 points.

- Each test will include questions on material from the previous levels of rank.
- The sources for promotion test questions are: Cadet Guide, Leadership Education 1, SC-065 Instructions, Drill Manual and class lessons that have been taught. etc.

4.4.4. The following areas of study are recommended for the associated ranks:

- Cadet/Amn All class work and information given to date and cadet guide
- Active duty ranks from other services may also be included.

4.5 Promotion Tests. If eligible, cadets must pass a promotion test (written, marching or both) for these ranks: airman, sergeant (NCO), and the first officer rank.

4.5.1. **Officer ranks.** Cadet officers must be leaders in the Corps. The basic requirements for becoming an officer are: must be at least a junior, be aerospace 2 or 3 cadet, and have completed CLC, or be a senior with enough experience. Instructors can make exceptions, based on the performance of the cadet and the needs of the Corps. Beyond the basic eligibility requirements, a cadet must demonstrate, through behavior, performance, involvement in Corps activities that he/she has the experience and maturity needed to positively influence other cadets.

4.5.2. **Exceptions to Promotion Schedule and Rank Sequence.** For various reasons, some cadets may be promoted more quickly and at different times.

- **Cadet Leadership Course.** After completing CLC, a second year cadet, regardless of his or her rank the previous spring, will be promoted to TSgt or MSgt, if he/she passes the promotion test.
- **Students who join ROTC as juniors or seniors** may be promoted more rapidly if they learn cadet responsibilities quickly and demonstrate appropriate maturity.
- **Cadets chosen for jobs which require higher rank** may skip one or more ranks.

4.5.3. **NCO Promotion Tests.** (Staff Sergeant through Chief Master Sergeant). Cadet NCOs should know more. Thus, the promotion tests for these ranks are more rigorous. They include:

- A much longer written test, covering Airmen test information, plus Air Force, Junior ROTC and SC-065 information.
- Cadets being promoted to Senior NCO ranks also must demonstrate the ability to march a flight through a sequence of basic commands, such as:

- | | |
|----------------------|-------------------------------|
| 1. Fall In | 9. Left face |
| 2. Open rank march | 10. About face |
| 3. Ready front | 11. Forward march (L) |
| 4. Close ranks march | 12. Right flank march (R) (L) |
| 5. Present arms | 13. Left flank march (L) |

- | | |
|----------------------------|--|
| 6. Order arms | 14. Column right march (R) |
| 7. Parade rest | 15. Forward march (L) march (R) |
| 8. Attention | 16. To the rear march (R) |
| 17. To the rear march (R) | 24. Change step march (R) |
| 18. Column right March (R) | 25. Column right march (R) |
| 19. Forward march (R) | 26. Forward march (L) |
| 20. Eyes right (R) | 27. Flight halt (L or R) |
| 21. Ready front (L) | 28. Left face |
| 22. Column right (R) | 29. Right step march |
| 23. Forward march (L) | 30. Flight halt (when feet are together) |

Note: “L” and “R” refer to the foot on which the command is given.

4.5.4. **Airman Promotion Test.** This is the first promotion test a cadet will take. It covers the basics that a new JROTC cadet should know and be able to perform. They include such things as:

- The Mission of JROTC.
- Cadet Honor Code.
- Air Force Core Values and SC-065 Corps Values
- Basic information about the American Flag.
- Airmen (AB, Amn, A1C and SrA) ranks and their insignias.
- Must have completed minimum 2 hours of community service.
- Perform approximately 15 Basic drill movements.

NOTE: The above is a guide, not a contract. Every cadet is reminded that there are more cadets for each rank than are jobs available. Consequently, one of the functions of the promotion test is to keep the rank structure in realistic proportions.

4.6. Promotion Rubric

JROTC Promotion Rubric

What you Must Know or Accomplish to get Promoted

A1C	SrA	SSgt	TSgt	MSgt	SMSgt	CMSgt
<ul style="list-style-type: none"> • Cadet Ranks • Air Force Ranks • Stationary & Facing Movements • Basic Marching • Wear the Uniform • Cadet Creed • Positive Merit Balance • Know 15 Drill Commands • 3 Six Weeks in JROTC 	<ul style="list-style-type: none"> • Know A1C Duties & Material • Positive Merit Balance • No ISS/OSS • 2.0 GPA • 5 Six Weeks in JROTC • Know the 30 drill commands 	<ul style="list-style-type: none"> • Know SrA Duties & Material • March a Flight • Positive Merit Balance • 2.0 GPA • 7 Six Weeks in JROTC • 14 Community Service Hours 	<ul style="list-style-type: none"> • Know SSgt Duties & Material • March a Flight • Positive Merit Balance • 2.25 GPA • 8 Six Weeks in JROTC • 16 Community Service Hours 	<ul style="list-style-type: none"> • Know SFC Duties & Material • Positive Merit Balance • 2.25 GPA • 9 Six Weeks in JROTC • 24 Community Service Hours 	<ul style="list-style-type: none"> • Know MSG Duties & Material • March a Squadron • Positive Merit Balance • 2.25 GPA • 13 Six Weeks in JROTC • 24 Community Service Hours 	<ul style="list-style-type: none"> • Know SMSgt Duties & Material • Positive Merit Balance • 2.25 GPA • 13 Six Weeks in JROTC • 28 Community Service Hours
O F F I C E R	2d Lt	1st Lt	Capt	Maj	Lt Col	
	<ul style="list-style-type: none"> • March a Flight • Know Leadership Traits • Know Leadership Principles • Involved w/ Co-Curricular Activity • 2.25 GPA • 12 Six Weeks in JROTC • 28 Community Service Hours 	<ul style="list-style-type: none"> • Know 2LT Material • Involved w/ Co-Curricular Activity • 2.25 GPA • 12 Six Weeks in JROTC • 28 Community Service Hours 	<ul style="list-style-type: none"> • Know 1LT Material • Superior Instructor • Involved w/ Co-Curricular Activity • 2.25 GPA • 13 Six Weeks in JROTC • 42 Community Service Hours 	<ul style="list-style-type: none"> • Know CPT Material • Superior Instructor • Involved w/ Co-Curricular Activity • Successful Staff or Squadron Officer • 2.25 GPA • 13 Six Weeks in JROTC • 54 Community Service Hours 	<ul style="list-style-type: none"> • Know MAJ Material • Superior Instructor • Involved w/ Co-Curricular Activity • Experienced as Sq Cmdr or Exec • 2.25 GPA • 30 Activity Credits • 14 Six Weeks in JROTC • 66 Community Service Hours 	

4.7 Leadership Duties & Responsibilities

JROTC Leadership Duties & Responsibilities

What you Must Know to Serve in Each Position

Flight Member Amn to A1C	Element Leader SrA	Flight Sergeant SSgt	Flight Sergeant TSgt to MSgt	Flight Commander 2d Lt	EXECUTIVE OFFICER 1st Lt	1st Sergeant 1SG	Squadron COMMANDER Capt
<ul style="list-style-type: none"> • Cadet Creed • JROTC Ranks • 15 Commands • Air Force Ranks • Learn stationary & Facing Movements • Learn Drill • Learn Uniform Wear 	<ul style="list-style-type: none"> • Flight Member duties • How to Inspect a Flight • Maintain Accountability 	<ul style="list-style-type: none"> • Team Leader duties • 30 Commands • Report • Maintain Accountability • Inspect the Flight 	<ul style="list-style-type: none"> • Flight Sergeant duties • 30 Commands • Train Flight to March • Receive Report • Maintain Accountability 	<ul style="list-style-type: none"> • Flight Sergeant duties • 30 Commands • Inspect Flight • Verify accuracy of Cadet records • Mission Brief Qualified • Prepare cadets for CLC 	<ul style="list-style-type: none"> • Flight Sergeant duties • 30 Commands • Maintain Cadet Records • Track Cadet Merit Points 	<ul style="list-style-type: none"> • Flight Sergeant duties • 30 Commands • Form the Squadron • Receive Squadron Report • Maintain Accountability 	<ul style="list-style-type: none"> • Flight Leader duties • 30 Commands • Maintain Accountability • Conduct meetings • Mission Brief Qualified • Prepare cadets for CLC
A-1 Personnel Capt	A-3 Operations Maj	A-4 Logistics Capt	A-5 Public Affairs Capt	A-6 Information Capt	Executive Officer MAJ	CHIEF CMSgt	Group Commander Lt Col
<ul style="list-style-type: none"> • Group personnel actions • Maintain Cadet Records • Determine promotion board eligibility • Prepare event permission slips • Maintain event attendance records • Prepare Info for WINGS input 	<ul style="list-style-type: none"> Coordinator for Group Training & Operations • Prepare training schedules • Prepare risk assessment • Prepare field trip requests • Prepare training activity plans • Coord Service Learning Activities 	<ul style="list-style-type: none"> • Maintain Group Uniforms & Equipment • Issue clothing & equipment • Coord event transportation & activities • Coord for food, water, first aid at events • Maintain equipment • Order equipment as needed 	<ul style="list-style-type: none"> • Prepare Unit advertising plan • Prepare recruiting plan • Coord for photo & video coverage for Cadet events & activities • Coord with newspaper & yearbook staff • Maintain display cases & bulletin boards 	<ul style="list-style-type: none"> • Group Computer Operator • Assist/Input Cadet info into WINGS • Coord Group Website • Maintain computers • Set up computer equipment • Accountable for ADPE 	<ul style="list-style-type: none"> • Know all Staff duties & responsibilities • Ensure all staff functions are accomplished • Prepare Group Staff Briefing • Conduct Event After Action Reviews • Serve as liaison to all Cadet Groups 	<ul style="list-style-type: none"> • Know all NCO duties & responsibilities • Maintain cleanliness of all Group areas • Track Cadet Merit Points • Track Group Proficiency Points • Conduct NCO Development • Supervise Color Guard activities • Conduct NCO promotion boards 	<ul style="list-style-type: none"> • Know Staff & Leadership duties & responsibilities • Provide Vision & guidance to all Cadets • Coord all actions with Instructors • Serve as liaison to HS Principal • Conduct Officer Development • Conduct Officer promotion boards • Supervise Group staff briefing

4.8. Phonetic Alphabet

A - Alpha	J - Juliet	S - Sierra
B - Bravo	K - Kilo	T - Tango
C - Charlie	L - Lima	U - Uniform
D - Delta	M - Mike	V - Victor
E - Echo	N - November	W - Whiskey
F - Foxtrot	O - Oscar	X - X-ray
G - Golf	P - Papa	Y - Yankee
H - Hotel	Q - Quebec	Z - Zulu
I - India	R - Romeo	

4.9. Military Time. Military time is based on a “24-hour clock”.

1am = 0100 hours	7am = 0700 hours	1pm = 1300 hours	7pm = 1900 hours
2am = 0200 hours	8am = 0800 hours	2pm = 1400 hours	8pm = 2000 hours
3am = 0300 hours	9am = 0900 hours	3pm = 1500 hours	9pm = 2100 hours
4am = 0400 hours	10am = 1000 hours	4pm = 1600 hours	10pm = 2200 hours
5am = 0500 hours	11am = 1100 hours	5pm = 1700 hours	11pm = 2300 hours
6am = 0600 hours	12am = 1200 hours	6pm = 1800 hours	12pm = 2400 hours

4.9. Military Drill (Marching)

4.9.1. Military drill (marching) is an important part of Air Force Junior ROTC. All cadets must learn to march and to perform basic drill movements.

The basic drill movements that cadets must learn are:

- Parade Rest - Halt
- Attention - Fall In
- Present Arms - Dress Right Dress
- Order Arms - Ready Front
- Right Face - Open Ranks March
- Left Face - Close Ranks March
- About Face - Fall Out
- Forward March

4.9.2. Other, standard movements that are performed in flight and element formation are:

- Right Flank - Eyes Right
- Left Flank - Ready Front
- Column Right - Change Step
- Column Left - Right Step
- To the Rear - Left Step

In addition, JROTC 3 and 4 classes will be taught advanced, more complicated drill

movements.

4.9.3. Drill Terms

- **Command of Execution** – follows the preparatory command and explains when the movement will be carried out
- **Combined Command** – drill commands in which the preparatory command and the command of execution are combined (“Fall in.”, “At ease.”, “Rest.”)
- **Supplementary command** – given when one unit of the element must execute a movement different from the other unit or must execute the same movement at a different time (“Stand fast.”)
- **Informational Command** – no Preparatory Command or Command of Execution. (“Prepare for inspection.”)
- **Alignment** – Dress or Cover
- **Cadence** – the uniform step and rhythm in marching that is the number of steps marched per minute; maintaining the cadence or rhythm helps cadets stay in step
- **Cover** – individuals aligning themselves directly behind the person in front of them
- **Distance** – the space between individuals in formation (approximately 40”) as measured from their chest to the back of the individual in front of them
- **Double Time** – the rate of marching 180 steps per minute
- **Dress** – alignment of elements side by side or in line maintaining proper interval
- **Element** – the basic formation, the smallest drill unit comprised of at least 3 individuals and no less than two, but not more than four elements
- **Guide** – the individual designated to regulate the direction and rate of march
- **In Column** – the arrangement of elements side by side with the guide and element leaders at the head
- **In Line** – the arrangement of elements one behind the other with the guide and element leaders to the far right
- **Interval** – the space between individuals placed side by side
- **Mark Time** – marching in place at a rate of 100 to 120 steps per minute
- **Quick Time** – the rate of marching at 100 to 120 steps per minute
- **Slow Time** – the rate of marching at 60 steps per minute (used in funeral ceremonies)
- **Rest Positions** – parade rest, at ease, rest, fall out
- **Drill Commands** – an oral order; most have two parts, preparatory command and command of execution

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

4.10. General Rules for Commands









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

4.11. Characteristics of a Command Voice

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

Figure 4.1

AFJROTC CADET GRADE INSIGNIA

Enlisted Grade	Insignia
Cadet Airman Basic (C/AB)	(None)
Cadet Airman (C/Amn)	
Cadet Airman First Class (C/A1C)	
Cadet Senior Airman (C/SrA)	
Cadet Staff Sergeant (C/SSgt)	
Cadet Technical Sergeant (C/TSgt)	
Cadet Master Sergeant (C/MSgt)	
Cadet Senior Master Sergeant (C/SMSgt)	
Cadet Chief Master Sergeant (C/CMSgt)	

























Officer Grade	Insignia
Cadet Second Lieutenant (C/2Lt)	
Cadet First Lieutenant (C/1Lt)	
Cadet Captain (C/Capt)	
Cadet Major (C/Maj)	
Cadet Lieutenant Colonel (C/Lt Col)	
Cadet Colonel (C/Col)	

Figure 4.2

USAF ACTIVE DUTY GRADE INSIGNIA

Officer Grade	Insignia
Second Lieutenant (2Lt) O-1	
First Lieutenant (1Lt) O-2	
Captain (Capt) O-3	
Major (Maj) O-4	
Lieutenant Colonel (Lt Col) O-5	
Colonel (Col) O-6	
Brigadier General (Brig Gen) O-7	
Major General (Maj Gen) O-8	
Lieutenant General (Lt Gen) O-9	

Enlisted Grade	Insignia
Airman Basic (AB) E-1	(None)
Airman (Amn) E-2	
Airman First Class (A1C) E-3	
Senior Airman (SrA) E-4	
Staff Sergeant (SSgt) E-5	
Technical Sergeant (TSgt) E-6	
Master Sergeant (MSgt) E-7	
Senior Master Sergeant (SMSgt) E-8	
Chief Master Sergeant (CMSgt) E-9	

General (Gen) O-10	
--------------------------	---

CADET POSITIONS AND POLICIES

4.3. Assignment to Corps Positions. The SASI will issue orders to fill Cadet Staff Positions based on the recommendation of the Cadet Command Staff. The SASI may alter a cadet's grade, transfer a cadet to a different position, or remove a cadet from his or her assigned position as necessary. All Staff appointments will be approved by the SASI and ASI before orders may be published and grade insignia issued.

4.4. Staff Assignment Criteria. The Cadet Command Staff will select cadets to hold staff positions based on several factors. When selecting Staff members, the Command Staff, as well as the SASI and ASI, will examine a cadet's qualifications, including: academic performance, leadership ability, attitude toward JROTC, discipline records, management skills, responsibility, personal maturity, and creativity.

4.4.1. A cadet who receives a failing grade in any class or does not have at least a grade of C in JROTC will not be considered for any Staff position. Other disqualifying factors may include: severe or repeated disciplinary action, a negative attitude toward JROTC, consistent failure to properly wear the JROTC uniform or observe proper customs and courtesies, or failing to show proper respect to instructors, guests, or other students/cadets.

4.4.2. Staff Meetings. All staff members will be required to attend meetings scheduled by the Command Staff. The staff meetings are a crucial part of communication within the corps and between staff members. During meetings, at a minimum, a cadet-driven agenda will be followed including unit goals and operations calendar review.

4.5. Staff Assignment Policies.

4.5.1. Cadets assigned to Staff positions will initially be awarded the minimum grade authorized for the position by the UMD. Cadets who perform well throughout their term may be eligible for promotion.

4.5.2. The Cadet Staff will be rotated at the beginning of each new semester. With the exception of the Cadet Command Staff, new Staff members will be appointed in early August and in January after the mid-year Change of Command.

4.5.3. All orders, promotions, demotions, staff assignments, commendations, or notifications will be filed in the cadet's personnel record. This file may be reviewed by the cadet upon request. Cadet records will be stored in a secure location in the AFJROTC building and will only be accessed by the Personnel officer, Command Staff members, the SASI, the ASI, school officials, and the individual cadet to whom the record belongs. If a cadet leaves the unit, the new unit must request the cadet's record be transferred upon enrollment in their program.

4.6 JOB DESCRIPTIONS

4.6.1. **Cadet Corps (Group) Corps Commander:** The cadet Corps Commander is the highest ranking cadet in the unit and oversees its operation.

- Establish and enforce appearance, discipline, efficiency, training, and conduct standards
- Advise the SASI/ASI on corps operations policies and procedures
- Develop cadet operations and activities calendar
- Recommend cadets for jobs, awards, and promotions
- Manage cadet corps Command Staff
- Publicize cadet activities and accomplishments
- Develop a cadet evaluation and promotion system
- Represent the unit at various functions and activities throughout the community and school
- Ensure all cadets have the opportunity to develop their leadership qualities
- Other duties as assigned by the SASI or ASI

4.6.2. **Cadet Operations Squadron Commander:** Oversees Operation of Unit

- Develop, make adjustments to, and execute the operations schedule
- Enforce appearance, discipline, efficiency, training, and other conduct standards
- Oversee the flight leaders
- Act as a liaison between the flight and command staff
- Oversee and direct the duties of the Drill Team Commander
- Perform other duties as assigned by the Corps Commander
- Attend group staff meetings
-

4.6.3. **Cadet Support Squadron Commander** Management, and Logistics services

- Enforce appearance, discipline, efficiency, training, and other conduct standards

- Provide support services to plan and implement corps activities
- Ensure that personnel policies and training goals are accomplished to ensure that cadet orders and activity information is prepared and disseminated appropriately
- Ensure that supply procedures are established
- Ensure proper maintenance of administration and personnel files
- Serve on the Cadet Action Board
- Develop plan for computer use and training
- Manage special projects as directed
- Attend group staff meetings
- Other duties as assigned by the Deputy Corps Commander

4.6.4. **Cadet Command Chief/Senior Enlisted Advisor/First Sergeant:** Is the highest ranking enlisted cadet and supervises all matters dealing with enlisted cadets.

- Conduct periodic NCO staff meetings for inputs to give to Cadet Corps Commander
- Attend group staff meetings and prepare meeting room as directed
- Supervise and train group and flight guides
- Attend Cadet Action Board meetings as directed
- Ensure all flight and squadron flight sergeants carry out their responsibilities
- Establish a first sergeant and senior NCO advisory board
- Serve on promotion boards as directed
- Develop an activity plan/schedule
- Other duties as assigned by the Cadet Corps Commander
- Enforce appearance, discipline, efficiency, training, and other conduct standards
- Responsible for the Cadet of the Quarter Recognition Boards
- Establishes which uniform combination will be worn on each uniform day

4.6.5. **Cadet Director of Operations:** Assists Operations Squadron Commander with Drill Teams operations

- Responsible for all aspects of the unit competition drill program
- Schedules drill practices
- Sets standards for all drill teams in coordination with drill team commander
- Keeps records of drill team member attendance to practices and drill meets
- Other duties as assigned by the Operations Squadron Commander

4.6.6. **Standardization and Evaluation:** The Standardization and Evaluation Team (STANEVAL), is a Command Staff member and is responsible for inspecting each job position/drill team thoroughly and regularly using an inspection system developed by that cadet in consultation with the SASI/ASI using the previous year's system as a template. The cadet reports the results directly to the ASI and SASI. The STAN-EVAL team must develop, distribute and update regular suspense lists that show time limit. STAN-EVAL must check email daily, update suspense lists **at least** weekly, and provides monthly status briefings to the SASI/ASI and Cadet Command Staff. All this helps to ensure that the Unit runs efficiently and effectively. (If the STANEVAL has a Deputy, then they must train his/her Deputy to be able to perform the same tasks with minimal supervision)

4.6.7. **Deputy STAN-EVAL:** Essentially should be an STAN-EVAL in training, and should be able to assist the STAN-EVAL team with any of the tasks above. The Deputy, once fully trained, should be able to perform the same tasks as the STAN-EVAL with minimal supervision.

4.6.8. **Cadet Financial Management Chief:** Handles fund raising and unit budget

- Supervise Financial Management of cadets
- Enforce appearance, discipline, efficiency, training, and other conduct standards
- Develop a fund raising plan
- Maintain accurate, descriptive, and up-to-date records of all financial transactions
- Serve as group fund raising special project officer
- Prepare fund expenditure requirements for cadet activities and obtain funds from SASI/ASI
- Present audit reports to SASI and staff at group staff meetings
- Publicize cadet scholarship and academy opportunities
- Organize easy to read financial information

- Other duties as assigned by the Support Squadron Commander
- 4.6.9. **Cadet Personnel Chief:** Keeps records on cadet ranks, awards, and current cadet role
- Supervise cadet personnel matters
 - Enforce appearance, discipline, efficiency, training, and other conduct standards
 - Maintain and secure personnel records on each cadet
 - Prepare, coordinate, publish, and file all cadet special orders
 - Maintain flight Cadet of the Quarter boards
 - Serve as recorder and advisor to the Cadet Evaluation Board as directed
 - Coordinate with Information Management and Logistics to maintain an organized directory of Cadet Information
 - Record all community service hours for all Cadets
 - Recommend to Cadet Support Squadron Commander, personnel policies in areas such as promotions and cadet awards
 - Other duties as assigned by the Support Squadron Commander
- 4.6.10. **Cadet Information Management Chief:** Documents merit/demerit system and records service hours
- Supervise Information Management cadets
 - Enforce appearance, discipline, efficiency, training, and other conduct standards
 - Authenticate, post, and distribute all special orders
 - Develop and maintain an internal distribution system
 - Develop, reproduce, and distribute cadet forms
 - Maintain, publish and distribute organization chart and Unit Manning Document
 - Maintain Cadet Documentation files
 - Maintain records of community service hours and events attended for all cadets.
 - Manage Merit/Demerit System
 - Maintain attendance, write and post minutes for Group staff meetings

- Maintain bulletin boards for the unit. Ensure they are current, neat, and complete
- Reproduce and distribute cadet correspondence and publications
- Other duties as assigned by the Support Squadron Commander

4.6.11. **Cadet Logistics Chief:** Records and maintains cadet uniforms and unit supplies

- Supervise Logistics Cadets
- Enforce appearance, discipline, efficiency, training, and other conduct standards
- Recommend supply policies and procedures to the ASI
- Recommend and post cadet supply operations hours for uniform support
- Provide personnel during supply operation hours
- Periodically inventory ribbons and slide bars to ensure that adequate supplies are on hand (Monthly)
- Assist ASI in uniform, book, and equipment supply inventories and other accountability actions as required
- Maintain a neat and efficient cadet supply area
- Provide logistic support to cadet staff for cadet activities
- Forward supply requirements to ASI to support cadet unit operations
- Attend group staff meetings
- Other duties as assigned by the Squadron Support Commander

4.6.12. **Cadet Public Affairs Chief:** Handles inside and outside publications on or about the unit.

- Supervise Public Affairs cadets
- Develop an activity plan that will improve cadet morale
- Write and publish a periodic cadet newsletter once a month
- Maintain group scrapbooks
- Publicize items about cadets in unit, school, and local/national news media
- Provide group photographic services

- Other duties as assigned by the Support Squadron Commander

4.6.13. **Cadet Group Historian:** Records cadet events

- Record and recover historical information and data pertaining to the units activities
- Document historical information on the unit's activities on computer/electronic medium
- Perform other duties as assigned by the Cadet Public Affairs Chief
- Take and collect pictures of all cadet activities
- Other duties as assigned by the Support Squadron Commander

4.6.14. **Cadet Flight Leader:**

- Command flight in classroom and in formation
- Supervise flight cadets and write evaluations on their performance, conduct, and leadership and promotion potential
- Provide drill and ceremonies training to flight cadets
- Report attendance to instructor
- Ensure compliance with classroom rules and procedures
- Enforce cadet conduct and discipline during class and formal formations
- Recommend improvements to flight conduct and operations to SASI/ASI
- Inspect flight personnel when in uniform, as directed
- Develop an activity plan/schedule
- Recommend Cadets for Cadet of the Semester
- Other duties as assigned by the Operations Squadron Commander

4.6.15. **Cadet Flight Sergeants:**

- Knows flight accountability status at all times (number of cadets and their status)
- Assume command of the flight in the absence of the Flight Leader

- Assist Flight Leader with flight conduct and discipline
- Take attendance from Element Leaders, report to Flight Leader
- Train element leaders and flight guide on proper drill and ceremonies
- Assist Flight Leader in teaching drill and ceremonies
- Prepare flight for inspection and accomplish inspection records
- Other duties as assigned by the Flight Leader

4.6.16. Cadet Element Leaders:

- Assume duties of flight sergeant in their absence
- Supervise element personnel
- Report attendance to flight sergeant
- Maintain cleanliness of area occupied by element in class
- Train element personnel
- Assign alternate person from element to act their absence
- Other duties as assigned by the Flight Leader

4.6.17. Cadet Color Guard Commander:

- Enforce appearance, discipline, efficiency, training, and other conduct standards
- Coordinate with appropriate school or community personnel on scheduled activities
- Present the national, state, and school flags at school and community events
- Recruit qualified color guard personnel
- Train of team personnel on basic color guard drill and ceremonies
- Train of flight personnel on flag security detail in accordance with established procedures

4.6.18. Flight Operations: Track remote controlled and full scale flying operations.

- Coordinates all aspects of the model and C-172 flight programs
- Documents and reports on all flight activities

- Develops training plans for the model airplane program
- Maintains equipment associated with the model airplane program
- Any other tasks as directed by the DRA Coordinator

4.6.19. **Wellness Director:** Handles physical training operations

- Responsible for all Wellness training for the unit
- Coordinates and issues Wellness training plans
- Records all cadet Wellness data and updates WINGS
- Any other tasks as directed by the DRA Coordinator

4.6.20. **Unit Recruiter:** Manage recruiting efforts and missions.

- Establish criteria for recruiting booths
- Coordinate Recruiting Missions
- Establish advertisements for Unit
- Contact and meet with incoming Cadets
- Any other tasks as directed by the DRA Coordinator

4.6.21. **Cyber Officer:** Maintains website and computers in classroom.

- Maintain website
- Maintain computer lab in back of classroom with the ASI

Chapter 5

CUSTOMS AND COURTESIES

DEFINITIONS AND CADET APPLICATIONS

5.1. Customs and Courtesies. A custom is a practice so long established that it has the force or validity of a law. A courtesy is a respectful or considerate act or expression.

5.2. Saluting. The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from when warriors raised their right arms to show that no weapon was present. This custom evolved throughout history, resulting in the modern military salute.

5.2.1. When in uniform outdoors and not under cover, cadets must salute:

- The President of the United States, the Secretary of Defense, and the Secretary of the Air Force
- All commissioned and warrant officers of the United States and foreign friendly Armed Forces
- When reporting to an officer or giving a reporting statement
- Cadet officers in uniform who are senior in grade
- The American Flag (The salute will begin six paces before the flag and end six paces after the flag has passed)
- During the National Anthem (When available, face the American flag and salute. If no flag is visible, face the direction of the music and salute)

5.2.2. Cadets will salute indoors when reporting (*refer to Section 5.4*) or when receiving an award or commendation.

5.3. Cadet Etiquette. Proper etiquette is a reflection upon the AFJROTC program. Cadets will be expected to be polite at all times and to address instructors, guests, active duty military, school officials, and other cadets with the proper respect at all times.

5.3.1. Cadets should address instructors, military service members, school officials, and visitors as “Sir” or “Ma’am” at all times. The same courtesy should be shown to cadet officers senior in grade during class, while in a meeting, during AFJROTC functions, and at any other time when appropriate. Cadets will also call the room to attention if any of the members listed above enters the room.

5.4. Reporting. When reporting to an officer, follow the procedure given. Knock once on the office door (or the door frame if door is open). After being told to enter, walk directly (squaring any corners) to within two paces of the desk. Come to attention and salute. If you requested the meeting, report by saying, “*Sir/Ma’am, Cadet _____ reports.*” If ordered to report, state, “*Sir/Ma’am, Cadet _____ reports as ordered.*” Hold your salute until it is returned. Follow any instructions you are given. Sit at attention (sitting straight up, back against the chair, feet flat on the floor, with hands resting in lap) unless told to “Sit, at ease.” When your business is

concluded, ask “*Will that be all Sir/Ma’am?*” After the officer’s acknowledgment, stand and, from the same place you reported in from, salute and state “*Sir/Ma’am, Cadet _____ requests permission to dismiss.*” Hold the salute until returned and, after being dismissed, take the most direct route of departure.

5.5. Position of Honor. The position of honor evolved in a way very similar to the salute, from the times when men would fight with swords in their right hands for offense and shields in the left for defense. Since honor came from a warrior’s fighting force, the right side became a symbol of strength and honor. In keeping with this tradition, cadets should sit, stand, or walk to the left of instructors, active duty military personnel, and cadets senior in rank.

FLAG HONORS

5.6. United States and National Flags. For information on the display, precedence, and honoring of the Colors, refers to the Drill and Ceremonies Manual.

5.7. Flag Ceremony. Cadets will be responsible for the daily raising and lowering of the flag in front of the school. This is a formal ceremony in which will be performed in a professional, dignified manner. The Flight leadership will designate **THREE OR FOUR** cadets to compose the flag detail. The detail will form the detail in front of the school building, march to the flagpole, direct the flag ceremony, and march back to the school building after the ceremony is completed. Cadets shall ensure that the flags are raised correctly prior to entering the school building. Any special instructions will be issued by the instructors.

5.7.1. Half Staff Procedures. Upon direction from the Senior Aerospace Science Instructor (SASI) and school officials, the flag will be flown at half-staff for the school day. In this situation, the flag will be raised briskly to the top of the flagpole and remain there for the National Anthem. After the Anthem is concluded, the flag will be ceremoniously lowered halfway down the pole and secured. At the end of the school day, the flag will first be raised to the top of the flagpole before being lowered and secured.

5.8. Flag Folding. Refer to Figure 5.1 to view the flag folding procedure.

American Flag, Pledge of Allegiance and National Anthem

America is special because it’s the only country in history to be established on the belief that our rights to “life, liberty and the pursuit of happiness” come from God, and that the purpose of government is to protect those rights.

America’s Motto: “**In God We Trust**”.








The American Flag, as a symbol of the United States, stands for the values of our country – liberty, justice, opportunity and God-given rights. It also represents the sacrifices made by millions of Americans to create and preserve this nation. The Pledge of Allegiance and our National Anthem are expressions of our appreciation for America and the rights and privileges we enjoy. It is important to show proper respect toward the American Flag, when reciting the Pledge and when the National Anthem is played.

The American Flag:

- Also called Old Glory.
- Its colors signify important values:
 - **White:** purity and innocence
 - **Red:** hardiness and valor
- **Blue:** vigilance, perseverance and justice
 - The Flag's blue field is called the Union.

Figure 5.1

HOW TO FOLD THE UNITED STATES FLAG

<p><i>Start</i></p>		<p>↑ HOIST ↓ ← FLY →</p>
<p><i>Step 1</i></p>		<p>Fold the lower striped section of the flag over the blue field.</p>
<p><i>Step 2</i></p>		<p>Folded edge is then folded over to meet the open edge.</p>
<p><i>Step 3</i></p>		<p>A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.</p>
<p><i>Step 4</i></p>		<p>Outer point is then turned inward and parallel with the open edge to form a second triangle.</p>
<p><i>Step 5</i></p>		<p>Triangular folding is continued until the entire length of the flag is folded in the triangular shape with only the blue field visible.</p>
<p><i>Completed</i></p>		<p>The edge of the final triangular fold is tucked tightly inside the remaining open fold.</p>

Chapter 6

PRESEDENTIAL YOUTH FITNESS PROGRAM (PYFP)

PROGRAM OVERVIEW

6.1. Summary. The Presidential Youth Fitness Program is a free program developed to ensure what happens before, during, and after the fitness assessment is beneficial for students and teachers and leads to youth who are active for life.

6.2. AFJROTC Physical Education Credit. Cadets must actively participate in the PYFP program in order to receive. Cadets will receive a pass/fail grade for each day of the PFYP program. An Unsatisfactory rating may result in the loss of the PYFP ribbon.

6.3. Exercises. The program is comprised of 6 testable exercises:

- Curl-ups (or partial curl-ups)
- Trunk Lift
- Back Saver Sit & Reach
- Shoulder Stretch
- Run/walk (1 mile) / Progressive Aerobic Cardiovascular Endurance Run (PACER)
- Pull-ups (or right angle push-ups or flexed-arm hang)

6.3.1. Each cadet participating in PFYP will take a diagnostic test, performing the five exercises. Testing can be performed over several days or a few weeks based on class schedules. Once scores are entered into the database, a workout routine will be generated.

6.4. Parental Consent. Cadets and a parent/guardian will sign a letter of understanding of wellness program requirements and state any known health concerns or limitations on the consent form. Slips will be kept throughout the academic year and renewed with each further year of involvement in AFJROTC. Forms are due not later than 20 September or a week after enrollment and this is a graded item.

6.5. Grading Policy. Grades will be based on individual improvement, participation, and effort. Cadets will not be graded solely on academic performance.

6.6. Awards. All qualifying cadets who score in the Healthy Fitness Zone® (HFZ) in at least five test categories of the FITNESSGRAM® assessment is eligible to receive the Presidential Youth Fitness Award.

Chapter 7

AWARDS AND DECORATIONS

7.1. Purpose. AFJROTC offers many awards and decorations to recognize individual and group achievements inside and outside of the program. This includes certificates to commend participation in the program and several ribbons and a badge that may be worn on the cadet's uniform. These awards praise the accomplishments of the cadets and symbolize the individual's degree of pride and dedication to the AFJROTC program.

7.2. Distinguished Unit. Each year, the corps may apply to be awarded the title of Distinguished Unit. This honor is awarded to only a small percentage of all AFJROTC units worldwide each year by AFJROTC Headquarters. Recipients of this award are determined based on overall performance, status of yearly unit goals, specific accomplishments, etc.

7.3. Honor Flight Competition (Principal Trophy). The Honor Flight title recognizes the flight that shows the greatest ability to use teamwork to excel in AFJROTC academics, uniform wear, personal appearance, and community service. The overall score of the flight is computed from the averages of the individual flight members. The flight will also compete in an annual flight drill competition. Performance in this competition will count toward the honor flight competition. The SASI and ASI will select the winning flight prior to the annual Awards Night ceremony. Each member of the flight will receive the Outstanding Flight Ribbon and the flight will receive a streamer for the flight guide-on.

7.4. Certificate of Training. Presented to a senior cadet in good standing who successfully completes two years of AFJROTC. The SASI will review the cadet's entire enrollment to determine if the certificate is to be awarded. A cadet holding a Certificate of Training may be credited one semester of the college ROTC program with approval from the college ROTC SASI.

7.5. Certificate of Completion. Presented to a senior cadet in good standing who successfully completes three years of AFJROTC. The SASI will review the cadet's entire enrollment to determine if the certificate is to be awarded. A cadet holding a Certificate of Completion may be eligible for the following benefits:

- One year of the General Military Course of the college ROTC program. The cadet must contact the Professor of Aerospace Science at the college or university where the cadet is enrolled to receive credit.
- Enlistment in pay grade E-3 in the Army, Navy, or Air Force and E-2 in the Marine Corps upon completion of basic training. This provides immediate pay benefits and accelerated promotion.

7.6. Ribbons Authorized for Wear on the AFJROTC Uniform. There are currently 61 ribbons authorized for the AFJROTC uniform. This includes special awards, national awards, local AFJROTC awards, and Civil Air Patrol Awards. Refer to Figure 7.1 for appearance and precedence of ribbons. Medal and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature (as specified by the SASI). Place medals on the

mounting rack in the proper in the proper order of precedence. The top row of medals should be positioned ½ inch below bottom row of ribbons.

7.6.1. Special Awards.

- 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.
- Silver Valor Award - Awarded to a cadet for a voluntary act of heroism, which does not present a risk to the cadet's life.
- Cadet Humanitarian Award— Recognizes humanitarian effort or performance by cadets in response to a singular extraordinary event such as a natural disaster.
- Community Service with Excellence Award

7.6.2. National Awards.

- Air Force Association Award
- Daedalian Award
- American Legion Scholastic Award
- American Legion General Military Excellence Award
- Daughters of the American Revolution Award
- American Veterans Award
- Reserve Officers Association Award
- Military Order of World Wars Award
- Military Officers Association Award
- National Sojourners Award
- Sons of the American Revolution Award
- Scottish Rite, Southern Jurisdiction Award
- Military Order of the Purple Heart Award
- Air Force Sergeants Association Award
- Sons of Union Veterans of the Civil War Award
- Tuskegee Airmen Incorporated Air Force Junior ROTC Cadet Award
- Retired Enlisted Association Award
- Celebrate Freedom Foundation
- National Society United States Daughters of 1812
- Air Commando Association Award

7.6.3. AFJROTC Awards Currently awarded in SC-065

- Distinguished Unit Award – Awarded to all cadets enrolled in AFJROTC in the academic year that the unit is recognized as a Distinguished Unit by AFJROTC Headquarters.
- Outstanding Organization Award
- Outstanding Flight Ribbon – Awarded to the flight with the highest uniform wear percentage, community service hours and JROTC academic average. Behavior and Core Values are also a determining factor.
- Top Performer Award - Awarded by Headquarters to a maximum of 2% of the unit's total enrollment to recognize superior performance.
- Outstanding Cadet Ribbon - Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadet. 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.
- Leadership Ribbon - Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Cadets should have consistently displayed outstanding leadership ability above and beyond expected performance.
- Achievement Ribbon - Awarded for a significant achievement as deemed appropriate by the SASI.
- Superior Performance Ribbon - Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. This ribbon will be presented for a single or sustained performance of a superior nature.
- Academic Ribbon - Awarded each semester to cadets who attain an overall GPA of at least a "B" and have an "A" average in AFJROTC. In addition, winners are authorized to wear a gold shoulder cord for the semester immediately after the one for which the award was received. Should a cadet earn both the Academic Ribbon and the Outstanding Flight Ribbon in the same semester (see Outstanding Flight Ribbon), the cadet is authorized to wear a royal blue and gold shoulder cord.
- Leadership School Ribbon - Awarded for attendance of Summer Leadership School.
- Special Team Competition - Awarded to team members for placing 1st, 2nd, or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, etc.
- Orienteering Ribbon - Awarded for completing competition at Summer Leadership Camp
- Co-curricular Activities Leadership Ribbon - Awarded for exceptional leadership in a co-curricular activity hosted by AFJROTC.
- Color Guard Ribbon - Awarded to cadets that participate in at least five scheduled color guard events. The Color Guard Commander determines the recipients.

- Drill Team Ribbon - Awarded for competing and placing in at least two competitions.
- Sabre Team Ribbon - As determined by the SASI
- Marksmanship Ribbon - As determined by the SASI.
- Physical Fitness (PFYP) Ribbon - Awarded for successful completion of the PFYP program or for completing the Cadet Leader Course physical requirements successfully.
- Recruiting Ribbon - Awarded for notable support in unit recruiting activities.
- Activities Ribbon - Awarded for participation in extra-curricular unit activities. Examples are: Participating in two or more parades, raising the flags up or down at least 5 times, or participating in Freshman Camp as an Aerospace 1.
- Attendance Ribbon - Cadets with no more than four unexcused absences or two tardies in a semester while actively enrolled in AFJROTC
- Good Conduct Ribbon - Awarded to cadets with no suspensions (ISS, OSS) of any kind, no adverse reports from other staff or faculty in an academic term, if approved by the Senior Aerospace Instructor.
- Service Ribbon - Awarded for Distinctive performance in a minimum of 15 hours and/or four school, community, or AFJROTC service projects each school year. It Includes AFJROTC fund raising and parades. Awarded once per school year
- Dress and Appearance Ribbon - Awarded to cadets who wear the uniform on all designated uniform days, conform with all AFJROTC dress and appearance standards, and earn a 90% uniform grade average for the semester.
- Longevity Ribbon - Awarded for each year of AFJROTC completed by the cadet.

7.6.4. Civil Air Patrol (CAP) Awards.

- General Carl Spaatz Award
- General Ira C. Eaker Award
- Amelia Earhart Award
- General Billy Mitchell Award
- General J.F. Curry Achievement Award

7.6.5. Extracurricular Awards.

- Awareness Presentation Team Badge

Figure 7.1

AFJROTC RIBBON CHART



AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

 1. Air Force JROTC Gold Valor Award	 2. Air Force JROTC Silver Valor Award	 3. Cadet Humanitarian Award	 4. Silver Star Community Service w/Excellence Award	 5. Community Service with Excellence Award	 6. Air Force Association Award
 7. Daedalian Award	 8. Daughters of the American Revolution Award	 9. American Legion Scholastic Award	 10. American Legion General Military Excellence Award	 11. Reserve Officers Association Award	 12. Military Officers Association Award
 13. Veterans of Foreign Wars (VFW) Award	 14. National Society United States Daughters of 1812	 15. National Sojourners Award	 16. Scottish Rite, Southern Jurisdiction Award	 17. Military Order of the Purple Heart	 18. Sons of the American Revolution Award
 19. Military Order of World Wars Medal	 20. American Veterans Award	 21. Air Force Sergeants Association	 22. Tuskegee Airman Inc. AFJROTC Cadet Award	 23. The Retired Enlisted Association Award	 24. Celebrate Freedom Foundation Award
 25. Air Commando Association Award	 26. Distinguished Unit Award w/Merit	 27. Distinguished Unit Award	 28. Outstanding Organization Award	 29. Outstanding Flight Ribbon	 30. Top Performer Award
 31. Outstanding Cadet Ribbon	 32. Leadership Ribbon	 33. Superior Performance Ribbon	 34. Achievement Ribbon	 35. Academic Ribbon	 36. Cadet Leadership Course Ribbon
 37. Special Teams Placement Ribbon	 38. All-Service National Competition Ribbon	 39. Air Force Nationals Competition Ribbon	 40. Orienteering Ribbon	 41. Leadership Development Requirement (LDR) Leadership Ribbon	 42. Drill Team Ribbon
 43. Color Guard Ribbon	 44. Sabre Team Ribbon	 45. Marksmanship Ribbon	 46. Good Conduct Ribbon	 47. Service Ribbon	 48. Health and Wellness Ribbon
 49. Recruiting Ribbon	 50. Activities Ribbon	 51. Attendance Ribbon	 52. Dress and Appearance Ribbon	 53. Longevity Ribbon	 54. Bataan Death March Memorial Hike Ribbon
 55. Patriotic Flag Ribbon	 56. Gen Carl A. Spaatz Award (CAP)	 57. Gen Ira C. Eaker Award (CAP)	 58. Amelia Earhart Award (CAP)	 59. Gen Billy Mitchell Award (CAP)	 60. Gen J. F. Curry Award (CAP)

Version: 3 August 2019

Chapter 8

UNIFORMS AND PERSONAL APPEARANCE

CADET RESPONSIBILITIES AND ACCOUNTABILITY

8.1. Respect for the Uniform. With certain exceptions, the AFJROTC uniform is the same as that worn by active duty members of the United States Air Force. Proper wear and maintenance of the uniform is expected of all cadets in the program. Cadets will keep the **uniform clean, neat**, and in good condition at all times; all badges, ribbons, insignia, and other metallic devices must be properly maintained (this means no scratches, fraying, discoloration, etc.). **Cadets may not mix uniform items and civilian clothing**

8.2. Uniform Days. Uniform wear days for the SC-065 unit are Tuesday and Wednesday. **Only the SASI or ASI may grant exceptions to this policy.** Students must remain in uniform for the entire school day, from the first bell (8:00 AM) to the last bell (3:15 PM). **Any cadet who changes out of uniform during the school day without permission from the SASI or ASI will be reported and may receive disciplinary action as well as a zero for uniform grade.** Cadets must be inspected in order to receive credit.

8.2.1. Missed Uniform Days. If a cadet is absent on a uniform wear day, he or she will be expected to make it up the day when the cadet returns to school, without penalty. Make-ups will only be accepted during the week of the missed day. If the cadet is absent on Wednesday of the week, the uniform must be worn either before the absence or made up upon return. **Note: This is NOT the case for prearranged absences. If a cadet knows that he or she will be absent on uniform day, the uniform must be worn on another day of that week. Failure to do so will result in a 0% grade for that week.**

8.3. Custody. Upon being issued a uniform, the cadet will sign a Custody Receipt which will be kept in the cadet's record. The cadet will initial for each uniform item issued. Cadets will also sign for custody of books and other course materials. Cadets will be responsible for the care and maintenance of each item issued to them for the duration of their participation in the JROTC program. If an item is lost, stolen, or damaged (beyond normal wear and tear), the cadet will be held responsible for the cost of its replacement. Any item substitution must be authorized by the ASI prior to purchase.

8.4. Care of the Uniform. Cadets will be issued one complete, clean uniform with all accessories and insignia. One blue Air Force plastic nametag and one silver Air Force metallic nametag will be issued to each cadet. Cadets will be responsible for replacing lost or damaged nametags.

8.4.1. Dark Blue Items. All dark blue uniform items (service dress coat, skirts, pants, ties, tie tabs, flight caps, and lightweight jackets) are **dry clean only**. Do not wash them in a washing machine. Cadets will be responsible for dry cleaning throughout the school year.

8.4.2. Washing Machine Safe Items. Only the light blue collared shirt may be washed in a washing machine. This should be done weekly using regular detergent. It should be promptly dried after washing. Be sure to remove nametags and rank insignia before washing.

8.4.3. Ironing. All uniform items should be neatly pressed at all times. Most dry cleaners will press the items you have cleaned. The blue shirt and pants will need to be regularly ironed. Be sure to use the correct setting when ironing. The pants are made of polyester and should be ironed using a low heat setting. The light blue shirt is cotton and can be ironed using a higher setting. The patches on the sleeves of the shirt may be more susceptible to heat damage. Take extra care when ironing over them. **Note: Using the wrong heat setting when ironing can damage uniform items. Use caution.**

8.4.4. Shoe Shining. Uniform shoes must be properly polished at all times. It is recommended that cadets use black polish wax to maintain their shoes. Corframs can be cleaned using a cloth rag and a cleaning agent such as Pledge or Windex.

8.5. Return Policy. Upon disenrollment or graduation from the program, cadets will return all items issued except for shoes, nametags, ribbons, and badges. Books should be returned in nearly the same condition that they were issued. All items must be returned before Certificate of Training/Completion or other awards will be issued.

MALE UNIFORM REQUIREMENTS

8.6. Male Uniform Combinations.

- Service Dress Uniform— consists of the Service Dress Coat, light blue shirt, trousers, and accessories. Tie must be worn with this uniform.
- Short sleeve, open collar— consists of the light blue shirt, trousers, and accessories.

8.7. Service Dress Coat. With arms hanging naturally, the sleeves should end $\frac{1}{4}$ of an inch from the heel of the thumb. The bottom of the coat should hang at the wearer's fingertips. All buttons must be buttoned. Nothing is to be carried in the outside pockets. Only flat items may be carried in the inside pockets. The coat may be removed in classrooms when it is warm or when necessary for labs, shop, etc. It will be hung up on a hook or draped carefully over the back of a chair. The coat will not be removed in public areas, including hallways and the cafeteria.

8.8. Light Blue Shirt. With arms bent at a 90 degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. If worn with an open collar, all buttons except the top will be buttoned. No part of the undershirt is to be visible. When wearing a tie, all buttons will be buttoned and the tie should be tight enough so that the top button is not visible. The shirt is to be tucked in at all times. The shirttail should be pulled down tightly and the sides should be tucked in neatly to create a nearly form-fitting look. The only creases allowed on the shirt are down the sides of the sleeves. No bulky items are to be carried in the shirt pockets.

8.9. Dark Blue Trousers. Trousers will be fitted with no bunching at the waist or bagging at the seat. The front of the trousers should rest along the front of the shoe. The back of the

trousers should be 7/8 of an inch longer and rest at the heel. No bulky or visible objects should be placed in the pockets and the back button must be buttoned at all times. The zipper tab should be pressed down to allow the fly to be neatly closed.

8.10. Male Accessories. The uniform includes several accessories. Some items are required to be worn, while others are optional or are only necessary with certain uniform combinations.

- Belt— Required. Should be dark blue uniform belt with a silver tip and buckle. It should be worn by threading to the wearer's left. The belt should be cut so that very little or no blue fabric is showing when buckled. The belt, along with the front edge of the shirt and the fly of the trousers, is part of the "gig line." These three items should be aligned so that they create a straight line down the front of the uniform.
- Flight Cap— Required. This item must be on a cadet's person at all times. When indoors, the cap should be secured under the belt between the first and second belt loops on the wearer's left side. When worn, the cap should be slightly to the right of center, with the front of the cap in line with the wearer's nose. The cap should rest approximately one inch above the eyebrow. **Flight caps must be worn at all times when outside.**

8.10.1. Shoes Required. Must be black male oxfords. Shoes must be highly polished at all times. The soles and heel edges should be clean and treated with the proper polish. Cadets may also purchase high gloss black Corframs or patent leather shoes at the cadet's own expense.

- Socks Required. Must be black or dark navy blue in color. Toe socks are prohibited. Socks must be above the ankle in length.
- Tie Required for Service Dress Uniform. May be worn with the blue shirt. Must be secured by a Windsor or Four in Hand knot. The tip of the tie will not exceed 1 and 1/2 inches above or below the belt line. It is worn outside the shirt and inside the Service Dress Coat.
- Undergarments Required. Must be conservative, white in color, and may not be visible under the uniform. A white V-neck shirt should be worn under the uniform shirt. The undershirt may not be visible.
- Lightweight Jacket Optional. May be worn only with the open collar uniform. Must be zipped up at least halfway when worn.

PERSONAL APPEARANCE

Hair - male and female. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear, helmet or chemical mask and conform to safety requirements. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. The hair color must complement the member's complexion and skin tone. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

The SASI may temporarily authorize cancer patients to wear approved caps (black/tan) or maintain baldness due to a temporary medical condition (i.e., radiation/chemotherapy).

Wigs/Hairpieces/Extensions. Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality and professionalism. (Note: Extensions are still prohibited for males.) Wigs/Hairpieces/Extensions will *not* be used to cover unauthorized hair styles. Synthetic hair or other materials are *not* authorized when prohibited by safety and mission requirements.

- Jewelry - A maximum of three rings may be worn at a time. One bracelet may be worn which cannot be wider than one inch, detract from the military image, or present a safety hazard. Cadets may wear one conservative black, silver, or gold watch in uniform. One conservative gold or silver necklace may be worn if concealed under the shirt. Any type of body piercing (nose, tongue, eyebrow, navel, etc.) may not be worn in uniform.
- Nails - Should be neatly trimmed and clean.
- Eyeglasses and Sunglasses - Must be free of any ornamentation on frames or lenses. Cadets may wear black, conservative, non-reflective sunglasses in uniform, except while in formation. Sunglasses may not be worn around the neck or on the top of the head.
- **Fingernails.** Male Airmen are not authorized to wear nail polish. If worn by females, nail polish will be a single color that does not distinctly contrast with the female Airman's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.
- **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 distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Cosmetics will not be worn during field conditions.
- Tattoos/Brands/Body Markings. (**Unauthorized content**). 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.

3.4.2. Tattoos/Brands/Body Markings (**Excessive**). Excessive tattoos/brands/body markings will not be exposed or visible (includes visible through the uniform) while wearing any/all uniform combination(s) except the PTU. This includes any combination of short sleeve, long sleeve, open collar uniform, utility uniform sleeves rolled up or worn down, flight duty uniform, etc. This policy does not apply when wearing the PTU. "Excessive" is defined as any tattoos/brands/body markings that exceed ¼ (25%) of the exposed body part and are readily visible when wearing any/all uniform combinations(s). The "exposed body part" is defined as the total area, to include front, sides and back of a limb or other body part protruding from a uniform item. For example, a tattoo exclusively on the hand cannot exceed 25% of the exposed hand since the hand is considered a separate body part when

wearing a long sleeve uniform item. Any tattoos/brands above the collarbone, i.e. on the neck, head, face, tongue, lips, and/or scalp, are prohibited. For example, a tattoo/brand that can be seen on the neck while wearing an open collar, front-fastening, blue or utility uniform is prohibited.

- **Body Piercing/Ornamentation.** In uniform on or when not in uniform on campus: With the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform).
- In civilian attire on official duty on or off a school campus: With the exception of earrings for women all members are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to and/or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through clothing).
- In civilian attire off duty on a military installation: With the exception of earrings for women and areas in and around military family and privatized housing, all Air Force members are prohibited from attaching, affixing and/or displaying objects, articles, jewelry or ornamentation to and/or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through clothing).
- Dental ornamentation: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited. Waivers are not required for Air Force members or recruits with permanent yellow gold, white gold or platinum caps that were applied as a result of dental/medical necessity. Members with official documentation that they received permanent yellow gold, white gold, or platinum caps which were not applied as a result of dental/medical necessity, prior to 13 June 2011, are grandfathered. No other dental ornamentation is grandfathered.
- There are situations where the SASI can restrict the wear of non-visible body ornaments. Those situations would include anybody ornamentation that interferes with the performance of the member's military duties. The factors to be evaluated in making this determination include, but are not limited to: impairs the safe and effective operation of weapons, military equipment or machinery; poses a health or safety hazard to the wearer or others; or interferes with the proper wear of special or protective clothing or equipment **EXAMPLE:** helmets, flak jackets, flight duty uniforms, camouflaged uniforms, gas masks, wet suits and crash rescue equipment).
- **Body Alteration/Modification.** Intentional alterations and/or modifications to a members body that result in a visible, physical effect that disfigures, deforms or otherwise detracts from a professional military image are prohibited. Examples of prohibited conduct include (but are not limited to) tongue splitting or forking, tooth filing, acquiring visible, disfiguring skin implants, and gouging (piercing holes large enough to permit light to shine through.)
- Members who intentionally alter and/or modify any part of their bodies in order to achieve a visible, physical effect that disfigures, deforms or otherwise detracts from a professional military image

Male Uniform Requirements

8.11. Personal Appearance is an important part of the AFJROTC uniform. Cadets will be expected to look professional, practice good hygiene, and adhere to the following standards:

- Earrings - Earrings are not authorized to be worn while in uniform.
- Hair - Must be clean, neat, and trimmed. It should have a tapered appearance. Length and/or bulk may not interfere with the wear of the flight cap. Hair will not exceed 2 ½ inches in bulk. Hair should not be visible under the front of the cap. The hair should not touch the ears or the collar. If dyed, hair must be conservative and complement the individual's skin tone. Sideburns will also be neatly trimmed and will not extend below the bottom of the ear opening. They must be straight and even in width, and end in a clean shaven horizontal line. Male cadets will be clean shaven when in uniform.
- Mustaches. Male Airmen 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 **8.11.1 and 8.11.2.** , reference points B, C, and D.
- Beards. Beards are not authorized unless for medical reasons, when authorized by the SASI on the advice of a medical official.
- 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 8.11.1 and 8.11.2.** , orifice of the ear opening is at reference point A.

Figure 8.11.1 and 8.11.2. Male Personal Appearance.

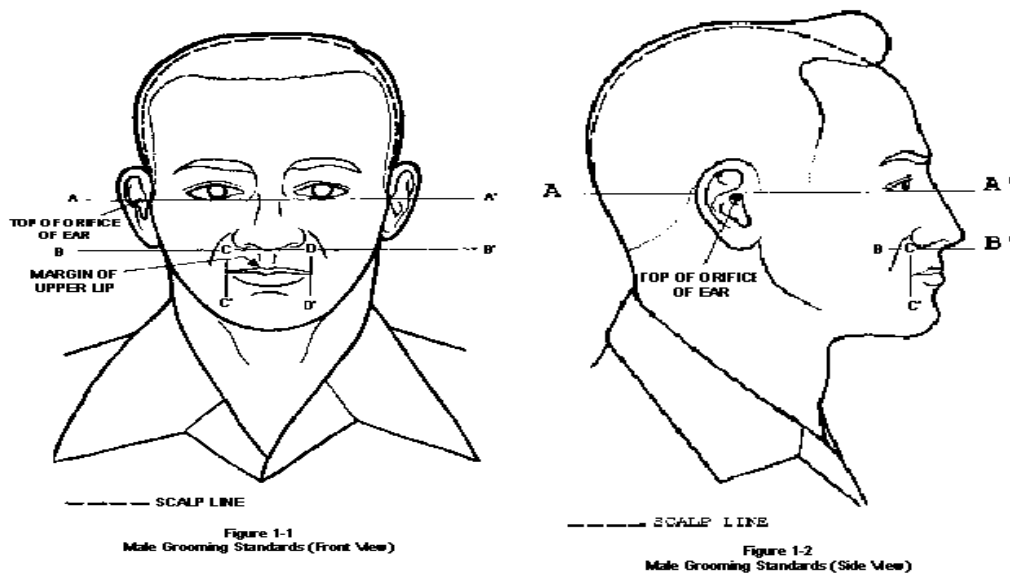
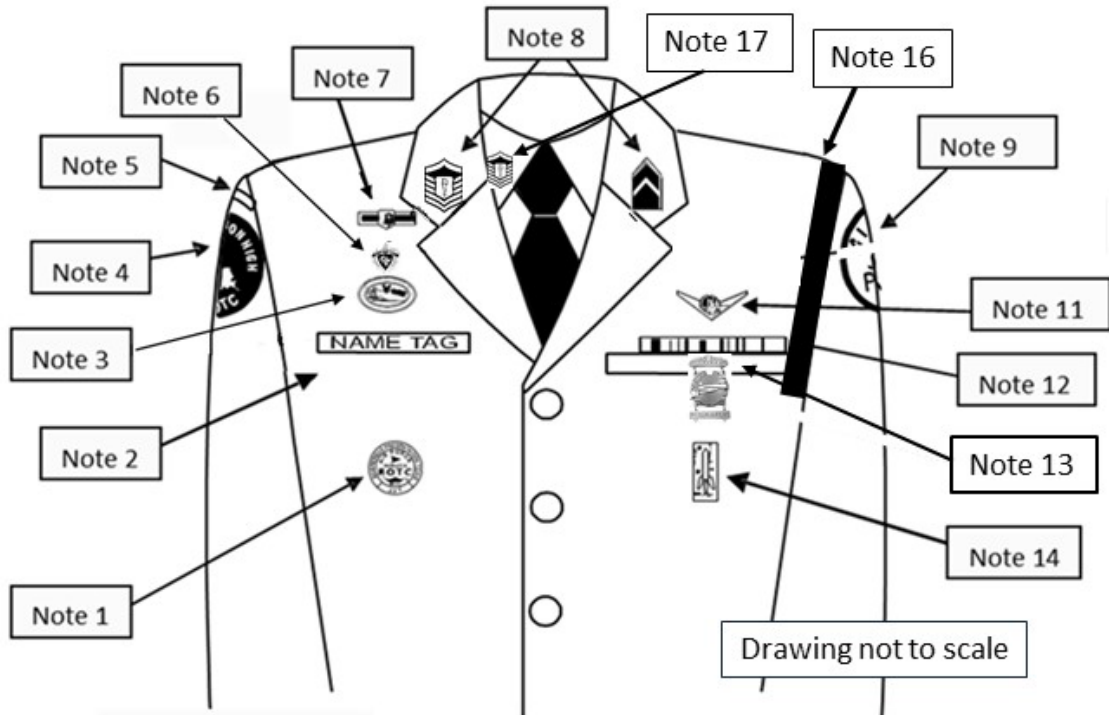


Figure 8.11.3 Male Hair



Attachment 7-9

CADET MALE SERVICE DRESS

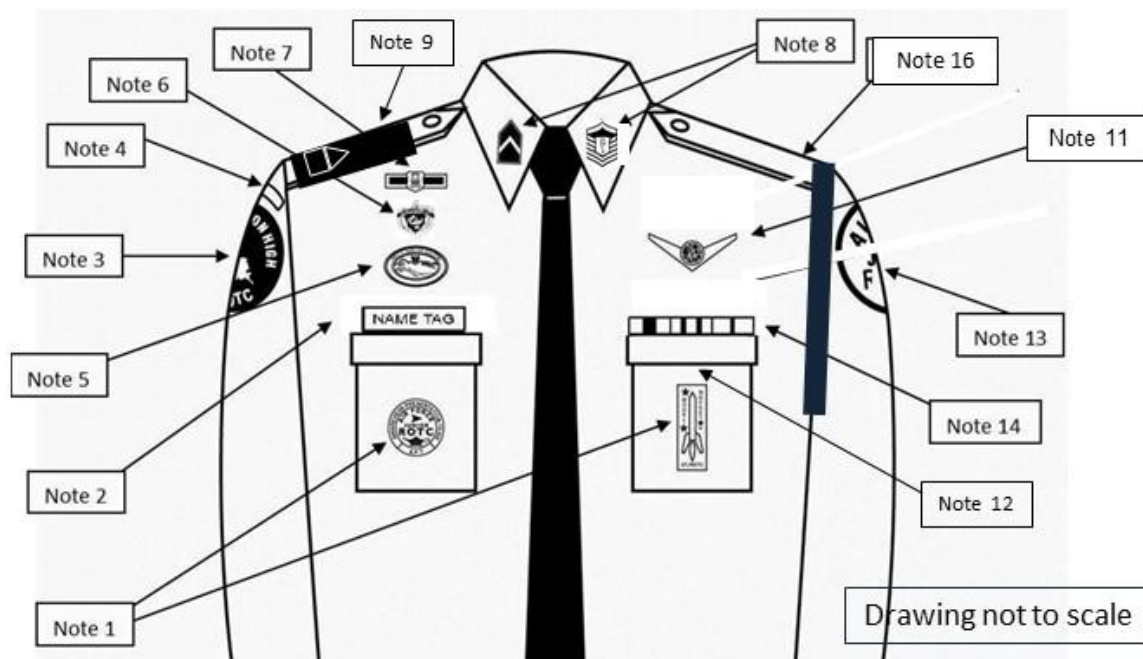


1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

Figure 8.2

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, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 15 below.
12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ 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 two Flight badges are authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**

FEMALE UNIFORM REQUIREMENTS

8.12. Female Uniform Combinations.

- Service Dress Uniform— consists of the Service Dress Coat, light blue shirt, slacks or skirt, and accessories. Tie tab must be worn with this uniform.
- Short sleeve, open collar— consists of the light blue shirt, slacks or skirt, and accessories.

8.13. Service Dress Coat. The coat should follow the body's natural contours but should not pull at the back of the waist. With arms hanging naturally, the sleeves should end at the heel of the hand. The bottom of the coat should hang at the wearer's fingertips. All buttons must be buttoned. Nothing is to be carried in the outside pockets. Only flat items may be carried in the inside pockets. The coat may be removed in classrooms when it is warm or when necessary for labs, shop, etc. It will be hung up on a hook or draped carefully over the back of a chair. The coat will not be removed in public areas, including hallways and the cafeteria. The coat will have the unit patch on the right sleeve and the AFJROTC patch on the left.

8.14. Light Blue Shirt. With arms bent at a 90 degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. If worn with an open collar, all buttons except the top will be buttoned. No part of the undershirt is to be visible. The shirt is to be tucked in at all times. The shirt bottom should be tucked in so that the shirt is pulled tautly across the torso. The only creases allowed on the shirt are down the sides of the sleeves.

8.15. Dark Blue Slacks. Slacks will fit naturally over the hips with no bunching at the waist or bunching at the seat. The front of the trousers should rest along the front of the shoe. The back of the trousers should be 7/8 of an inch longer and rest at the heel. The slacks should hang loosely straight down the legs. Items carried in the pockets should not be bulky or visible.

8.16. Dark Blue Skirt. Skirt will be free-hanging with zipper closure on the left hip. The skirt should end no higher than the top of the kneecap and no lower than the bottom of the knee. Natural colored or black hose and pumps must be worn with the skirt.

8.17. Female Accessories. The uniform includes several accessories. Some items are required to be worn, while others are optional or are only necessary with certain uniform combinations.

- Belt— Required. Should be dark blue uniform belt with a silver tip and buckle. It should be worn by threading to the wearer's right. The belt should be cut so that very little or no blue fabric is showing when buckled. The belt, along with the front edge of the shirt and the fly of the trousers, is part of the "gig line." These three items should be aligned so that they create a straight line down the front of the uniform.
- Flight Cap— Required. This item must be on a cadet's person at all times. When indoors, the cap should be secured under the belt between the first and second belt loops on either side. When worn, the cap should be centered and cocked slightly over the right eyebrow. The cap should rest at least one inch above the eyebrow. **Flight caps must be worn at all times when outside.**
- Shoes— Required. Must be black uniform issue oxfords. Shoes must be highly polished at all times. The soles and heel edges should be clean and treated with the

proper polish. Cadets may also purchase high gloss black Corframs or pumps at the cadet's own expense. Female cadets may wear high gloss or leather pumps with slacks or a skirt. The heel height must not exceed 2 and ½ inches. Shoes must have a closed toe.

- Hose— Required with the uniform skirt. May also be worn with slacks (in place of socks). Hose must be sheer nylon in black or natural color. Color must complement the uniform and the cadet's skin tone. Patterned hose is not allowed.
- Socks— Required with slacks (if not wearing hose). May **not** be worn with uniform skirt. Must be black or dark navy blue in color. Toe socks are prohibited. Socks must be above the ankle in length.
- Tie Tab— Required for Service Dress Uniform. May not be worn with the Light Blue Shirt unless authorized by the SASI.
- Undergarments— Required. Must be conservative, white in color, and may not be visible under the uniform. A white V-neck or low cut shirt should be worn under the uniform shirt. The undershirt may not be visible.
- Lightweight Jacket— Optional. May be worn only with the open collar uniform. Must be zipped up at least halfway when worn.

FEMALE PERSONAL APPEARANCE

8.18. Personal Appearance Standards. Personal appearance is an important part of the AFJROTC uniform. Cadets will be expected to look professional, practice good hygiene, and adhere to the following standards:

- Cosmetics— Cosmetics must be conservative and complement the cadet's skin tone.
- Jewelry— A maximum of three rings may be worn at a time. One bracelet may be worn which cannot be wider than one inch, detract from the military image, or present a safety hazard. Cadets may wear one conservative black, silver, or gold watch in uniform. One conservative gold or silver necklace may be worn concealed under the shirt. Any type of body piercing (nose, tongue, eyebrow, navel, etc.) may not be worn in uniform.
 - Nails - Should be neatly trimmed and clean. Polish, if worn, must be conservative in color and may not contain any ornamentation.
 - Eyeglasses and Sunglasses - Must be free of any ornamentation on frames or lenses. Cadets may wear black, conservative, non-reflective sunglasses in uniform, except while in formation. Sunglasses may not be worn around the neck or on the top of the head.
 - Earrings - Cadets may wear only pearl, silver, gold, or diamond stud earrings. They must be spherical or of plain design. Hanging or hoop earrings are prohibited. They must be a matching pair and be worn in the earlobe (no cartilage piercings). Only one pair may be worn at a time and shall be no larger than the eraser on a #2 pencil.
- Hair-Female. No minimum hair length to a maximum bulk of three inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and

will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will *not* touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. When in doubt, assess correct length of hair with Airman standing in the position of attention. **Exception:** While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

- Exaggerated styles with excessive height or volume are prohibited. Hair ornamentation (ribbons, beads, etc.) will not be worn; however, pins or barrettes similar in color to the individual's hair may be worn. If dyed, hair must be of conservative color and complement the individual's skin tone. Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).
- 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. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearances. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see figure 3.6). Headgear must fit properly.
- - All braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly interwoven to present a neat, professional appearance. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 3.1.3 above.
Exception: Micro-braids or twists are not required to continue to the end of the hair.
- Hair accessories. If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color. See Figure 3.5 (photo of scrunchie)

Figure 8.18.1. Female Hair Grooming Standards

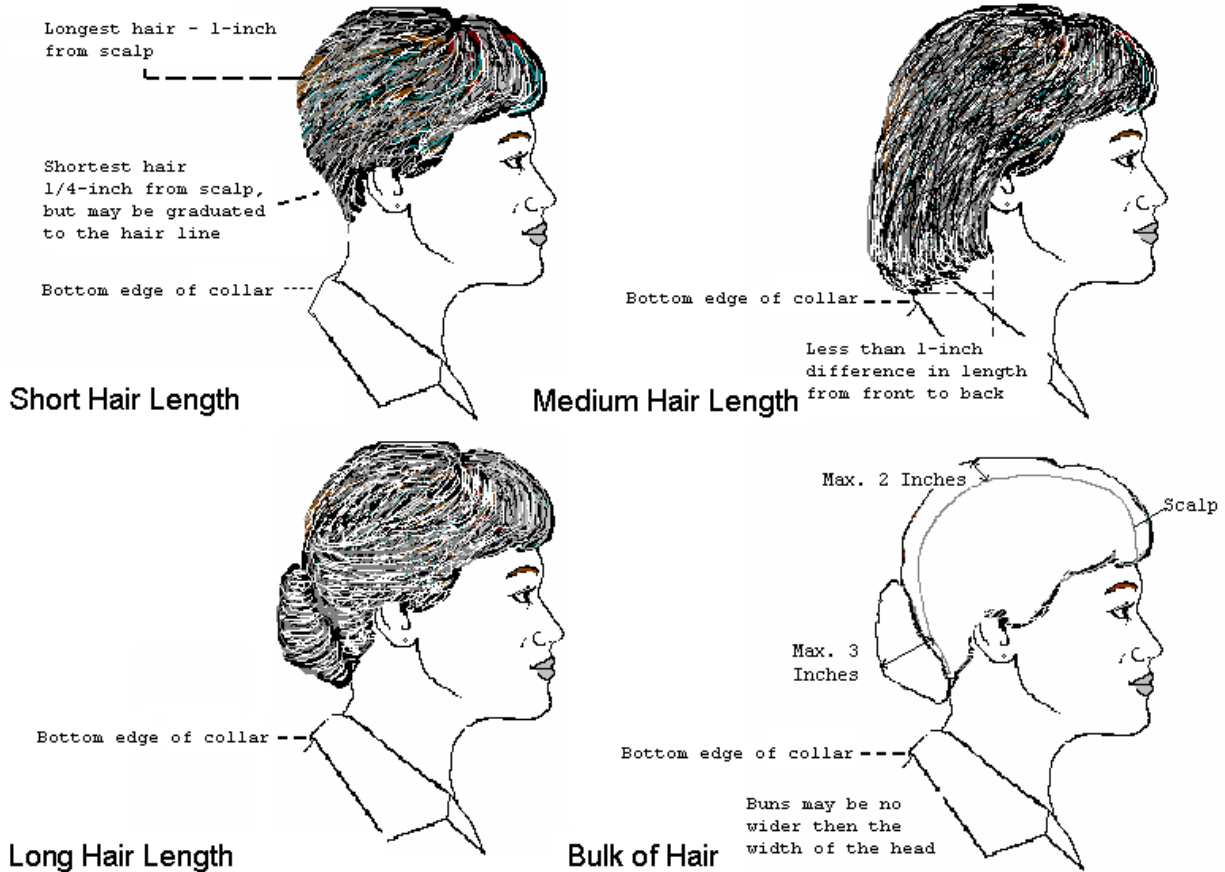


Figure 8.18.2. Authorized Braids



Figure 8.18.3. Female Hair Standards



Figure 8.18.4 Ponytails

Figure 3.5. (Added) Authorized Female Ponytails and Long braid(s) Hair Styles Examples.



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



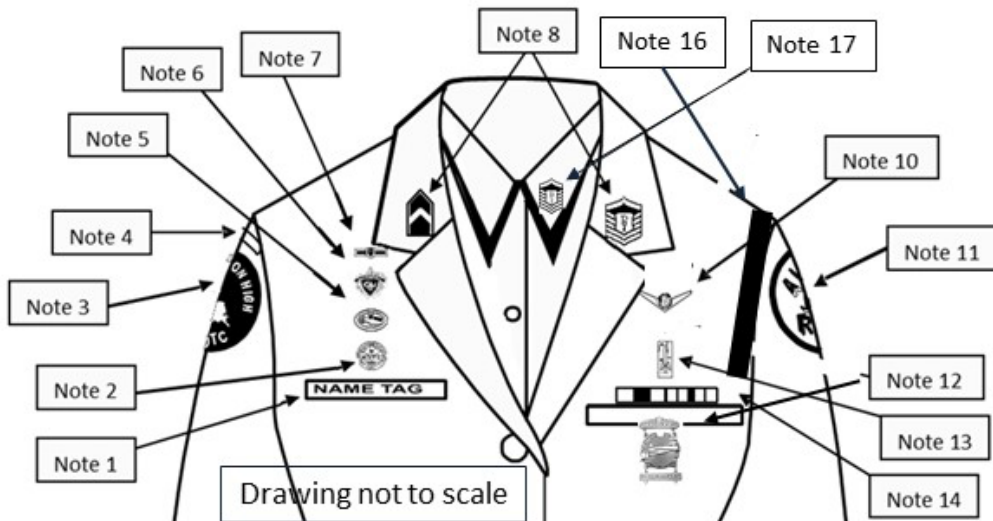
Braided Ponytails/Multiple Braids in a Single Ponytail



Two Braids Looped Underneath/Two Braids

Attachment 7-10

CADET FEMALE SERVICE DRESS

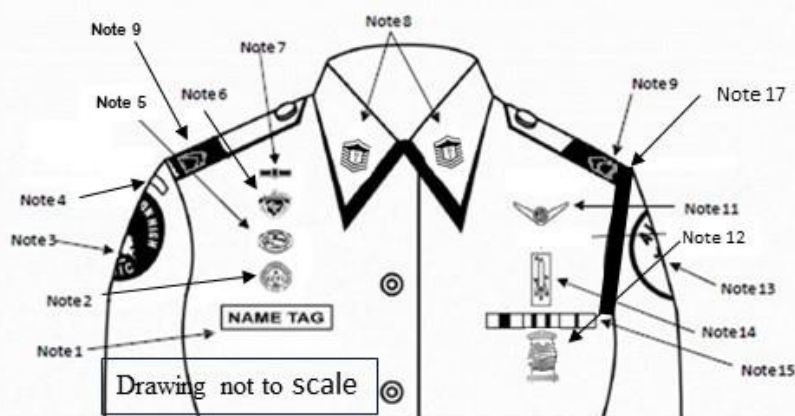


1. Silver Name tag, mandatory. **Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.**
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder 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, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 15 below.**
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ 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 two Flight badges are authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

Figure 8.3

Attachment 7-12

CADET FEMALE BLUE SHIRT

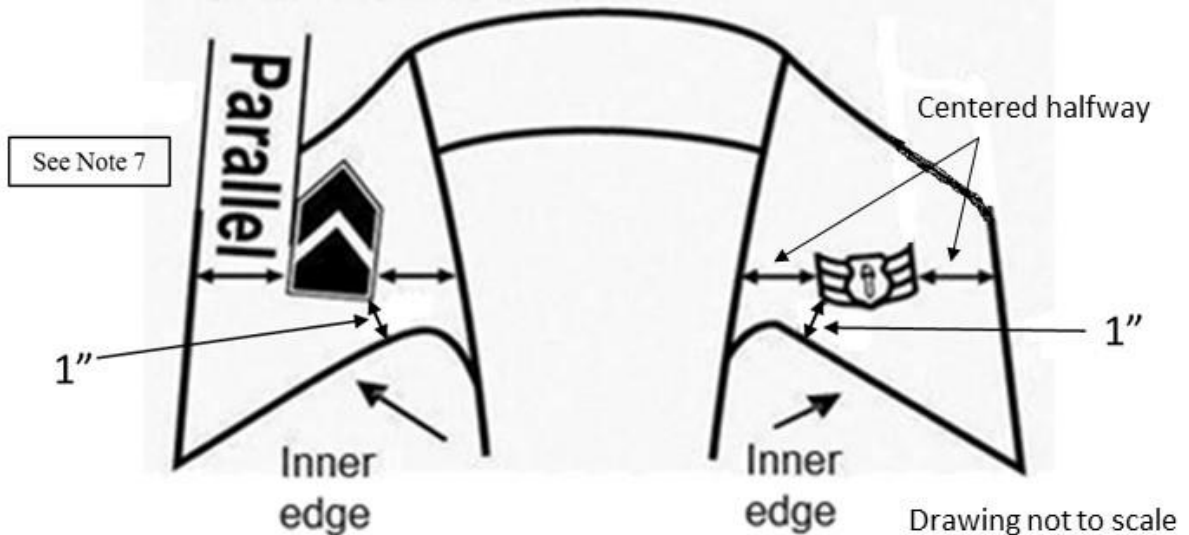
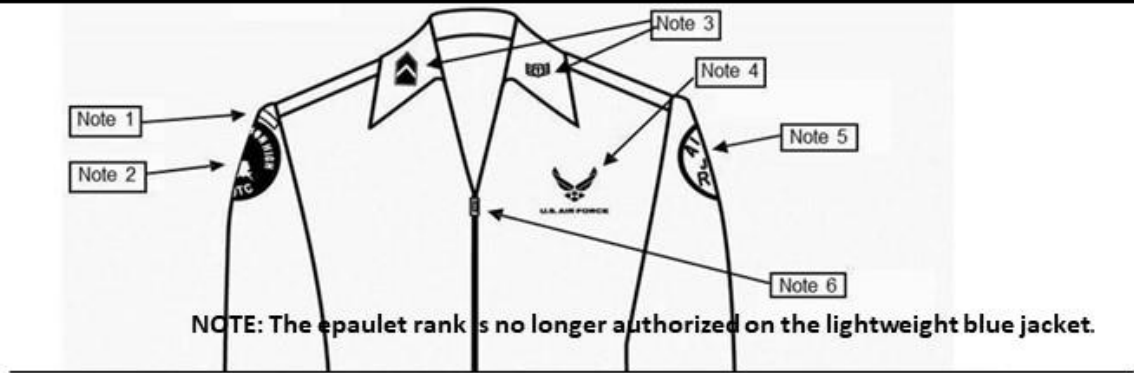


1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower 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, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than two Flight badges are authorized.**
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. **Medals (regardless of what type) are not authorized for wear on this uniform.**

Figure 8.4

Attachment 7-8

CADET LIGHT WEIGHT BLUE JACKET

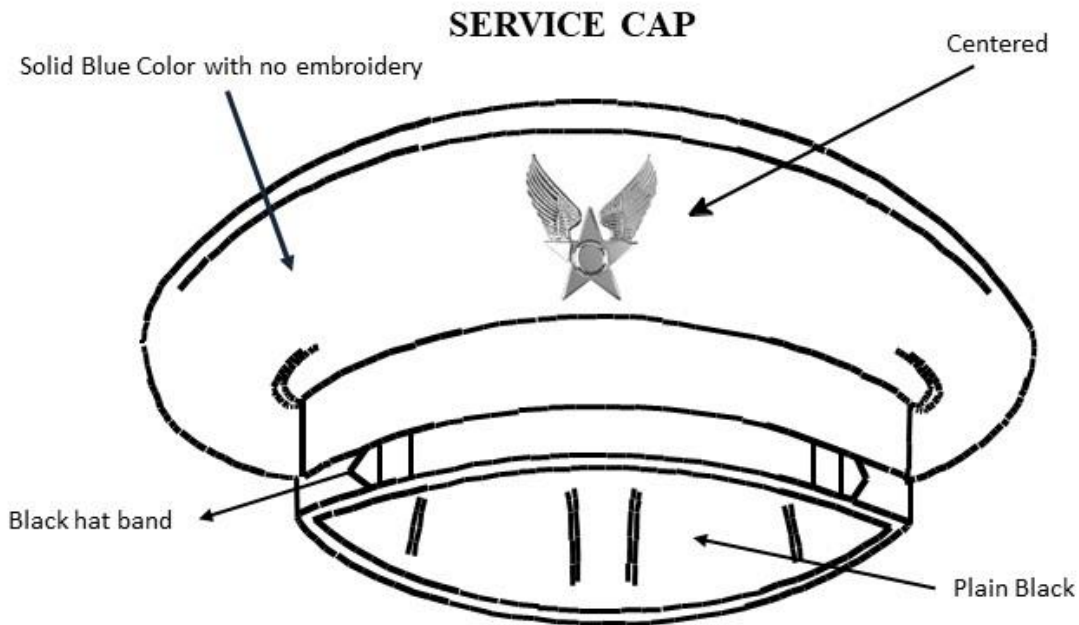


1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam. 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 ½ to 1 inch below left shoulder seam
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform.**

Figure 8.5

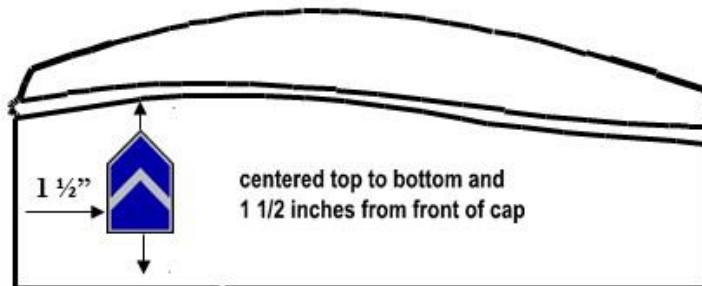
Attachment 7-3

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.

Figure 8.6

Attachment 7-4

CADET FEMALE HEADGEAR

SERVICE CAP

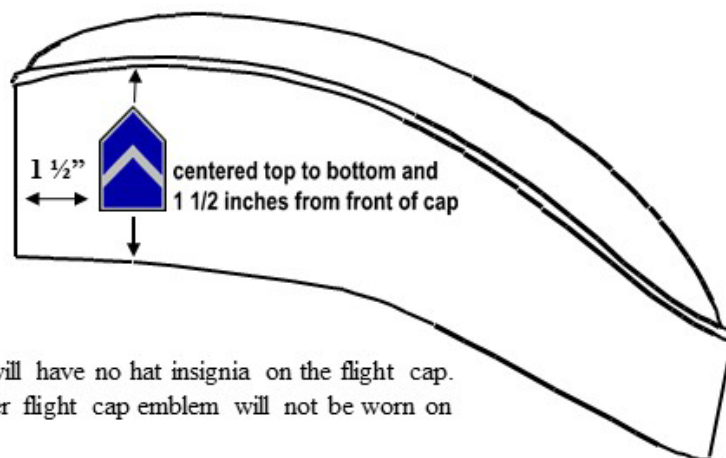
Solid Blue Color with no embroidery

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*

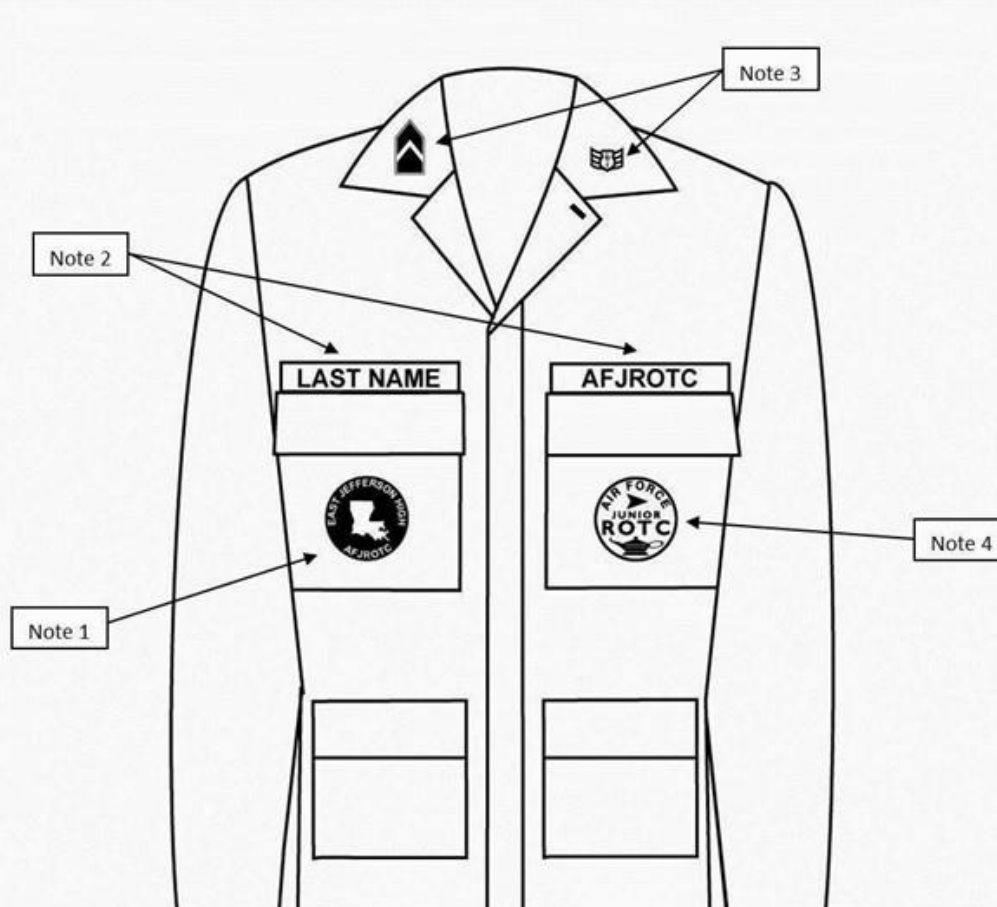


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

Figure 8.7

Attachment 7-6

**CADET ABU
Male and Female**

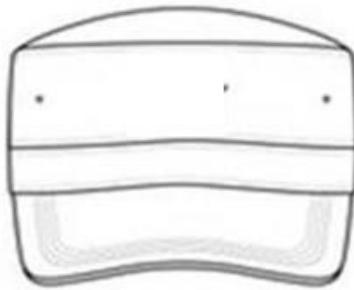


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with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

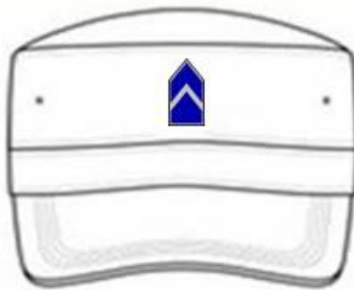
Figure 8.8

Attachment 7-7

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.

8.19. Physical Training Uniform (PTU) General Guidance: The PTU will be worn in a manner that promotes a neat appearance. Cadets may wear any individual item of the PTU during school or while outside of the ROTC class period. Wear of PTU is mandatory whenever physical training is scheduled during class time.

8.19.1. Short/Running Pants.

- PTU running pants. The waistband will rest at or within two inches of the natural waistline. Both pant legs will extend below the ankles. PTU shorts (with reflective material) and optional PTU running shorts (without reflective material). The PTU shorts waistband will rest at or within two inches of the natural waistline. The lining in the PTU shorts may be removed.

Short, mid and full length solid black or dark blue form fitting sportswear (i.e. spandex, lira or elastic) may be worn and visible under both the PTU.

8.19.2. Footwear.

- Socks. Socks are mandatory. Socks will be white or black and may have small trademark logos.
- Athletic style shoes. Athletic style shoes are mandatory. There are no restrictions on the color of the athletic shoes.

8.19.3. Headgear:

- The wear of an optional solid black or dark blue baseball/sport cap is authorized with the Air Force Symbol or US Air Force printed/embroidered on the front during organized PT. Cap will be worn outdoors only.



ADDITIONAL UNIFORM REGULATIONS

8.22. Semiformal Uniform. The SASI will authorize wear of a semiformal uniform to appropriate formal activities specific to the AFJROTC program, such as dining-ins/outs and military balls. For male cadets, this uniform consists of the blue service uniform with a plain white shirt. For female cadets, the uniform consists of the blue service uniform with a plain white blouse. Ribbons and badges are worn, but nametags and flight caps are not.

8.23. Religious Items. Religious headgear may be worn indoors upon the approval of the SASI and the school principal. The headgear may also be worn outdoors as long as it is not visible under or interfere with the proper wear of the uniform cap. Religious items (other than headgear) will not be visibly worn with any AFJROTC uniform without permission from the SASI, school principal, and religious leader.

8.24. Special Team Uniforms. Special cadet teams may wear additional uniform items or wear a distinctive yet conservative military uniform only when performing as a member of the specialized group (color/honor guards, drill teams, etc.). Drill Team and Color Guard members will wear black ascots with Air Force emblem and unit designation on it. **Note: Only members of the cadet Drill Team and Honor Guard who have participated in at least five vents may retain the green and gold cord and wear it with the Service Dress and Open Collar uniforms. Black cord will be worn on Service Dress uniform during drill meets only.**

8.25. Conduct in Uniform. Cadets will not take any action while in uniform that would degrade the uniform. This includes hitch-hiking, participating in illicit activities, violating school rules, etc. The uniform may not be worn to political rallies or any other event that would make it appear as though AFJROTC or the military shows favoritism to one party or organization over another. Cadets may not participate in public displays of affection while in uniform; however, holding hands, hugs, high fives, and pats on the back are acceptable when appropriate. The uniform is a symbol of the principles and values of the JROTC program and the cadets themselves. The community's image of AFJROTC, the Armed Forces, and C.A. Johnson High School can be affected, both positively and negatively, by how the uniform is presented. Cadets are expected to act their best at all times and to always wear the uniform proudly and properly.

Chapter 9

EXTRA/CO-CURRICULAR ACTIVITIES AND PROGRAMS

9.1. General. Extra and Co-Curricular activities and programs include functions that cadets help plan, and serve to augment, but not meant to replace AFJROTC classroom Aerospace Science and Leadership Education requirements. All of them are designed to:

1. Acquaint AFJROTC cadets with the importance of the program.
2. Increase cadets' knowledge of aerospace science and motivate them to attain an even greater knowledge of aerospace science.
3. Employ an interest in the program to enrich the total development of AFJROTC cadets.
4. Provide activities and opportunities for the development of aerospace leadership skills.
5. Inspire interest in related aerospace careers.
6. Contribute to the development of an understanding of aerospace power.
7. Lead to the discovery of the individual educational needs of cadets aspiring to careers in aerospace.

9.1.1. **Honor Guard.** The SC-065 Cadet Honor Guard presents the Colors at various JROTC, school, and community events. Cadets involved in this selective co-curricular activity will be required to attain a minimum number of practice hours and pass an examination before being allowed to perform. Cadets who complete at least five Honor Guard events will be allowed to wear the **white** Honor Guard cords with their uniforms. Only cadets who have at least a B average in JROTC, a minimum 2.0 GPA, and who are passing all classes will be considered for membership. The Director of Drill and Ceremonies will select Honor Guard members based on interest, experience, and expertise.

9.1.2. **Awareness Presentation Team (APT).** This voluntary activity consists of cadets who prepare and deliver presentations regarding social issues, such as drug abuse, alcoholism, etc., to middle and elementary school students. This allows the corps to provide a valuable service to the community. Cadets may earn the APT badge to wear on the uniform if they complete the requirements established by the Team Director.

9.1.3. **Field Trips.** The AFJROTC program often receives invitations from local military organizations to participate in special events. The SASI will choose cadets to go on these field trips based on interest, academic performance, and standing in the JROTC program. Selected cadets must return the required permission slip in order to participate. Cadets must comply with all instructions given by the SASI before and during the field trip.

9.1.4. **Military Ball.** The Military Ball is an Air Force tradition. The function is planned by the cadets, who also direct the festivities during the event. The evening may typically consist of a social hour and a formal dinner, followed by a dance. Cadets who participate in planning the Military Ball may be eligible to receive one or more ribbons to be worn on the JROTC uniform.

9.1.5 **Commanders Calls.** These are quarterly events in which all cadets are invited to gather to be addressed as a unit by the Corps Commander or SASI. It is an opportunity to bring the entire corps together in a social setting, as well as to recognize individual and corps accomplishments. Ribbons and awards may be handed out. The winner of the **Cadet of the Quarter Award** will be announced at this time. The second grading period's may also include a Change of Command Ceremony.

9.1.6. **Air Force JROTC Raider Competition** is meant to promote physical fitness, esprit de corps, and teamwork for JROTC cadets and provide JROTC cadets with a program focused on physical development on a competitive level. The Raider competition consists of three core events:

- Modified Air Force Physical Fitness Test (MAFPFT)
- 5-Kilometer road march
- Litter carry

9.1.7. **Dining-In and Dining-Out.** A dining-in and dining-out cultivates a spirit of loyalty, pride and enthusiasm. They stimulate cadets' morale and esprit de corps and provide experiences in Air Force customs and traditions. The dining-in and dining-out also provides an appropriate setting for recognizing individual and unit achievements. It is important for the success of the dining-in and dining-out that members enjoy the festivities, and those ceremonies are done in a tasteful, dignified manner.

9.1.8. **Curriculum-In-Action (CIA).** CIA school-sponsored activities include field trips to aerospace facilities such as aerospace industries, military museums, NASA, commercial airports, military bases, parades, etc.

9.2 AFJROTC Co-Curricular Programs

- AFJROTC AEROSPACE STATIC MODEL PROGRAM
- AFJROTC AIR FORCE WEATHER AGENCY PROGRAM
- CADET ORIENTATION FLIGHT PROGRAM
- MODEL ROCKETRY PROGRAM
- RADIO AND FLYING MODEL AIRCRAFT PROGRAM
- KITTY HAWK AIR SOCIETY (KHAS)
- THE ACADEMY OF MODEL AERONAUTICS
- DRILL TEAMS | COLOR GUARDS | HONOR GUARDS SABER TEAMS
- TEEN COMMUNITY EMERGENCY RESPONSE TEAM (CERT)
- AFJROTC MARKSMANSHIP PROGRAM GUIDANCE

9.2.1. **AFJROTC Aerospace Static Model Program:** Static Modeling is the designing and/or building of small model rockets or planes. A static model program can provide an exciting introduction for cadets to concepts of aerospace engineering and design.

9.2.2. **AFJROTC-Air Force Weather Agency Program.** The AFJROTC-AFWA Program provides a stimulating activity-based program which introduces weather terms, elements, and concepts to AFJROTC cadets. This program enhances the cadets' knowledge and increases their appreciation for the important role weather plays in the operational world of aviation and safety.

9.2.3. **Cadet Orientation Flight Program:** The Cadet Orientation Flight Program is designed to introduce cadets to general aviation through hands-on familiarization flights in single-engine aircraft. The program is motivational and should stimulate an interest in general aviation and aerospace activities.

9.2.4. **Model Rocketry Program.** Model rocketry is the designing, building, and flying of small rockets that are made of paper, plastic, balsa wood, or any other lightweight material. Model

rockets constructed in this manner are approved for use by AFJROTC members.

9.2.5. **Radio Flying Model Aircraft Program.** Radio controlled aircraft are pre-assembled and assembled “ready to fly” kits; the categories include trainer, sport, park flyer, and gliders and sailplanes.

9.2.6. **Kitty Hawk Air Society (KHAS)** is the official academic honor society of AFJROTC. The society upholds academic standards and promotes further interest in academic achievement. The KHAS is also affiliated with the Air Force Association. Its purpose is to:

- Promote high academic standards and achievement,
- Promote school and community service,
- Promote self-confidence and initiative.
- Develop leadership abilities, recognizes academic excellence, and
- Further members’ knowledge of the Air Force role in aerospace.

9.2.7 **TEEN Community Emergency Response Team (CERT)** is an after school program sponsored by the Federal Emergency Management Agency and a national program of volunteers trained in disaster preparedness and emergency response. Teen CERT training teaches students about the potential disasters that could affect their area and how to safely and responsibly respond to them. AFJROTC programs need to address the following concerns prior to implementation of a TEEN CERT program at their school:

- Liability: Who would be responsible for any injuries to students performing in the capacity of an emergency response team member?
- Coordination and approval should be between the AFJROTC unit, parent, principal, and school district/county office of education willing to authorize TEEN CERT at the school site.
- Once approval has been granted and waivers signed by parent/guardian, agreements between the AFJROTC unit, school, district/county office should be renewed on an annual basis.

9.2.8. **Marksmanship Program** is an after school program where cadets can receive training in marksmanship and the safe handling of an air rifle. Participation is optional and at the discretion of the school administration. Competitions are held to promote training, good sportsmanship and a high standard of performance in the safe use of an air rifle.

Note: For detailed information about these programs, refer to the AFJROTC Reference Guide.

9.2.9. **Honor Guard and Drill Teams.** The SC-065 Cadet Honor Guard presents the Colors at various JROTC, school, and community events. Cadets involved in this selective co-curricular activity will be required to attain a minimum number of practice hours and pass an examination before being allowed to perform. Cadets who complete at least five Honor Guard events will be allowed to wear the **white** Honor Guard cords with their uniforms. Only cadets who have at least a B average in JROTC, a minimum 2.0 GPA, and who are passing all classes will be considered for membership. The Director of Drill and Ceremonies will select Honor Guard SASIs based on interest, experience, and expertise.

The drill team member is a selected from group of cadets who demonstrate attention-to-detail and an above average dedication toward drill & ceremony. Cadet will compete in drill meets and perform at

exhibitions as scheduled. Cadets who maintain a passing grade in JROTC, a minimum 2.0 GPA, and who are passing all classes will be considered for membership.

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 boys, Give 'er the gun! (Give 'er the gun now!)

Down we dive, spouting our flame from under,

Off with one heckuva roar!

We live in fame or go down in flame.

Hey! Nothing'll stop the U.S. Air Force!