



Deer Valley High School Air Force Junior ROTC



2023/2024 Cadet Handbook

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

Forward

This Cadet Handbook will help you in becoming a more successful cadet and aid the Deer Valley High School Air Force JROTC (Junior Reserve Officer Training Corps) Group in becoming one of the best in the United States.

The provisions of this handbook were not established arbitrarily. They come from a number of sources: the U.S. Public Law authorizing and establishing the AFJROTC Program, the agreement signed between Deer Valley Unified School District and the United States Air Force, directives published by the Air Force JROTC Headquarters of the Air Education and Training Command, and from experience gained from the operation of other units.

The agreement signed between Deer Valley High School and the United States Air Force states that you will wear the JROTC uniform at least one complete school day each week, and that your hair style and personal grooming will conform to Air Force standards. I encourage you to follow these guidelines in order to stay enrolled in the JROTC program.

Although these provisions form the foundation for the operation of the Deer Valley High School AFJROTC Group, each provision of this handbook was written in consideration of other academic and development objectives of Deer Valley High School.

Your achievement in knowledge of aerospace, development as a leader, and contribution to the reputation of Deer Valley High School will depend upon you and the spirit in which you abide by the provisions of this handbook. I wish each of you, as a member of the Deer Valley High School AFJROTC Group, success and personal satisfaction.

Paul Roskelley

Principal

Preface

This Cadet Handbook has been prepared to establish a high standard of performance for the Deer Valley High School AZ-802 AFJROTC program. This standard will allow the entire Cadet team to work together towards a common goal of proficiency that will earn pride in achievement and make our unit the best in the United States.

This Cadet Handbook will be used as a reference for specific details to maintain a high standard of performance. FOR EXAMPLE: proper wear of the uniform, placement of insignia, classroom conduct, honor code, etc.

We believe that most cadets will voluntarily work for the betterment of the group if they are aware of the goals and mission of the unit. You, as a cadet, are responsible for obtaining a thorough understanding of the contents of this cadet handbook. Only then, can you maximize your experience and participation in the AFJROTC program and apply these standards to the benefit of yourself and AZ-802.

Effective LEADERSHIP starts with responsible FOLLOWERSHIP.

**“BEFORE YOU CAN LEARN TO LEAD,
YOU MUST LEARN TO FOLLOW!”**



****Black line indicates new change**** - This edition supersedes all previous handbooks.

Table of Contents

1. Mission, Goals and Objectives of AFJROTC
2. AFJROTC Curriculum
3. Classroom Rules
4. Wear of the Air Force Uniform
5. Saluting Rules
6. Co-Curricular Activities
7. Cadet Promotions
8. Guide for Cadet Leaders
9. Organization of AZ-802
10. Job Descriptions
11. Staff Office Rules
12. Procedures for Instructor Office Entry
13. Awards and Decorations
14. Cadet Honor Code
15. Disenrollment
16. Inappropriate Behavior
17. Chain of Command
18. Drill Terms
19. Certificate of Training/Completion
20. Cadet of the Year
21. Open Ranks Inspection

ATTACHMENTS

1. Air Force Junior ROTC Badges
2. Air Force Junior ROTC Insignia
3. Cadet Male Head Gear
4. Cadet Female Head Gear
5. How to Tie a Tie
6. Cadet Female 1620 Service Dress
7. Cadet Male 1620 Service Dress
8. Cadet Female Blue Shirt
9. Cadet Male Blue Shirt
10. Cadet Light Weight Blue Jacket
11. Cadet Battle Dress Uniform
12. Unit Detail Listing
13. 30 Command Drill Sequence
14. AFJROTC Wear your ribbons proudly & properly

AIR FORCE CORE VALUES

Integrity First
Service before Self
Excellence in All We Do



Chapter 1

Mission, Goals and Objectives of AFJROTC

The **MISSION** of the Air Force Junior ROTC Program is to *develop citizens of character dedicated to serving their nation and community.*

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

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

Through these objectives cadets will develop:

1. An appreciation of the basic elements and requirements for national security.
2. Respect for and an understanding of the need for duly constituted authority in a democratic society.
3. Patriotism and an understanding of their personal obligation to contribute to national security.
4. Habits of orderliness and precision.
5. A high degree of personal honor, self-reliance, and leadership.
6. A broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
7. Basic military skills.
8. A knowledge of and appreciation for the traditions of the Air Force.
9. An interest in completing high school and pursuing higher educational goals or skills.
10. An understanding of the Air Force and military as a possible career path.

Chapter 2

AFJROTC Curriculum

The AFJROTC Program is a four-year program for high school students. Each year is divided into two categories; Aerospace Science and Leadership Education. Major topics in the Aerospace Science curriculum include history, science, space, and optional studies. Major topics in the Leadership Education curriculum include Air Force customs and courtesies, cadet corps activities, study habits, time management, communication skills, life skills, leadership and management studies, drill and ceremonies and physical training.

CADET YEAR	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
1	AS-300 Chpt 1-9,11 LE-I Chpt 1-3 Health & Wellness	AS-410 Part 2-5 LE-I Chpt 1-3 Health & Wellness	AS-200 Chpt 1-4 LE-I Chpt 1-3 Health & Wellness	AS-100 Chpt 1-6 LE-I Chpt 1-3 Health & Wellness	AS-300 Chpt 1-9,11 LE-I Chpt 1-3 Health & Wellness	AS-410 Part 2-5 LE-I Chpt 1-3 Health & Wellness	AS-200 Chpt 1-4 LE-I Chpt 1-3 Health & Wellness
2	AS-300 Chpt 1-9,11 LE-III Chpt 1-3 Health & Wellness	AS-410 Units 1-4 LE-III Chpt 1-3 Health & Wellness	AS-200 Chpt 1-4 LE-III Chpt 1-3 Health & Wellness	AS-100 Chpt 1-6 LE-III Chpt 1-3 Health & Wellness	AS-300 Chpt 1-9,11 LE-III Chpt 1-3 Health & Wellness	AS-410 Units 1-4 LE-III Chpt 1-3 Health & Wellness	AS-200 Chpt 1-4 LE-III Chpt 1-3 Health & Wellness
3	AS-300 Chpt 1-9,11 LE-III Chpt 1-3 Health & Wellness	AS-410 Units 1-4 LE-III Chpt 1-3 Health & Wellness	AS-200 Chpt 1-4 LE-III Chpt 1-3 Health & Wellness	AS-100 Chpt 1-6 LE-III Chpt 1-3 Health & Wellness	AS-300 Chpt 1-9,11 LE-III Chpt 1-3 Health & Wellness	AS-410 Units 1-4 LE-III Chpt 1-3 Health & Wellness	AS-200 Chpt 1-4 LE-III Chpt 1-3 Health & Wellness
4	AS-300 Chpt 1-9,11 LE-IV Unit Chpt 1-3 Unit 2 Chpt 4/5 Unit 3 Chpt 6 Health & Wellness	AS-410 Units 1-4 LE-IV Unit Chpt 1- 3 Unit 2 Chpt 4/5 Unit 3 Chpt 6 Health & Wellness	AS-200 Chpt 1-4 LE-IV Unit Chpt 1-3 Unit 2 Chpt 4/5 Unit 3 Chpt 6 Health & Wellness	AS-100 Chpt 1-6 LE-IV Unit Chpt 1-3 Unit 2 Chpt 4/5 Unit 3 Chpt 6 Health & Wellness	AS-300 Chpt 1-9,11 LE-IV Unit Chpt 1-3 Unit 2 Chpt 4/5 Unit 3 Chpt 6 Health & Wellness	AS-410 Units 1-4 LE-IV Unit Chpt 1-3 Unit 2 Chpt 4/5 Unit 3 Chpt 6 Health & Wellness	AS-200 Chpt 1-4 LE-IV Unit Chpt 1-3 Unit 2 Chpt 4/5 Unit 3 Chpt 6 Health & Wellness
AS	Exploring Space	Survival	Science of Flight	Journey through Aviation History	Exploring Space	Survival	Science of Flight

Legend

AS-100 Journey through Aviation History

LE I Citizenship and the Air Force Tradition

AS 200 Science of Flight

LE II Communication, Awareness and Leadership

AS 300 Exploring Space

LE III Life Skills and Career Opportunities

AS 410 Cadet Corps Management/Survival

LE IV Principles of Management

Health and Wellness/Physical Training

Chapter 3

Classroom Rules

1. You are expected to be in class on time and sitting at your desk when the last bell rings. You will then be called to attention by your Flight Commander. Any cadet in violation of this rule will be marked tardy.
2. Hats will **not** be worn in the classroom or other interior areas on campus.
3. No feet on chairs or tables; no leaning back in desks or sitting on desks or tables.
4. Treat school property with respect and leave the classroom and cadet area neat.
5. No heads or backpacks on desks at any time, the classroom is a learning environment.
6. Rudeness or disrespect toward instructors, other cadets, or guests will not be tolerated.
7. No one will leave the classroom without the instructor's permission, and then only rarely, so use the restroom **before** you come to class. Restroom passes will only be granted in the case of emergencies.
8. No personal grooming (e.g. brushing/combing hair, application of make-up, application of nail polish, etc.) in the class room.
9. Avoid being absent unless absolutely necessary. **If you are absent (excused), makeup work must be done within the number of days absent (unless other arrangements have been made with the instructors).** It is your responsibility to check with the instructor or the online grade book for assignments you have missed. Unless you check for what you missed, the assignment grade will be an "F". DO NOT expect to ask for and get makeup work 2 weeks after your absence.
10. When the dismissal bell rings, you will be called to ATTENTION and wait to be dismissed. You should continue working until the Senior Aerospace Science Instructor, SASI (Major Whited) or Aerospace Science Instructor (ASI) MSgt Stilchen instructs the class to prepare for dismissal.
11. When reporting to class you will have your assigned work, notebooks, workbooks, text books, and pen or pencil (sharpen pencils before the final bell) in your possession. Arrive prepared for class.
14. The classroom telephone will not be used without permission from the SASI/ASI.
15. If you wish to speak, raise your hand and be acknowledged by the instructor FIRST.
16. Cadets will be expected to wear the uniform of their biological gender correctly on the appropriate day.
17. Conduct oneself in a manner promoting a positive learning environment.
18. Always use titles or sir/ma'am when addressing AFJROTC staff, senior ranking cadets, or school administration.

19. When an administrator, other teacher, or adult enters the room the first cadet to notice will call the room to attention and remain until Instructor calls “as you were”.

20. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, sexual harassment, or harassment of any other cadet will not be tolerated. In addition, cadets may be removed from the program for failing to recognize the U.S. Flag during classroom pledge of allegiance/national anthem while in uniform. In addition, cadets are expected while in uniform to not participate in protest against America, the constitution, or lawful organizations.

21. Ensure all electronic devices, like cell phones and music players, are off or silenced during class unless authorized by the instructor. Many students want to have the privilege of carrying electronic devices on campus, with that privilege comes responsibility. If they make a noise, vibrate, or otherwise call attention to themselves, the device is creating a disruption. These items must be kept in control and be kept out of sight. Misuse of electronic devices may result in disciplinary procedures in addition to the temporary confiscation of the device.

22. Participate in class clean up.

23. Visibly wear I.D. card, as per school policy, while on campus or at any school activity.

24. Comply with all school policies and procedures.

25. Maintain self-control and your self-respect at **all times**.

26. When a cadet is in uniform they are expected to render proper salute to Deer Valley Principal (Mr. Roskelley), AFJROTC Senior Instructor (Major Whited), any additional military uniformed military officers visiting, and all senior ranking JROTC Cadet Officers.

Chapter 4

Wear of the Air Force Uniform

1. The AFJROTC cadet uniform is, with minor exceptions, the same as that worn by active duty personnel. The reputation of the United States Air Force, as a professional military organization, is known worldwide and has no equal. The uniform is a symbol of that reputation. **Wear it correctly and proudly!** It should be noted, if at any time a cadet’s uniform becomes unwearable, the cadet must **immediately** report and return the uniform to replace it. Whether or not the cadet must pay for the replacement of the uniform is left up to the SASI or the ASI to decide.

2. Cadets are required to wear the uniform a minimum of once each week, and are inspected for compliance with Air Force dress and grooming standards referenced in AFI 36-2903. This inspection grade comprises the majority of the cadet’s grade for the Leadership Education portion of the curriculum. Failure to wear the uniform, and to conform to Air Force dress and grooming requirements when wearing the uniform, results in a failing grade and removal from the course.

3. The uniforms are issued free of charge and the cost of required alterations is reimbursed. You are responsible for dry cleaning and laundering costs associated with the proper care of your uniform. You are required to return all uniform items, dry cleaned and laundered, when you graduate or when no longer enrolled in AFJROTC, whichever is earliest. You will be required to pay for uniform items lost or damaged beyond "fair wear and tear."

4. **Male Uniform Requirements:**

a. **Service Dress Uniform** - Consists of service coat, trousers, blue shirt, tie, headgear, shoes, and required accessories.

b. **Service Uniform** - Same as service dress uniform **EXCEPT** coat is not worn and tie wear is optional.

c. **Trousers** - Worn up on waist (no sagging). Bottom of trousers will rest on the front of the shoe with a slight break in the crease. Back of trousers hem will be approximately 7/8 inch longer than the front.

d. **Belt** - Dark blue with silver tip. The silver tip end of the belt extends beyond the buckle to the wearer's left with no blue fabric showing between the silver tip and the buckle. Excess belt material is cut off behind the buckle once belt is properly sized. Wear is required with trousers.

e. **Belt Buckle** - Highly polished chrome finish; must not be dirty, smudged, or scratched.

f. **Shirt** - Military creases are prohibited; sleeves will be creased. The shirt may be worn with or without a necktie when worn as an outer garment. When the service coat is worn, wear of the tie is required. Jewelry must not be visible at the neckline.

g. **Necktie** - Tie is worn outside the shirt, never tucked inside the shirt (Atch 5). When properly tied, the bottom of the tie must be within 1½ inch of the top of the belt buckle.

h. **Undershirt (T-shirt)** - A plain **V-neck or Muscle** white T-shirt, without writing or graphics, will be worn under the uniform shirt. Undershirts must not be visible at the neckline.

i. **Socks** - Must be plain black with no design and at least calf high. Wear of socks is mandatory.

j. **Footwear**- Plain black, standard issue shoes. Shoes will be clean and highly polished at all times. AS-II, III, and IV cadets may purchase and wear Corafram high gloss oxford shoes.

k. **Headgear** - The flight cap (Atch 3) is worn slightly to the wearer's right, with the vertical crease of the cap in line with the center of the forehead and 1 inch above the eyebrows. The crown is not crushed. No hair will be visible below the front of the cap. Hat insignia will be worn by cadet officers.

l. **Grade Insignia** - Worn on service coat, windbreaker and blue shirt by cadets in the rank of Cadet Airman and above. See Attachments 7, 9, and 10 for proper placement.

m. **Name Tag** - Ultramarine blue with white letters of the last name. It is worn centered over right breast pocket on blue shirt, resting on but not over the pocket line (Atch 9). Never worn on service coat or windbreaker. First name tag is provided, replacements must be purchased.

n. **Badges** - (Atch 1) Wear of authorized badges is mandatory. See Atch 7 and 9 for proper placement.

o. **Ribbons** - The wear of all authorized ribbons is mandatory. Cadets will wear earned ribbons on their shirt and service coat. They are worn centered over left breast pocket, resting on but not over the pocket line (Atchs 7 and 9). Ribbons will not be dirty, torn or frayed.

p. **Windbreaker** (Atch 10) - Jacket must be worn zipped at least halfway. Jacket must be removed during inspection. (Optional item).

5. Female Uniform Requirements:

a. **Service Dress Uniform** - Consists of service coat, slacks or skirt, blue blouse, tie tab, headgear, shoes, and required accessories.

b. **Service Uniform** - Same as service dress uniform **EXCEPT** coat is not worn and tie tab wear is optional.

c. **Slacks** - Worn up on the waist (not on hips). Bottom of slacks will rest on the front of the shoe with a slight break in the crease. Back of slacks hem will be approximately 7/8 inch longer than the front.

d. **Belt Buckle** - Highly polished chrome finish; must not be dirty, smudged, or scratched.

e. **Belt** - The silver tip end of the belt extends beyond the buckle facing to the wearer's right with no blue fabric showing between the silver tip and the buckle. Excess belt material is cut off behind the buckle once belt is properly sized.

f. **Blouse** - Military creases are prohibited; sleeves will be creased. The blouse may be worn with or without a tie tab when worn as an outer garment. When service coat is worn tie tab is required. Undergarments and jewelry must not be visible at the neckline.

g. **Under Garments** - A neutral color bra and panties must be worn with all uniforms.

h. **Socks** - Must be plain black at least calf high. May be worn with oxfords; will not be worn with pumps. The wear of either hose or socks is mandatory with slacks (no bare legs).

i. **Footwear** - Plain black, standard issue shoes. Shoes will be clean and highly polished at all times. AS-II, III, and IV cadets may purchase and wear Corafram high gloss oxford shoes.

j. **Headgear** - The flight cap (Atch 4) is worn slightly to the wearer's right, with the vertical crease of the cap in line with the center of the forehead, 1 inch above the eyebrows. Hair may be visible in front of the flight cap, however it will not touch the eyebrows. Hat insignia will be worn by cadet officers. Females may wear male flight caps.

k. **Grade Insignia** - Worn on service coat, windbreaker and blouse by cadets in the rank of Cadet Airman and above. See Attachments 6, 8, and 10 for proper placement.

l. **Name Tag** - Ultramarine blue with white letters of last name. Worn on the right side of the blouse centered horizontally between the buttons and the arm seam and vertically 1 ½ inches above to 1 ½ inches below the first exposed button.(Atch 8). Never worn on the service coat or windbreaker. First name tag is provided, replacements must be purchased.

m. **Badges** - (Atch 1) The wear of all authorized badges is mandatory. See Attachments 6 and 8 for proper placement.

n. **Ribbons** - The wear of all authorized ribbons is mandatory. On the service coat, they are worn on the left side centered on but not over the pocket welt. On the blouse, they are worn centered on the left side, parallel with the ground. Bottom of ribbons will be even with bottom of nametag (Atchs 6 and 8). Ribbons will not be dirty, torn or frayed.

o. **Windbreaker** (Atch 10) - Jacket must be worn zipped up at least halfway. Jacket must be removed during inspection. (Optional item)

6. **Cadet Air Battle Uniform (ABUs) or Operational Camouflage Pattern (OCPs):**

a. The cadet ABU or OCP uniform is optional. The ABU/OCPs may be purchased by cadets on the economy at their expense but any uniform item issued by the unit will need to be returned once the cadet graduates or leaves the corps.

b. Cadets have option of wearing ABU/OCPs for **TWO** inspection days each month. The designated day for optional wear will be determined by Command Staff unless directed otherwise by the SASI or ASI. Wear of the ABU/OCP on any other inspection day will result in an inspection grade of “F” for that inspection.

c. ABU/OCPs must be of the Air Force issued pattern. Once the ABU/OCP blouse is configured, with name/AFJROTC tapes, it **WILL NOT** be worn with civilian clothing or on other than SASI/ASI designated ABU/OCP wear days.

d. Name/AFJROTC tapes will be purchased using Unit funds IF available. Utility belts/buckles, and trouser blousing straps may be purchased through the ASI.

e. When worn, ABU/OCPs will be configured, worn, and maintained in strict conformance with the following standards:

(1) **ABU/OCP Blouse:** Will be configured as shown in attachment 11. Sleeves may be rolled up; if rolled up, inside of shirt material must not be exposed and bottom of sleeve must touch or come within 1 inch of the forearm when the arm is bent at a 90 degree angle. **NO MILITARY CREASES.**

(2) **ABU/OCP Trousers:** Material of trousers must match (color/type) the ABU blouse. Trouser bottoms will be bloused 1 inch below the top of combat boots using elastic blousing straps or tucked into boots.

(3) **Belt/Buckle:** Will be Air Force issued tan web belt.

(4) Combat Boots: Must wear ABU/OCP combat boots. Boots will be sage desert green design

(5) Socks: ABU/OCP colored socks are preferred but may wear either tan, plain white, or black.

(6) Headgear: The Air Force ABU/OCP cap will be worn. Hat will be positioned squarely on the head with no hair protruding below the front of the cap. When not being worn, the cap will be stored in one of the lower cargo pockets of the trousers.

(7) Undershirts: Plain tan, unit issued tan team shirt, or ABU/OCP crew neck T-shirts will be worn.

7. General Uniform Wear Rules:

a. **Tuesday** of each week is uniform wear day. If you are absent on uniform wear day, you must make up the uniform wear on your **first** day back to school. Wearing the prescribed uniform **all day** is mandatory unless otherwise instructed by the SASI or ASI. Freshman cadets will wear only blues first semester. If uniform wear proficiency is proven by majority of freshman cadets then ABUs will be issued second semester and authorized to wear as prescribed uniform.

Failure to wear your uniform all day will result in a grade of “F (zero)”.

b. Only uniform items issued by the SASI/ASI will be worn. Authorized purchase items may be worn with prior permission from the SASI/ASI. Civilian clothing will not be worn with the AFJROTC uniform.

c. Hats will be worn at all times outdoors and will be removed upon entering a building unless a “no hat area” has been designated by SASI or ASI.

d. The service coat may be removed in the classroom or it may be unbuttoned in the classroom to avoid binding or wrinkling. When the coat is removed in the classroom it will be carefully draped over the back of your chair. The necktie will not be removed or loosened, even though the coat is unbuttoned or removed.

e. Sunglasses may be worn in uniform, but not in a drill formation (unless prescription transition lenses). Sunglasses must be conservative in style with frames consisting of black or brown material or gold or silver wire. If there is a logo on the frame or lens it must be small and the same color as the frame or lens. Conservative wrap-around sunglasses may be worn if they meet the above criteria. Sunglasses will be worn properly (not on the top or back of the head/neck) and will be removed indoors. Sunglasses will not be worn exposed or hanging from the uniform.

f. Eyeglasses will not be worn around the neck, on top or back of the head or exposed hanging from the uniform.

g. The service dress coat, hat, tie/tab, windbreaker, and slacks must be **dry-cleaned** from time to time. **DO NOT WASH!** There are to be NO creases down the service coat sleeves!

h. The uniform shirt must be laundered after wearing, and ironed to present a crisp, wrinkle free appearance. The shirt will be worn with a military tuck to enhance professional appearance. The

only creases on the shirt or blouse are down the sleeves. Items will not be carried in the shirt pockets.

i. Hands will not be placed in uniform pockets. All shirt and trouser pockets will be kept buttoned. Items will not be carried in shirt pockets. Items carried in trouser pockets will not bulge or be excessively bulky.

j. Your “gig” line is formed by the edge of the shirt flap, the belt buckle, and the fly of your trousers. These points should always be aligned. Check it frequently during the day.

k. Shoes will be clean and shined at all times.

l. Replace missing buttons promptly. Replacement buttons are available from the SASI/ASI. Buttons on the service dress coat are oxidized silver. **DO NOT ATTEMPT TO SHINE THEM!**

m. No objects will be placed under the epaulets of uniform coats, shirts, or blouses or hung from the uniform.

n. Public Displays of Affection (PDA) while wearing the uniform will not be tolerated, and will result with instructor action.

o. Electronic devices (cell phones, Ipods, etc.) will **NOT** be exposed or hanging from the uniform. Headphones will NOT be worn while in uniform. **THESE ITEMS WILL BE CONFISCATED BY THE INSTRUCTORS.**

8. **The Air Force Uniform:** You are wearing the uniform that represents our affiliation with the United States Air Force. This uniform is not a “costume.” Partial uniform elements with the insignia or any other devices will not be worn, because it dishonors the uniform and is a violation of the rules for wearing the military uniform. The military uniform represents one of the most respected traditions of our country. It should be worn in a manner to honor the heritage which it represents. The legal wording contained in the federal statute is as follows: **Any person within the jurisdiction of the United States who wears a uniform or a distinctive part of the uniform of the Armed Forces without authority is subject to the penalties prescribed in U.S Code 702.**

9. The following information contains excerpts from Air Force Instruction 36-2903, which establishes policies, procedures, and standards governing the wear of the Air Force uniform. All cadets must have a thorough understanding of and comply with this information.

a. Each member of Air Force Junior ROTC must maintain high standards of dress and personal appearance. Members must present a neat and well-groomed appearance to their fellow citizens. Uniforms must be kept clean, neat, correct in design and specifications, and in good condition. Badges, insignia, belt buckles, and other metallic devices must be maintained in proper luster and condition.

b. Body piercings and tattoos – When in uniform, cadets will not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (except earrings as described in Para 9d(1)). Tattoos anywhere on the body that are obscene or advocate sexual, racial, ethnic, or religious discrimination are not permitted in uniform. Tattoos that are of a nature

which tends to bring discredit upon the Air Force are not permitted in uniform. Tattoos will not be exposed or visible while in uniform.

c. Air Force Junior ROTC **male** cadets will comply with the following standards:

(1) UNIFORMS - Articles such as wallets, pencils, pens, watch chains, pins, jewelry, handkerchiefs, combs, and sunglasses must not be worn or carried exposed on the service uniform. The wearing of conservative wristwatches, identification bracelets (no more than ½ inch wide) and no more than three rings are permitted. Rings must be worn at the base of the finger and will not be worn on the thumb. Bracelets that support a philosophy, person, group or cause will not be worn. Earrings **WILL NOT** be worn.

(2) HAIR - Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. Prohibited examples (not all- inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design. Airmen may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions.

(3) SIDEBURNS - Sideburns must be neatly trimmed in the same manner as the hair. Sideburns must not extend beyond the bottom of the ear opening, must be straight and even in width, and end with a clean- shaven horizontal line.

(4) SHAVING - The face must be clean shaven except for mustaches. Neatly trimmed mustaches must not extend downward past the lip line of the upper lip, and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth.

(5) SEMI-FORMAL UNIFORM - The SASI may authorize wear of the service dress uniform with a white shirt and issue tie, on appropriate occasions. The regular size medals and ribbons may be worn simultaneously on this uniform only. Medals will be worn centered 1/2 inch below the ribbons.

(6) PHYSICAL TRAINING (PT) UNIFORM – The PT uniform will be worn when participating in the JROTC PT Program, field days, and during JROTC events, as directed by the SASI /ASI. Uniform must be neat and clean, with no tears or fading, and will not be defaced in any way. Earrings **WILL NOT** be worn.

d. Air Force Junior ROTC **female** cadets will comply with the following standards:

(1) UNIFORM - Wear appropriate neutral colored undergarments to present a conservative, feminine appearance. Pencils, pens, pins, handkerchiefs, jewelry and sunglasses must not be worn or carried exposed on the uniform. Ankle bracelets are prohibited. Conservative wristwatches and identification

bracelets (no more than ½ inch wide) may be worn. Bracelets that support a philosophy, person, group or cause and gemstone or tennis bracelets will not be worn. Earrings will be small, spherical, conservative diamond, gold, white pearl, or silver and worn in both ears. If the cadet has multiple holes, only one set of earrings may be worn in the lower earlobe. No more than three rings may be worn. Rings must be worn at the base of the finger and will not be worn on the thumb.

(2) HAIR - Hair will be styled to present a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, scrunchies, and barrettes matching the individual's hair color are permitted to keep hair in place. Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Long hair will be secured with NO loose ends (rooster tail.) Hair will not exceed 3 inches in bulk or prevent proper wear of headgear. Hair will not include hair ornaments such as ribbons or jeweled pins. If dyed or highlighted, hair must look natural. Hair will not contain excessive grooming aids. Hair may be worn in braids, micro-braids or cornrows. Dreadlocks, (defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs), shaved head, flat-tops and military high-and-tight cuts are *not* authorized hairstyles for female Airmen.

(3) COSMETICS - Cosmetics must be conservative and in good taste. Fingernail polish must be a single, conservative color and may not contain ornamentation or designs (French manicures are allowed). Finger nail length will not extend more than ¼ inch from fingertip.

(4) SEMI-FORMAL UNIFORM - The SASI may authorize wear of the blue service uniform with white blouse and blue tab. Regular size medals and ribbons may be worn simultaneously on this uniform. Medals will be worn centered 1/2 inch below the ribbons.

(5) PHYSICAL TRAINING (PT) UNIFORM – The PT uniform will be worn when participating in the JROTC PT Program, field days, and during JROTC events, as directed by the SASI or ASI. Uniform must be neat and clean, with no tears or fading, and will not be defaced in any way. Rolling the shorts waistband is not permitted.

e. UNAUTHORIZED WEAR OF THE UNIFORM:

(1) No item of the USAF uniform is authorized for wear by members of organized sponsor groups of AFJROTC. Cadet auxiliary societies may not create a special uniform which includes any item of the USAF uniform. This includes school faculty and sponsors other than the SASI and ASI. Members of the Civil Air Patrol (CAP) **WILL NOT** wear AFJROTC uniform items to CAP activities.

(2) Cadets will not wear the uniform while participating in student demonstrations, for crowd control, or in any other inappropriate capacity. JROTC cadets may wear the cadet uniform while participating as ushers, parking lot attendants, runners, etc., at the discretion of the SASI.

(a) Under no circumstances will any member of the unit forcibly remove a uniformed cadet involved in a demonstration. Report any cadet involved in a demonstration to the SASI for appropriate action. This action may include disenrollment from AFJROTC or disciplinary action according to school policy or federal law.

Attachment 1

AIR FORCE JUNIOR ROTC BADGES



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



SHOULDER TAB
METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



UNMANNED AIRCRAFT
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

Badges/Insignia not listed here are unauthorized for wear.



CMP Awarded Badges



MARKSMANSHIP SHARPSHOOTER EXPERT

Unit Awarded Badges

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



Marksmanship
Shield

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

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

Marksmanship badges will not be worn with medals.

Attachment 2

AIR FORCE JUNIOR ROTC INSIGNIA

No Insignia								
Cadet/ Airman Basic (c/AB)	Cadet/ Airman (c/Amn)	Cadet/ Airman 1 st 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)
	Cadet/ 2 nd Lieutenant (c/2Lt)	Cadet/ 1 st Lieutenant (c/1Lt)	Cadet/ Captain (c/Capt)	Cadet/ Major (c/Maj)	Cadet/ Lieutenant Colonel (c/LtCol)	Cadet/ Colonel (c/Col)		

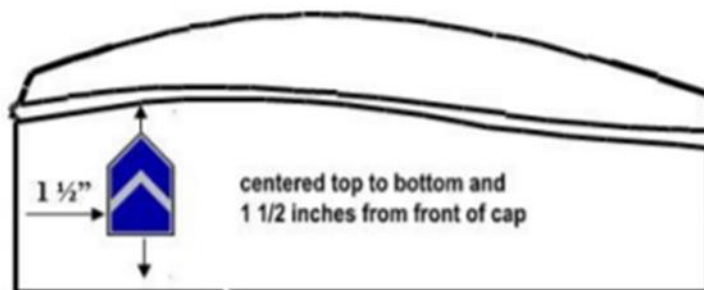
CADET MALE HEADGEAR

SERVICE CAP



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

FLIGHT CAP*

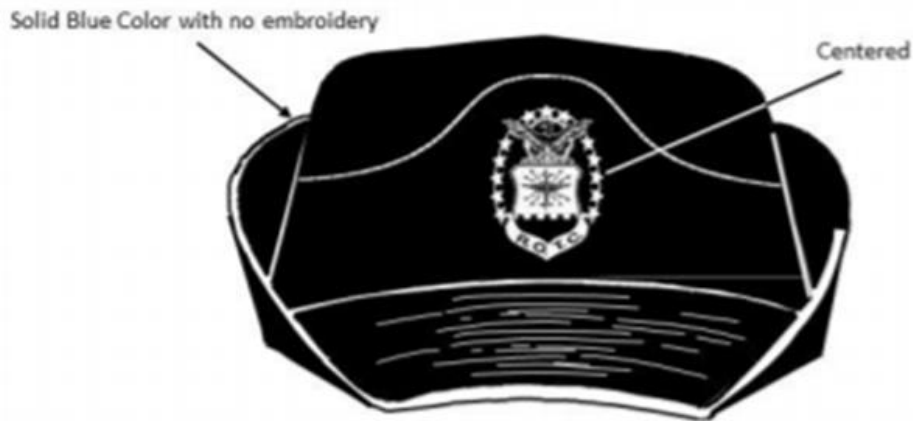


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

NOTE: Solid dark Air Force blue only is the only service cap authorized. Service cap may be worn by authorized cadets on uniform wear days in Option A, B or C.

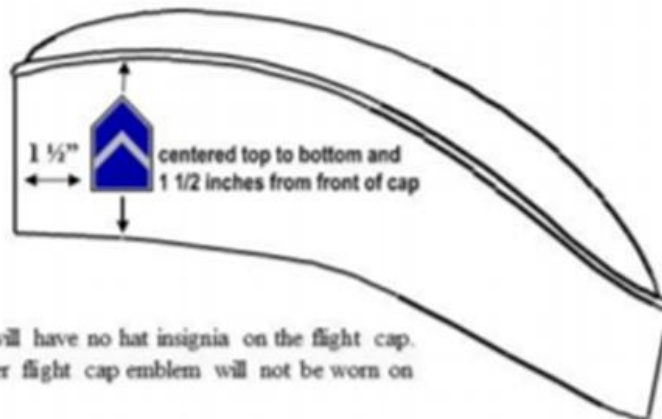
CADET FEMALE HEADGEAR

SERVICE CAP



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

FLIGHT CAP*



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

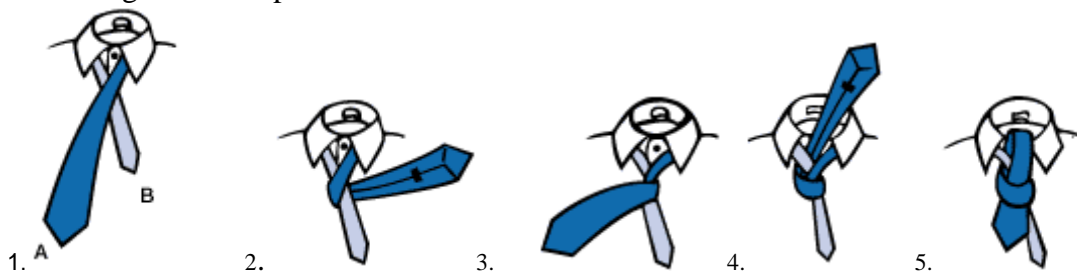
NOTE: Solid dark Air Force blue only is the only service cap authorized. Service cap may be worn by authorized cadets on uniform wear days in Option A, B or C.

Attachment 5

How to tie a tie

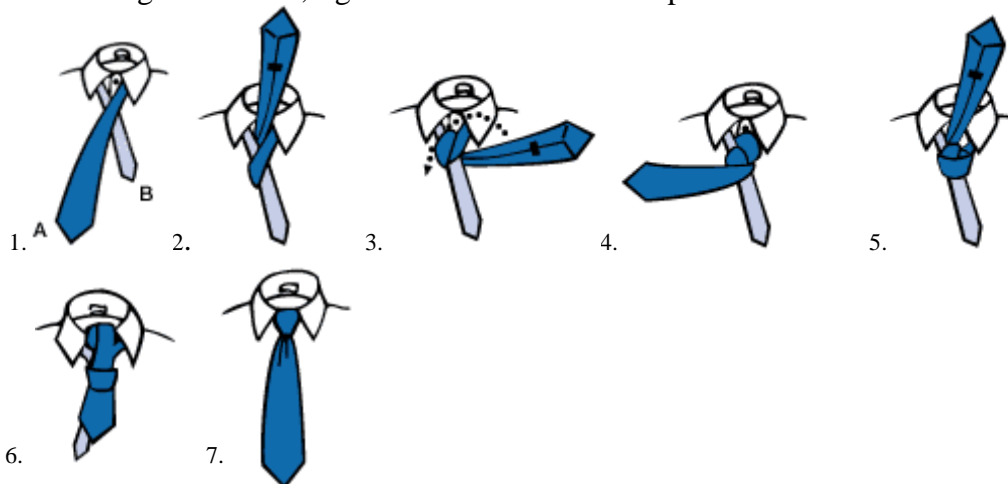
Four in hand tie:

1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B"
2. Turn "A" back underneath "B".
3. Continue by bringing "A" back over in front of "B" again.
4. Pull "A" up and through the loop around your neck.
5. Hold the front of the knot loosely with your index finger and bring "A" down through front loop.



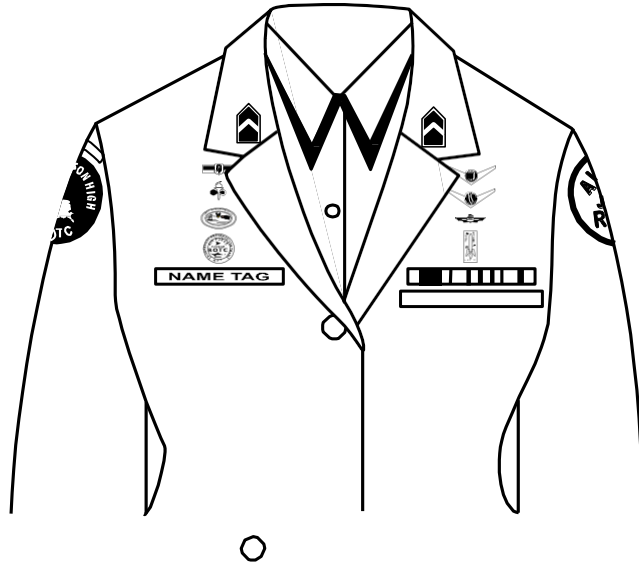
Windsor knot tie:

1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".
2. Bring "A" up through loop between collar and tie; then back down.
3. Pull "A" underneath "B" and to the left, and back through the loop again.
4. Bring "A" across the front from left to right.
5. Pull "A" up through the loop again.
6. Bring "A" down through the knot in front.
7. Using both hands, tighten the knot and draw up to collar.



Attachment 6

CADET FEMALE 1620 SERVICE DRESS



1. Name tag: authorized for wear and is to be centered on right side, even with or up to 1 1/2 inches higher but no lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 14.
3. Unit patch: center 1/2 to 1 inch below shoulder seam of right sleeve.
4. Kitty Hawk Badge: see note 14.
5. Aerospace Education Foundation (AEF) Badge: see note 14.
6. Distinguished Cadet Badge: see note 14.
7. Grade insignia (officer and enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
8. Flight Solo or Flight Certificate Badge: see note 14.
9. Ground School Badge: see note 14.
10. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam of left sleeve.
11. Academy of Model Aeronautic (AMA) Wings: see note 14.
12. Model Rocketry Badge: see note 14.
13. Ribbons: center ribbons resting on but not over edge of welt pocket. Align with bottom of name tag if worn. Wear 3 in a row. Wear all.
14. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

Attachment 7

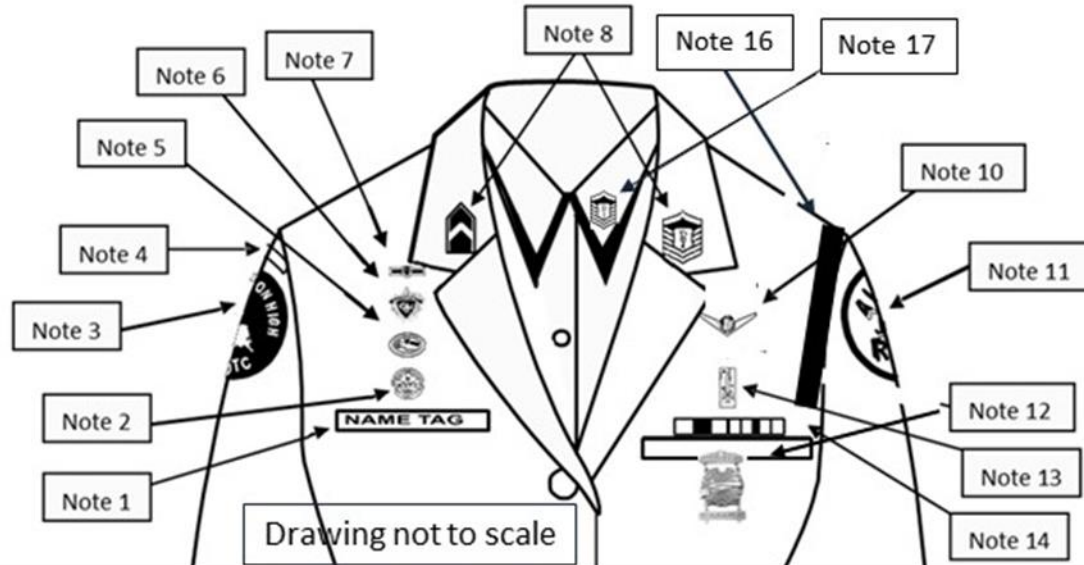
CADET MALE 1620 SERVICE DRESS



1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 14.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered on right sleeve.
5. Aerospace Education Foundation (AEF) Badge: see note 14.
6. Distinguished Cadet Badge: see note 14.
7. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
8. AFJROTC Patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam, and centered on left sleeve.
9. Flight Solo or Flight Certificate Badge: see note 14.
10. Ground School Badge: see note 14.
11. Ribbons: Center, on but not over edge of pocket. Align with bottom of name tag if worn. Wear 3 in a row. Wear all.
12. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
13. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
14. 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.

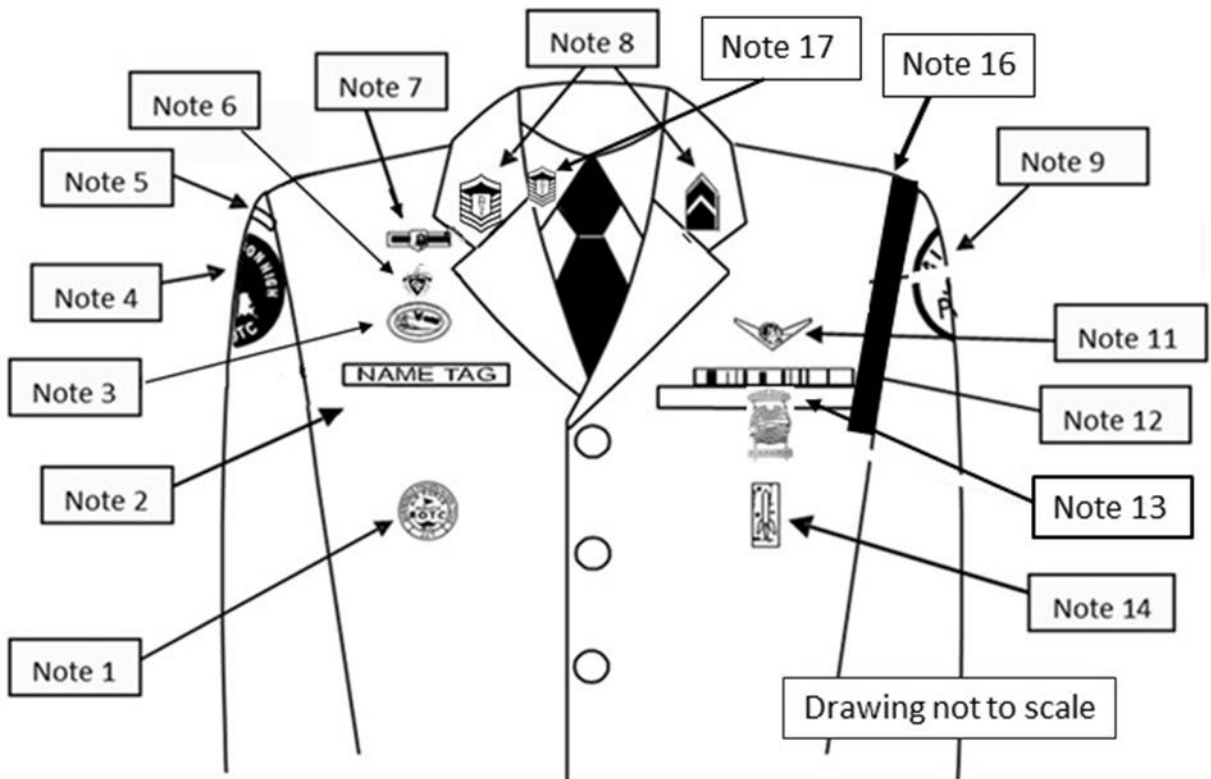
Attachment 8

CADET FEMALE BLUE SHIRT



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

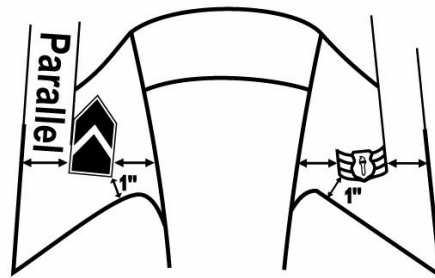
Attachment 9



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

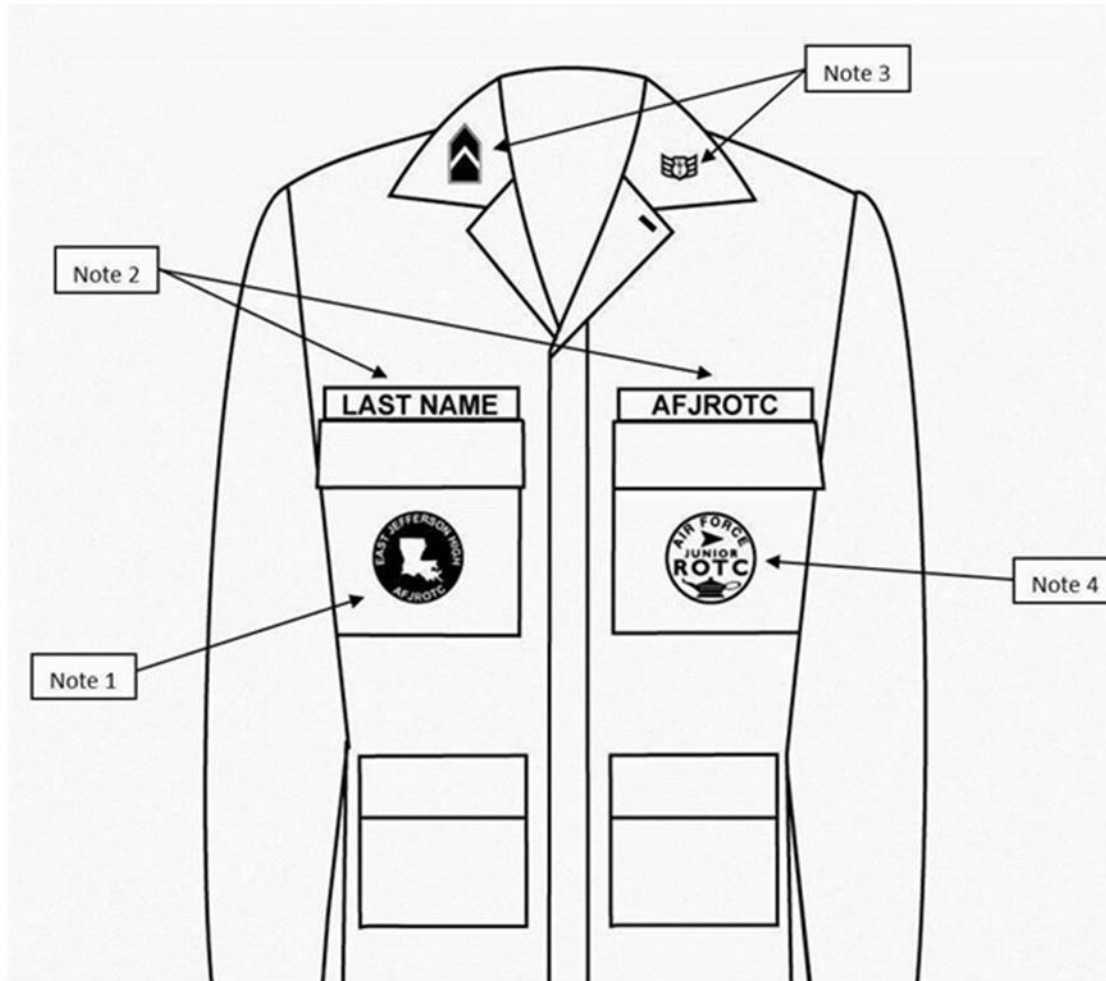
Attachment 10

CADET LIGHTWEIGHT BLUE JACKET



Attachment 11

CADET AIR BATTLE UNIFORM (ABU) Male and Female



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

Chapter 5

High School Saluting Rules

1. The salute, in its various forms, is a courteous exchange or greeting and is considered a military greeting the world over. In many countries, as in our country, it is a symbol of respect. American military personnel consider the salute as a courteous and respectful greeting between members of an honorable profession. It is one of the oldest traditions binding military professionals together.

2. You will be taught the proper manner of saluting and the rules governing its use among military services. A salute is required when a cadet is outside in uniform and encounters any active duty or retired officer or a cadet officer of higher rank, who is also in uniform.

a. The salute is rendered indoors only when cadets are in formations, participating in ceremonies, reporting to cadet officers, or reporting to the SASI/ASI. The proper sequence of reporting includes the rendering of the salute and the statement “Sir/Ma’am, Cadet (last name) reporting as ordered,” or other appropriate comment. The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet again salutes, the officer will return the salute or otherwise acknowledge it and the cadet will turn sharply to the most direct exit and leave.

b. A salute is never given or returned while running. The cadet will come to quick time (to a walk) and render the salute when approximately three paces from the officer.

c. Cadets not in uniform may salute as if they were in uniform.

d. A cadet of junior grade will salute a cadet officer of higher grade first and hold the salute until it is properly returned or otherwise acknowledged.

e. If a cadet in uniform observes the American Flag being raised or lowered from any flagstaff, he or she will assume the position of attention facing the flag, render the hand salute, and hold it until the flag has reached the summit or base of the flag staff. If the cadet is in civilian clothes, he or she will assume the position of attention facing the flag and place the right hand over the heart. If a male cadet wearing civilian attire is also wearing headgear, he will remove it and hold the headgear to his left shoulder so that the right hand is over the heart.

f. When outdoors, cadets in uniform at Deer Valley High School will render the hand salute during flag raising ceremonies and public recitation of the Pledge of Allegiance.

g. If the cadet is outdoors and the National Anthem or “To the Colors” is being played, the cadet in uniform shall stand at attention, face the flag or music, and render the hand salute until the music or call ends.

h. Cadet officers and cadet non-commissioned officers will correct observed saluting violations in a courteous and helpful manner. All cadets are expected to accept these corrections as being constructive in nature.

i. Cadets will be expected to salute the Deer Valley High School Principal, Commissioned Officers, Warrant Officers, officers of foreign allied nations, and the President of the United States if presented the opportunity.

Chapter 6

Co-Curricular Activities

The purpose of co-curricular activities within the cadet group is to promote interest in JROTC and provide the opportunity to become more involved in the school and community. Service points are awarded for taking part in these activities, resulting in cadets being able to earn service ribbons and other awards. All of these activities are conducted before/after school.

Color Guard: A group of select cadets who present and post the Colors at formal and informal events, compete in competitions, and participate in parades. This elite group helps to spread awareness of Deer Valley AFJROTC on a national, state, and local level. The Color Guard members may be issued special uniform items including boots, ascots, berets and gloves. It is an honor to be a Color Guard member, and members may be awarded Color Guard ribbons, letters, and letter devices for participation.

Saber Team: The Saber team is an exclusive group of cadets that hold the arc at graduations, NHS induction ceremonies, and APT/CIA events. The cadets are held to a very high standard, and maintain a high esprit de corps as they show off the very best of the unit. The Sabr ribbon is awarded to participating cadets, along with the APT badge. Color Guard also goes with the Saber Team

Drill Team: A formal group of select cadets that join together to polish and refine the complicated skills of military drill. The Drill Team attends local drill meets, parades, and other extra-curricular activities in order to promote esprit de corps. The Drill Team is considered the “Best of the Best” and has high expectations of its members. Drill Team members may be awarded Drill Team ribbons and team trophies.

Rocket Club: The Rocket Club, if offered, is designed to enhance and promote awareness and knowledge of all aspects of rocketry, and the technology involved. Cadets build, launch and display various types of model rockets and study the associated aerodynamics. Cadets who meet all requirements are presented the Model Rocketry Badge. Active participation results in award of the activities ribbon.

Marksmanship Program: Shooting Emphasizes and Develops Special Qualities. One of the most important benefits of participating in the sport of shooting is that it develops certain skills and attributes in its participants that can help them perform better in school and in life. Skills or attributes that are enhanced by the marksmanship experience include:

- Control. The target shooter must learn to apply physical, mental and emotional control to be able to consistently fire accurate shots.
- Discipline. A high level of personal discipline is necessary in order to always handle guns safely and to perform the practice necessary to develop the skills required for success in this sport.
- Concentration. Target shooting is an intensely mental activity where participants develop the ability to concentrate and focus their attention on real performance factors. The improved concentration skills of shooters typically transfers to doing better work in school.
- Extreme Precision. The target used for air rifle target shooting has a ten ring that is really just a very tiny “dot.” To score the maximum of ten points on a single shot on this 10 meter target, the firer’s shot must hit or touch this dot that is only one-half millimeter in diameter. The effort to achieve such precision on a consistent, shot-after-shot basis yields the positive benefits of control, discipline and concentration

Chapter 7

Cadet Promotions

1. Promotion provides constant challenge and motivation to members of AFJROTC. This attention and interest is proper since promotion reflects visible evidence of progression and standing among fellow cadets. It should be noted also that promotion is evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated ability to direct others toward the attainment of objectives that result in effective organizational effort.

2. Promotions in the Deer Valley High School AFJROTC are based on academic and leadership grades, and on demonstrated qualities that clearly indicate the ability to assume a

position of increased responsibility. Each cadet should understand how selections for various command and staff positions are made, to permit an equal opportunity for qualification and selection to these positions of leadership and responsibility.

3. The promotion system is patterned after that of the active Air Force and will conform to guidance provided by Headquarters AFJROTC. The following provisions apply:

a. There are two kinds of grade (rank) a cadet may hold:

(1) **Temporary Grade:** This grade is awarded based on the position the cadet is assigned and the performance of the cadet. Since the grade is temporary, it may or may not be carried over from one year to the next. Cadets serving in a temporary grade may be reverted to their former permanent grade if they no longer hold an officer's position.

(2) **Permanent Grade:** This grade is awarded based on years of satisfactory service in AFJROTC and requirements. The permanent grade authorized for 1st year cadets is Cadet Airman First Class; 2nd year cadets are authorized Cadet Senior Airman, 3rd year cadets are authorized Cadet Staff Sergeant; 4th year cadets are authorized Cadet Technical Sergeant. **Cadets will assume these grades during the second semester of each year assuming requirements to maintain rank is achieved**, the insignia of permanent grade will be worn unless a higher temporary grade has been achieved

b. Whenever possible, cadet officer positions will be filled by AS-III and AS-IV cadets. Top NCO positions, whenever possible, will be filled by AS-II and AS-III cadets. Exceptions may be made at the discretion of the SASI. Consideration is given to previous military training and experience, (e.g., Civil Air Patrol, Explorer Scouts, or other Junior ROTC experience).

c. Cadets initially assigned to command and staff positions will be awarded the highest rank authorized for these positions and will be required to maintain requirements to keep the rank the following semester. Otherwise, they will be reverted to previous rank. The Unit Detail Listing (UDL) authorizes the maximum grade structure for the Deer Valley High School AFJROTC Group.

d. No cadet will hold a grade higher than that authorized for his/her current position. Exceptions may be made for AS-IV cadets. Such exceptions will be granted only upon recommendation of the SASI. In all cases where this exception is made, these cadets will be assigned to special projects, advisory positions, or to positions where their special talents or qualifications can best be utilized for the benefit of the cadet group.

e. Examination of the UDL and organizational chart will quickly reveal that the number of leadership positions authorized is limited. To give every capable cadet the opportunity to

experience an active leadership role, a system of rotation may be employed. Rotation may be lateral, (e.g., moving to another leadership position with the same grade, where the leadership already demonstrated by the cadet would benefit the group), or the cadet could be rotated to a lower position (not as a demotion) to permit other cadets to have the opportunity to earn a higher grade. Cadets may also be rotated out of a position, reverting back to permanent grade. Every cadet must understand and cooperate with the rotation system if we are going to maximize leadership experience. Each cadet is asked to give to his/her successor the same degree of loyalty and cooperation he/she expected and received when he/she held that position, and to provide training to their successor sufficient to ensure their effectiveness in the position.

4. The following policies governing appointments and promotions apply to the Deer Valley High School Air Force JROTC program:

- a. The SASI/ASI will select the Group Commander, subordinate commanders, and key staff members. Appointments to NCO positions will be requested/recommended by the individual staff officers, through the chain of command, and approved by the SASI/ASI.

5. Again, it should be realized that the advanced positions of leadership are extremely limited. There is only one Principal at Deer Valley High School. There is only one Chief of Staff of the United States Air Force. All members cannot be “chiefs” in an effective organization, and only when all of these positions work toward a common goal will an effective organization exist.

6. Unlike the grading or evaluation in other courses at Deer Valley High School, you will be evaluated on a number of factors prior to being promoted. As in the active Air Force, you will be evaluated on the “whole person” concept with consideration given to each of the following qualities:

- a. **Academic Leadership:** How well does the cadet perform during quizzes and examinations, on class projects, and presentations in class? Are projects and assignments completed on time and in a thorough and complete manner?

- b. **Organizational Leadership:** How well does the cadet function in positions of leadership within the organization? Does the cadet command the respect of subordinates? Does the cadet give proper consideration for subordinates? How is the cadet rated by superiors?

- c. **Co-Curricular Activity Leadership:** To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does the cadet demonstrate excellence in a number of outside activities?

d. **Responsibility:** There are many ways a cadet can reflect responsibility. The most evident measures of responsibility for AFJROTC evaluation purposes are promptness in arriving for classes or formations, the degree to which the cadet is prepared to respond to assignments and problems related to development of leadership, and the manner in which the cadet presents himself/herself.

e. **Service:** How active is the cadet in service to the community, school, and the cadet organization?

f. **Organizational Support:** To what degree does the cadet perform duties above and beyond required normal group operation? Participating in a community parade (in uniform) is an example of support above and beyond normal duties.

Procedures

7. Procedures for temporary grade promotion to the ranks of Cadet Airman through Cadet Lt Colonel are described below.

Please understand the purpose of the promotion policy is twofold. First, to have a visible system of reward or recognition for cadets who consistently meet or exceed standards of behaviour, appearance, leadership and academic ability. To give the cadet leadership an opportunity to evaluate the performance of others, recognize achievement and reward deserving cadets with advance ranks. Second, to enforce the ideas of the core value of “service before self” by achieving multiple community service hours by the end of the school year. The goal is to insure cadets who contribute to the success of the unit are recognized by advancement in rank. Cadets that are on probation or failing a marking period will not get promoted. Promotions for exceptional performances will be at the SASI/ASI or Cadet Corps Commander Discretion.

a. Promotion Cycle: The following chart shows the promotion cycles or opportunities for promotion during the school year. Cycles Effective Date Promotion Announced

- 18th week- 20th week
- 36th week for 1st semester of next academic year

b. Eligibility: In order to be eligible for promotion (permanent or temporary), the following requirements must be met:

Cadets will start based on Chpt 7.3 above Permanent and Temporary ranks at the beginning of the school year. It will be the cadets responsibility to prove the below requirements have been met in order to promote to next rank. In the event they start as an Officer and do not meet requirements they will be reverted to TSgt.

- **New Cadets start at the rank of Airman, unless transferring in from another unit:**

- **Promotion to Cadet Airman First Class:**

- ✓ Semester as a cadet Airman.
- ✓ Maintain a passing grade in Aerospace & Leadership.
- ✓ NO school suspensions or detentions within' the semester.
- ✓ Minimum 12 hours of AFJROTC community service or extracurricular activities.
- ✓ Identify rank insignias.
- ✓ Demonstrate proper movements: Attention, At Ease, Left/Right/About Face, Present Arms, Order Arms
- ✓ Maintain at least a passing in all courses

- **Promotion to Cadet Senior Airman:**

- ✓ Semester as a Cadet Airman First Class.
- ✓ NO school suspensions or detentions within' the semester.
- ✓ A passing grade in Aerospace Science & Leadership.
- ✓ Minimum 12 hours of AFJROTC community service or extracurricular activities earned per semester.
- ✓ Demonstrate appropriate class roll call reporting procedures.
- ✓ Maintain at least a passing grade in all courses.

- **Promotion to Cadet Staff Sergeant:**

- ✓ Semester as a Cadet Senior Airman.
- ✓ An 70% in Aerospace Science & Leadership.
- ✓ NO school suspensions or detentions within' the semester.
- ✓ Minimum 12 hours of AFJROTC community service or extracurricular activities earned per semester.
- ✓ Maintain at least a passing grade in all courses.

- **Promotion to Cadet Technical Sergeant:**

- ✓ Semester as a cadet Staff Sergeant.
- ✓ AFJROTC and NO school suspensions or detentions within' the semester.
- ✓ Minimum 12 hours of AFJROTC community service or extracurricular activities.
- ✓ Maintain 75% in Aerospace Science & Leadership.
- ✓ Execute Uniform inspection with a full flight. (Cadet must schedule with Flight Commander to ensure gets done)
- ✓ Maintain at least a passing grade in all courses.

- Promotion to "Top Three" (**Cadet Master Sergeant, Cadet Senior Master Sergeant, Cadet Chief Master Sergeant**) will be made on the basis of merit. Those cadets eligible for promotion into the top three enlisted grades must meet the following standards:

- ✓ Recommendation by either the Cadet Group Commander, Cadet Command Chief, SASI

or ASI.

- ✓ Maintaining 80% in Aerospace Science & Leadership.
- ✓ NO school suspensions or detentions within' the semester.
- ✓ Achieved minimum of 12 hours of community service hours per semester
- ✓ Execute all facing movements and be able to lead flight marching. (Cadet must schedule with Flight commander time to perform)
- ✓ Maintaining at least passing grade in all other classes.

● **Promotion to Cadet Officer 2Lt:**

Promotion to cadet officer grades will be made on the basis of merit. All cadet officer grades, unless otherwise stated, are temporary and retention of these is contingent upon satisfactory performance and behaviour. Those cadets eligible for promotion into the officer ranks must meet the following standards:

- ✓ Recommendation by either the Group Corps Commander, Command Chief, ASI, or SASI.
- ✓ Receive recommendation in writing by other course teachers.
- ✓ Achieved minimum 12 community service hours per semester
- ✓ Maintaining a 80% average in Aerospace Science & Leadership
- ✓ NO school suspension or detentions within' the year.
- ✓ Complete semester with a 70% or above in all classes.

Promotion to Cadet Officer 1st Lt:

- ✓ Recommendation by either the Group Corps Commander, Command Chief, ASI, or SASI.
- ✓ Receive recommendation in writing by other course teachers.
- ✓ Achieved minimum of 12 community service hours per semester
- ✓ Maintaining a 80% average in Aerospace Science & Leadership
- ✓ NO school suspension or detentions within' the year.
- ✓ Complete semester with a 70% or above in all other classes.

Promotion to Cadet Officer Captain:

- ✓ Recommendation by either the Group Corps Commander, Command Chief, ASI, or SASI.
- ✓ Receive recommendation in writing by other course teachers.
- ✓ Maintaining a 80% average in Aerospace Science & Leadership
- ✓ Achieved minimum of 12 community service hours per semester
- ✓ NO school suspension or detentions within' the year.
- ✓ Complete semester with a 70% or above in all other classes

******Promotions to Maj, Lt Col, and Col** will be determined by SASI and ASI. They will be required to lead by example exceed any requirement listed above. In addition, they will be expected to lead by example continually mentoring junior cadets. Please note, if performance dictates the cadet will be removed from position and returned to Captain rank or below depending on circumstance.

d. Spot Promotions: The SASI/ASI may promote a cadet “on the spot” as deemed

appropriate. A spot promotion may be removed by the SASI, without cause, and is not necessarily considered a demotion.

f. Maximum Rank Structure within the Group: The Deer Valley High School AFJROTC Cadet Group strength, according to rank, cannot exceed the following percentages:

(1)	Cadet Colonel	2%
(2)	Cadet Lt. Colonel	1%
(3)	Cadet Major	10%
(4)	Cadet Captain	40%
(5)	Cadet First Lieutenant	4%
(6)	Cadet Second Lieutenant	No Limit
(7)	Cadet Chief Master Sergeant	1%
(8)	Cadet Senior Master Sergeant	9%
(9)	Cadet Master Sergeant	10%
(10)	Cadet Technical Sergeant	20%
(11)	Cadet Staff Sergeant	30%
(12)	Cadet Senior Airman	30%
(13)	Cadet Airman First Class/Airman	No Limit

*It should be noted that promotions are not confined to the rules in this handbook. The ASI and the SASI may choose to give promotion or rescind promotion at any time. The promotion procedure can be changed to better fit the specific circumstances of the specific school year.

Chapter 8

Guide for Cadet Leaders

This guide is designed to assist you, the cadet leader, in accomplishing your mission. Leadership is not an inherent characteristic, but is something that can be learned, providing you are willing to come to terms with yourself and the mission. By utilizing the leadership techniques listed below you, as a leader, will be able to accomplish your mission efficiently with the least burden on those you have been selected to lead.

1. Unity of Command: Within the command structure, or any level of command, there can be only one commander. The commander is responsible for everything his/her unit does or does not do. The commander's responsibilities are matched by the authority necessary to carry out his/her mission. A commander can delegate authority to take an action, but he/she cannot delegate the responsibility for that action.

2. Span of Control: One commander can only effectively control a given number of subordinates. Normally the maximum is seven subordinates and the minimum is three. The ideal span of control is five subordinates.

3. Chain of Command: The succession of leaders through which command is exercised is called the chain-of-command. It enables the commander to retain unity of command within the maximum span of control. The Group Commander assigns tasks to the Vice Commander. The Vice Commander uses the same procedures with the Flight Commanders, and the Element Leaders use the same technique with the element members.

4. Staff Authority and Responsibility: The unit staff consists of those officers and noncommissioned officers who assist the commander in the exercise of his/her command. They are advisors only within the specific area assigned to them by the commander. Staff officers will keep the commander informed on matters within their areas of responsibility which may require his/her attention.

Chapter 9

Organization of AZ-802

1. The chart on the following page (Atch 12) reflects how the AZ-802 AFJROTC Group is organized. This organization breaks down the functions of the group into specialized tasks. The responsibilities associated with these tasks are found in detail in the following pages. Each cadet should study all of the job descriptions as they relate to the organizational chart, to gain a more complete understanding of how the various functions relate to the total function or mission of the group.

2. Examination of the organizational chart shows that not everyone can be a leader at the same time. A system exists (the promotion system) to ensure that cadet leaders are chosen carefully. Information relative to promotions is contained in a separate chapter.

3. Closer examination of the chart will show a “Chain-of-Command” reflected by the black lines connecting the cadet functions or positions. Information, guidance, and decisions should flow “down” the chain-of-command in the form of orders, either oral or written, through all intermediate levels of command. Information, advice, and recommendations should flow “up” the chain-of-command through all intermediate levels of command. There is a lateral flow of information also, such as between staff elements, in the classroom, and in leadership laboratories. Unless there is this flow of information both “up” and “down” the chain-of-command, the organization will quickly become ineffective and cease to function as a unit. **Keep This In Mind!**

4. The number of leadership positions authorized are shown in the UDL (Atch 12). To progress up this chain-of-command, each cadet should strive to learn the duties and responsibilities of each position on the chart. If you are selected for one of the leadership positions, fulfill that position to the best of your ability and there will be room for you to move “up” the chain-of-command.

5. Reserve Cadet Participation. Students designated as Reserve Cadets by the SASI are authorized to participate in all corps activities when they are available to do so. Reserve Cadets participating in corps clubs and/or competitive teams will complete all required training and will abide by all eligibility rules. Reserve cadets are authorized to be issued and wear AFJROTC uniforms at events in which they are participating.

Attachment 12

Unit Detail Listing (UDL)

Function	Grade	Auth. #
Command		
Group Commander	C/Col	1 each
Inspector General	C/Col	1 each
Special Assistant to SASI	C/Col	1 each
Vice Commander	C/Lt Col	1 each
Director of Operations	C/Maj	1 each
First Sergeant	C/CMSgt	1 each
Staff		
Community Service	C/1 st Lt or C/Capt	2 each
Logistics	C/Capt	2 each
Personnel	C/Capt	2 each
Physical Training	C/Capt	2 each
Public Affairs	C/Capt	2 each
Technical Support	C/Capt	1 each
Support		
Drill Team	C/Capt	1 each
Color Guard	C/Capt	1 each
Staff NCOICs	C/MSgt	10 each
Flight		
Flight Commander	C/2Lt	5 each
Flight Sergeant	C/TSgt	5 each
Element Leader	C/SSgt	20 each
Element Member	C/Amn-A1C	No Limit

Chapter 10

JOB DESCRIPTIONS

Similar to the active Air Force, responsibilities and duties increase with an increase of rank. Each cadet is expected to be capable of assuming the responsibilities and duties of the position to which he/she is appointed. The following job descriptions define only the major elements of each command and staff position. It should be noted that any member of the Az-802nd Command Staff **MUST** be a shining example of the values and goals Az-802 is founded for. Responsibility, accountability, and respect are a few of the expected traits of any and all command staff members. All rules must be followed, and incorrect behaviors will not be tolerated. Being a member of the Command Staff is an honor and a privilege, not a right. Constant determination and dedication is a requirement. The ASI and SASI are allowed to remove any cadets who do not follow expectations.

a. Inspector General (CIG):

1. Assist SASI and ASI, as requested.
2. Advisor to Group Commander.
3. Ensure maintenance and timely update of Continuity Folders are completed by responsible staff personnel.

b. Group Commander (CC):

1. Command and control of the group, and establishment and maintenance of a high degree of esprit de corps, using members of his/her staff and subordinate commanders.
2. Ensure professional appearance, discipline, effectiveness, training and conduct of the group.
3. Assist the SASI and ASI, as necessary, in accomplishment of corps activities.
4. Identify and establish goals and metrics to be attained by the staff, subordinate commanders and members of the group.
5. Ensure that all members of the group have the opportunity to develop leadership commensurate with their individual abilities.
6. Administer cadet corps activities according to Air Force principles and procedures.
7. Conduct bi-monthly senior staff meetings, and bi-monthly general staff meetings.
8. Recognition Board Chairman.
9. Publish agenda for General Staff Meetings NLT Thursday the week prior.

c. Vice Commander (VC):

1. Assure that the group is prepared for the annual Air Force inspection.
2. Perform other duties as assigned by the CIG/CC.
3. Command and control of the group in the absence of the Group Commander.
4. Ensure professional appearance, discipline, effectiveness, training and conduct of the unit.
5. Ensure all unit activities are conducted in accordance with current regulations, directives, policies, and procedures.
6. Recognition Board primary member.
7. Establish goals and metrics to be attained by subordinate staff members
8. Inspect subordinate staff functions and activities as scheduled and discuss results at staff meetings.
9. Establish goals and metrics to be attained by subordinate staff functions.

d. Director of Operations (DO):

1. Reports to the Vice Commander.
2. Oversee the support and logistical areas of the Corps.
3. Performs follow up checks of assigned activities.
4. Check cadets for uniform and grooming standards compliance.
5. Provides after action reports to Squadron CC and attends all staff meetings.

e. Command Chief/First Sergeant (CCF):

1. Ensure the professional appearance, discipline, efficiency, training and conduct of the cadet enlisted corps.
2. Directly support ASI in the conduct of corps activities.
3. Recognition Board primary member.
4. Perform other duties as assigned by the Vice/CC.
5. Establish goals and metrics to be attained by the cadet enlisted corps.

f. Public Affairs Officer (PA):

1. Provide AFJROTC Headquarters with all matters of publicity related to the Deer Valley AFJROTC.
2. Coordinate with the DVHS Newspaper Staff in preparing publicity items concerning the Cadet Group.
3. Ensure that the appropriate publicity of Deer Valley AFJROTC activities are directed to the following important public segments:
 - a. The local public
 - b. The school population
 - c. The organizational population (the cadets)
 - d. The administrative population (Principal, Superintendent, and School Board)
 - e. The national public (United States Air Force, national magazines, and other AFJROTC units)
4. Provide procedures for keeping all of the above informed on a recurring basis and ensuring that all releases are cleared by the SASI.
5. Ensure the Deer Valley Year Book coverage reflects a thorough, professional, and accurate portrayal of cadet group activities.
6. Keep the Vice/CC informed of all activities.
7. Establish goals and metrics to be attained by the PA Staff.

g. Physical Training/Wellness Officer (PT):

1. Plan, organize, and coordinate all athletic events and field day participation.
2. Assist the instructors with the unit physical training program.
3. Plan, organize, and coordinate unit picnics.
4. Schedule and execute four Physical Fitness Tests per quarter.
5. Keep the Vice/CC informed of all activities
6. Establish goals and metrics to be attained by the PT Staff.

h. APT Officer (AP) (optional):

1. Establish and train a dynamic and professional awareness presentation team.
2. Maintain a close liaison with the SASI/ASI to ensure that all recruiting assignments are conducted in a timely and professional manner.
3. Ensure dissemination of the advantages and benefits of AFJROTC to feeder schools, district high schools, and the Deer Valley High School student population.
4. Recommend/coordinate efforts to improve cadet retention.

5. Maintain an up-to-date recruiting presentation board and recruiting materials/supplies.
6. Coordinate annual recruiting trips to DVUSD Middle Schools.
7. Develop, in coordination with IT, a recruiting video.
8. Keep Vice/CC informed of all activities.

i. Personnel Officer (DP):

1. Authenticate, publish, distribute, and file all special orders.
2. Maintain a log of numbers for assignment of special orders.
3. Ensure that all published orders are posted promptly and properly into each cadet personnel file.
4. Keep the organizational chart current by promptly posting changes in personnel, grade, position, etc.
5. Maintain attendance records for group staff meetings and other meetings as directed by Vice/CC.
6. Keep the Vice/CC informed of all activities.
7. Establish goals and metrics to be attained by the DP Staff
8. Ensure all cadet information (PT, ribbons, ranks, community service hours, etc are updated in WINGS database

j. Logistics Officer (LG):

1. Assist the ASI with the receipt, issue and accounting of all uniforms, accouterments, equipment, and supplies.
2. Assist the ASI with equipment and uniform inventories, as required.
3. Maintain cleanliness and serviceability of unit demilitarized weapons.
4. Provide guidance to the cadet staff on proper supply discipline.
5. Provide the ASI with a timely list of staff office supply requirements.
6. Schedule and supervise the cleaning of the AFJROTC facilities and equipment.
7. Keep the Vice/CC informed of all activities.
8. Establish goals and metrics to be attained by the LG Staff.

k. Financial Management (FM) (optional):

1. Prepare the group yearly budget and track all expenditures and income.
2. Process funds requests within one day of receipt.
3. Ensure unit fundraising activities are publicized.
4. Plan, organize, coordinate, and control unit fundraisers.
5. Establish goals and metrics to be attained by the FM Staff.
6. Keep the Vice/CC informed of all activities.

l. Technology Support Officer (IT):

1. Develop/maintain the unit web site/page.
2. Maintain the staff office computer network to include installation/removal/upgrade of systems software, maintenance and cleaning of all hardware, and installation of new computer systems.
3. Provide recommendations to the SASI/ASI for hardware and software upgrades which will improve staff efficiency.
4. Conduct software applications training for staff members, as required.
5. Assist with publication of articles, photos, and videos related to JROTC
6. Keep the Vice/CC informed of all activities.

m. Community Service Officer (CS):

1. Plan, organize, coordinate and document Cadet Group community service projects.
2. Maintain quarterly files of community service projects completed
3. Develop and post graphics depicting community service hours completed by each cadet.
4. Establish community service goals and metrics.
5. Keep the Vice/CC informed of all activities.
6. Ensure cadet hours are posted to WINGS database

n. Drill Team Commander (DT):

1. Plan, organize, coordinate, direct and train the Group Drill Team.
2. Ensure the Drill Team is prepared for all parades and competitions.
3. Maintain a high degree of esprit de corps and discipline among team members.
4. Immediately report any discipline problems to the SASI/ASI through the cadet chain of command. This includes tardiness and/or absences from practices.
5. Keep up to date attendance records and determine which cadets will be awarded Drill Team ribbons, letters, devices, and course credit.

o. Color Guard Commander (CG):

1. Plan, organize, coordinate, direct and train the Group Color Guard.
2. Ensure the Color Guard is prepared for all parades, competitions, assemblies, sporting events, etc.
3. Maintain a high degree of esprit de corps and discipline within the Color Guard.
4. Immediately report any discipline problems to the SASI/ASI through the cadet chain of command. This includes tardiness and/or absences from practices.
5. Keep up to date attendance records and determine which cadets will be awarded Color Guard ribbons, letters, devices, and course credit.
6. Keep all equipment clean and neatly stored in a secure place.
7. Coordinate with the Logistics Officer for acquisition of required equipment.

p. Flight Commander (Flt CC):

1. Responsible for the appearance, discipline, efficiency and training of the flight and for the conduct of flight members during inspections and in the academic classroom.
2. Advises the SASI and ASI on matters pertaining to the flight.
3. Leads and directs the flight at all group and flight functions.
4. Advises the First Sergeant and COSq/CC of discipline problems.

q. Flight Sergeant (Flt Sgt):

1. Forms cadets for open ranks inspection and drill.
2. Prepares the flights for inspections.
3. Assists the flight commander as required.
4. Assumes command of the flight in the absence of the flight commander.

Chapter 11

Staff Office Rules

Use of the Cadet Staff Office is a privilege. The office exists to provide an environment conducive to the professional, efficient conduct of official Cadet Group business. The following rules governing use of the Cadet Staff Office will be strictly enforced:

1. At NO TIME will non-cadets be allowed in the staff office without instructor approval
2. File cabinets and distribution boxes are to be used for staff support only. They will not be used as lockers for storage of personal items.
4. Computers are provided for the conduct of official Cadet Group business or homework ONLY.
5. Cadets WILL NOT install or remove software or change the operational setup or parameters of the computers. This includes screensavers, backgrounds, desktop settings, etc.
6. Failure to comply with and enforce staff office rules may result in loss of staff office use.
7. If required to answer Staff phone Cadet will pick up receiver and open the conversation with, "Deer Valley JROTC, Cadet (last name) speaking may I help you?" Then take message by getting name of caller, contact number, message, and who the message is for.

Chapter 12

Procedures for Instructor Office Entry

1. Assume position of attention outside office door.
2. Knock ONCE and wait to be recognized.
3. Once recognized, state: "Cadet _____ requests permission to enter."

**** AT NO TIME WILL ANY CADET ENTER THE INSTRUCTORS' OFFICE WITHOUT SASI/ASI PERMISSION****

Chapter 13

Awards and Decorations

1. A number of distinctive and coveted awards are authorized by AFJROTC for presentation to cadets based upon superior academic and leadership excellence or valor. There are two categories of awards with accompanying medals, ribbons, and/or certificates.

- a. National Awards
- b. AFJROTC Awards

2. The presentation of the awards will be done at an appropriate ceremony. Advance publicity will be arranged by the Public Affairs Officer, and the families of cadets will be invited to attend.

3. **Wear of Devices on Ribbons:** Cadets will wear the ribbon for each award earned. Additional awards of the same ribbon will be indicated by the wear of oak leaf clusters (devices) on the ribbon. A maximum of four devices may be worn on a ribbon. Bronze devices indicate a single award of the ribbon. Silver devices indicate the ribbon has been awarded five times. Silver devices will be placed to the wearer's right of bronze devices. Position the devices horizontally on ribbons and vertically on medals. Devices will be worn tilted slightly downward to the wearer's right, with the stem pointing to the wearer's right. If all devices don't fit (more than four) wear a second ribbon. When additional awards reduce the devices to a single ribbon, remove the second ribbon.

4. **Ribbons of Other Services:** AFJROTC Cadets are authorized to wear ribbons earned while enrolled in Army, Navy, and Marine Corps JROTC Programs if there are not any AFJROTC equivalents. Cadets will wear AFJROTC ribbons ahead of other service ribbons.

5. The following criteria must be met in order to be considered for these national awards:



Gold Valor Award. Awards consist of a medal, ribbon, and certificate.

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



Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards to the jrotc.jrs.support@au.af.edu

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



Cadet Humanitarian Award. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for this award to the jrotc.jrs.support@au.af.edu mail box or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the award to the Director, HQ

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

Silver Star Community Service with Excellence Award. Award consists of a ribbon



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

will be given to cadets in the Top 5% of units (approximately 44 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 April (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the unit earning the Award. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award. Ribbon

must be purchased from a vendor using MILPER funds. For each additional award earned an additional large silver star will be awarded.



Community Service with Excellence Award. Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community.

This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to the jrotc.jrs.support@au.af.edu mail box for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

National-level Awards

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

Air Force Association (AFA) Award. Cadets may only receive this award once. This



AFA-sponsored award and is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). Ribbon for this award may be worn on the cadet's ribbon rack

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

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

Daedalian Award. Cadets may only receive this award once. The Order of Daedalian's



was named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation

above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an

ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. Ribbon for this award maybe worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

Daughters of the American Revolution (DAR) Award. Cadets may only receive this



award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

American Legion Scholastic Award. Cadets may only receive this award once.



Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

American Legion General Military Excellence Award. Cadets may only receive this



award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

Reserve Organization of American (ROA) Award. Cadets may only receive this



award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

Military Officers Association of America (MOAA) Award. Cadets may only



receive this award once. This award, formerly known as The Retired Officers

Association Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

Veterans of Foreign Wars (VFW) Award. Cadets may only receive this award



once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

This award presented annually to an outstanding second or third-year cadet in a 3-year program (third or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC and SFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

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



National Society United States Daughters 1812 Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

National Sojourners Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.



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

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

Scottish Rite, Southern Jurisdiction Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.



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

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

Military Order of the Purple Heart Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.



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

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

Sons of the American Revolution (SAR) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.



This award recognizes an outstanding second-year cadet in a 3-year program or third year cadet in a 4-year program who is enrolled in the AFJROTC and SFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-

around excellence in AS studies and not have previously received the award. Each cadet must:

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

Military Order of World Wars Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **(Ribbon change from MOWW units may wear old ribbon if MOWW is out of stock of new ribbon)**



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

American Veterans (AMVETS) Award. Cadets may only receive this award once.



Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

Air Force Sergeants Association (AFSA) Award. Cadets may only receive this



award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

Tuskegee Airmen Incorporated (TAI) Cadet Award.



This award is presented annually to two cadets. Cadets may be first-year, second year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

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

The Retired Enlisted Association (TREA) Award. Cadets may only receive this



award once. Awarded annually, at the SASI’s discretion, for exceptional leadership to the most outstanding AFJROTC and SFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days.

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



Programs. Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC and SFJROTC programs. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days.

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

Air Commando Association Award. Cadets may only receive this award once. Awarded



annually at the SASI’s discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days.

Distinguished Unit Award with Merit (DUAM). Award consists of a ribbon



awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of

Exceeds Standards and

2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional small silver star will be awarded.



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

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



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



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



Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.



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

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



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



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



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



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



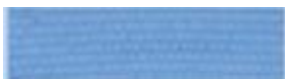
Cadet Leadership Course (CLC) Ribbon. Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability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



Special Teams Placement Ribbon. Is a ribbon awarded to team members for placing **1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national-level) Competition** to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



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



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





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

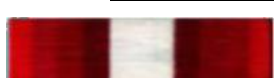



Leadership Development Requirement (LDR) Leadership Ribbon. Is a ribbon awarded at the SASI's discretion for leadership in AFJROTC and Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color


guard team commander, dining-in chairperson, military ball chairperson, etc.). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.


 **Drill Team Ribbon.** Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative).


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

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

 **Marksmanship Team Ribbon.** Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative).


 **Joint Leadership Academic Bowl (JLAB) Ribbon.** Cadets must be a member of the JLAB team.

 **Cyber Patriot Ribbon.** Cadets must be a member of the Cyber Patriot team.

 **StellarXplorers Ribbon.** Cadets must be a member of the StellarXplorers team.

 **Raiders Team Ribbon** Cadets must be a member of the Raiders Team.

 **Military Model Building Team Ribbon.** Cadets must be a member of the Military Model Building Team.

 **Unmanned Aircraft Systems (UAS) Ribbon.** Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. Cadet will be require to get a TRUST certfcate from the FAA and/or Part 107 license



Robotics Ribbon. Cadets must be a member of the Robotics club/team.



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



Service Ribbon. Is a ribbon awarded for distinctive performance in school, community, or AFJROTC and SFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded



Health and Wellness Ribbon. Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequently award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the bronze, silver or gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT- Mass Assessment in WINGS.)



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



Activities Ribbon. Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities **other than those** that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a

ribbon on the ribbon chart. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year.

Attendance Ribbon. Is awarded to cadets who have no more than three school absences during academic term (cadet may only receive one award annually).



Dress and Appearance Ribbon. Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible.



Longevity Ribbon. Is a ribbon awarded for successful completion of each AFJROTC and SFJROTC school year or semester. Cadets may only receive one award annually. Cadets in a 4X4 block schedule taking AFJROTC and SFJROTC classes both semesters during a school year may only receive one ribbon and/or cluster for that school year.



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



Patriotic Flag Ribbon. Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of five flag events. Criteria for this award will be published in the unit's Cadet Guide.



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

aa. **FLIGHT SOLO BADGE**: Awarded to any AFJROTC cadet whose logbook or student pilot certificate has been endorsed for solo flight by a certified flight instructor for either powered or unpowered aircraft.

bb. **FLIGHT CERTIFICATE BADGE**: Awarded to any AFJROTC cadet who possesses a private pilot's certificate or higher FAA rating for either powered or unpowered aircraft.

cc. **GROUND SCHOOL BADGE**: Awarded for participation in the honors ground curriculum option.

dd. **MODEL ROCKETRY BADGE**: Awarded to members of the Model Rocketry Club who have successfully completed all of the club objectives.

ee. **AWARENESS PRESENTATION TEAM BADGE**: Awarded to cadets for participation in at least three APT Presentation.

ff. **KITTY HAWK AIR SOCIETY BADGE**: Awarded to cadets when initiated into the local chapter.

gg. **DISTINGUISHED AFJROTC CADET AWARD**: Awarded to an outstanding AS-III cadet. The recipient must be of high moral character, display

outstanding military potential, and maintain consistent academic and military excellence. The recipient must hold at least three of the following awards prior to selection: Achievement Ribbon, Leadership Ribbon, Superior Performance Ribbon, Academic Ribbon, and Service Ribbon.

hh. **MARKSMANSHIP QUALIFICATION AWARDS:** Cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter and Expert. The Expert badge is the highest ranking and most difficult to earn. The badges signify that the cadets who earn them have demonstrated the knowledge and skill necessary to handle rifles safely and have mastered basic rifle marksmanship skills needed to achieve required scores in qualification firing tests. Cadets are authorized to wear marksmanship qualification badges on their uniforms. Cadets may earn more than one badge, but may only wear the highest-ranking badge earned.

7. In addition to the National and AFJROTC awards listed above, a third series is established at Deer Valley High School. They are known as Local Awards and are awarded to flight members at the end of the school year:

ACADEMIC EXCELLENCE: This plaque is awarded to a cadet from each flight that attains the highest academic rating in their class. The cadet must also display personal pride in wearing the AFJROTC uniform, as determined by uniform inspection results.

LEADERSHIP: This plaque is awarded to a cadet from each flight who demonstrates outstanding military discipline, takes great pride in the proper wear of his/her uniform and demonstrates outstanding drill capabilities. The cadet must also exhibit potential for increased cadet squadron responsibilities.

PHYSICAL FITNESS AWARD: This plaque is awarded to a cadet from each flight who demonstrates outstanding physical abilities to include: sportsmanship, team building and service before self.

COMMUNITY SERVICE AWARD: This plaque is awarded to a cadet from each flight who demonstrates outstanding selflessness by completing the most service hours amongst their peers.

Chapter 14

Cadet Honor Code

"I WILL NOT LIE, CHEAT OR STEAL, NOR TOLERATE THOSE WHO DO!"

As a cadet, you must set the example for others to follow. Your character must be above reproach and strong enough to withstand conflicting situations. Your words and actions must be above question because others will not follow someone they don't trust. Doing what is right is not always easy. Sometimes you have to pay a high price for having the courage to stand by your convictions. You, the cadet, must believe in yourself and what is right. Being a leader involves having to make tough decisions and carrying them out for the benefit of the organization without regard for personal gain.

The ***Cadet Honor Code*** is a vehicle to guide you along the path of successful leadership and followership. If you tolerate a violation, you are as guilty as the one who commits the offense. Toleration in this society will come easy, and throughout life you will face temptation and urges that will encourage you to abandon your ideals. Some people have no problem with matters of conscience, because they choose not to be ethical. However, in winning at all costs, the advantages are short lived and the costs high. Make the honor code and personal integrity part of your life. Because you are a cadet, you will be given responsibility, and you will be expected to perform.

The ***Cadet Honor Code*** will prepare you for the rigors of life and leadership, and will play a vital role in the never-ending development of your character. It is a minimum standard from which a cadet can build and evaluate his/her moral character throughout the years. Strict adherence to "the code" is required by each and every cadet at all times and in all situations. Personal integrity is a common thread that links cadets of the past, present, and future. Integrity, as embedded in the ***Cadet Honor Code***, will enable you and others to accomplish the tremendous tasks you are asked to do as you meet the challenges of life.

Chapter 15

Disenrollment

Disenrollment from AFJROTC is recommended by the SASI and approved by the principal or vice principal. Disenrollment is a last resort preceded by documentation and corrective counseling. A cadet may be dis-enrolled/withdrawn from AFJROTC the following example of reasons:

1. Failure to wear the Air Force uniform as required by the SASI/ASI.
2. Failure to maintain acceptable standards (including uniform and personal grooming).
3. Inaptitude or indifference to training.
4. Misconduct/disciplinary reasons.
5. Failure to remain enrolled in school.
6. Excessive trancies or absences.
7. Involvement with alcohol, tobacco, drugs, or other activities generally unacceptable in the school/community.
8. While in uniform demonstrate disrespect towards the US Flag, United States of America, the constitution, or law enforcement officials which includes participating in public protest.
9. Any other reason deemed appropriate by the SASI and/or principal. Cases will be dealt with on an individual bases after considering all the facts.

Chapter 16

Inappropriate Behavior

1. Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, involvement with illegal drugs, alcohol consumption, tobacco use, public demonstrations of affection while in uniform, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks.

2. Hazing, defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm, is strictly forbidden. Requiring cadets to perform push-ups or any other physical activity as punishment is also forbidden. These activities may only be performed as a part of a unit's regular physical conditioning program.

3. Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain are strictly forbidden. Misuse of authority will not be condoned nor tolerated.

Chapter 17

Chain of Command

All cadets are required to learn the following chain of command:

Commander-In-Chief of the Armed Forces:	Joe Biden
Secretary of Defense:	Lloyd Austin
Secretary of the Air Force:	Frank Kendall
Air Force Chief of Staff:	Gen Charles Q. Brown
Air Education and Training Command Commander:	Lt Gen Brian Robinson
Air University Commander:	Lt Gen Andrea Tullos
Air Force Holm Center Commander :	Brig Gen Houston Cantwell
AFJROTC Director:	Col John McGonigal
Deer Valley HS Principal:	Principal Paul Roskelley
Senior Aerospace Science Instructor:	Maj (ret) Vaughan Whited
Aerospace Science Instructor:	MSgt (ret) Danilya Stilchen

* The following individuals are not in the chain of command; you are still required to know this information.

Chairman, Joints Chiefs of Staff:	Gen Charles Q. Brown
Chief Master Sergeant of the Air Force:	CMSAF JoAnna S. Bass

Chapter 18

Drill Terms

The following list contains the most frequently used drill terms and a definition of each. All cadets are required to know and be able to explain these drill terms.

Explanation of Terms:

- a. **Base Element** - the element on which a movement is planned, regulated, or aligned. It is the element farthest to the right when in column formation or at the rear of the formation when in line formation.
- b. **Cadence** - the uniform step and rhythm in marching - the number of steps marched per minute.
- c. **Cover** – the alignment of one element member directly behind the element member in front of them while maintaining proper distance.
- d. **Distance** - the prescribed space from the front of one element member to the rear of the element member directly in front of them. The distance between individuals in formation is 40 inches as measured from their chests to the backs of the persons directly in front of them.
- e. **Double time** - rate of marching 180 steps (30 inches in length) per minute.
- f. **Dress** - alignment of flight members to the individuals on their immediate right or left.
- g. **Element** - the basic formation; the smallest drill unit comprised of at least 3 cadets, one of whom is designated the element leader.
- h. **File** - a single column of persons placed one behind the other.
- i. **Flank** - the extreme right or left (troops' right or left) side of a formation in line or in column.
- j. **Flight** - at least two, but not more than four elements.
- k. **Formation** - an arrangement of the units in any prescribed manner.
- l. **In Column** - the arrangement of elements side by side with element leaders at the head of the formation.

m. **Inverted Column** - the arrangement of elements side by side with element leaders to the rear of the formation.

n. **In Line** - the arrangement of elements one behind the other with the element leaders to the extreme right flank.

o. **Inverted Line** - the arrangement of elements one behind the other with the element leaders to the extreme left flank.

p. **Interval** - space between individuals placed side by side. Normal interval is an arm's length.

q. **Mark Time** - marching in place at the rate of 100 to 120 steps per minute.

r. **Pace** - step of 24 inches. This is the length of a full step in quick time.

s. **Quick Time** - the rate of marching at 100 to 120 steps (24, or 12 inches in length) per minute.

t. **Step** - the prescribed distance measured from heel to heel between the feet of a marching person.

u. **Half-step** – This is a pace of 12 inches.

v. **Preparatory Command** – The drill command which prepares you for the movement to be executed.

w. **Command of Execution** – The drill command which tells you when to execute the drill movement.

x. **Detail** – Two or less cadets.

y. **Squadron** – Formation consisting of two to four flights.

Drill Positions and Movements

FALL IN.

- On FALL IN.

- Once halted at the position of attention, the first element leader performs an automatic dress right dress and ready front.

- The second and third element leaders fall in behind the first element leader, execute an automatic dress right dress, visually establish a 40-inch distance, and align themselves

directly behind the individual in front of them.

- The remaining cadets fall into any open position and execute an automatic dress right dress. As soon as dress, cover, interval, and distance are established, each cadet executes an automatic ready front on an individual basis and remains at the position of attention.
- Once it is formed, the flight will be sized up. If there is one extra cadet, he or she will be positioned in the third element; if there are two extra cadets, one will be positioned in the third element and one will be positioned in the first element; and so forth.
- To size the flight, the flight commander faces the flight to the right (from line to column formation) and has taller cadets (except the element leaders) move to the front of the flight according to height. The flight commander then faces the flight to the right (from column to inverted line formation) and again has taller cadets move to the front of the flight according to height. The flight commander faces the flight back to the left (column formation) and continues this procedure until all members are properly sized.

FALL OUT.

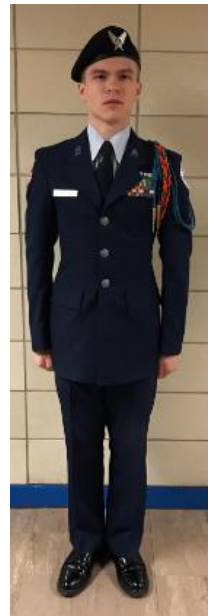
- On the command FALL OUT, individuals may relax in a standing position or break ranks.
- All individuals remain in the immediate area.
- No specific method of dispersal is required.
- Moderate speech is permitted.

DISMISSED.

- On the command, "DISMISSED," cadets break ranks as shown in "FALL OUT."
- All individuals are expected to leave the immediate area

(Flight,) ATTENTION.

- Heels together smartly and aligned with feet at 45 degree angle.
- Legs straight, but don't lock knees.
- Body erect: chest lifted, back arched, shoulders square.
- Arms hang straight down and wrists straight with the forearms.
- Thumbs resting along index finger and seam of pants (hands cupped).
- Head and eyes straight forward.
- Silent & immobile.

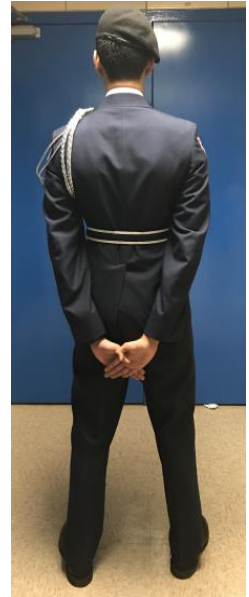


Parade, REST.

- On “REST,” raise left foot slightly from hip and move smartly to the left.
- Heels 12-inches apart and aligned.
- Legs straight, but not stiff.
- As left foot moves, bring arms, fully extended, to back of body.
- Extend & join fingers, pointing them to ground with palms facing outward.
- Right hand in palm of left, right thumb over the left, forming an “X”.
- Head and eyes straight ahead.
- Silent & immobile.

AT EASE.

- Relax in standing position.
- Keep right foot in place.
- Remain silent.



Right (Left) FACE (*Description below is for Right, FACE.*)

- COUNT ONE.
- On “FACE,” raise right toe and left heel slightly.
- Pivot 90 degrees to the right on the right heel and the ball of the left foot.
- Legs straight but not stiff.
- Upper body remains at attention.
- **COUNT TWO.** (“Ready- Two” command)
- Bring left foot smartly forward.
- Heels come together and on line.
- Feet at 45 degrees.
- End at attention.



About, FACE.

- COUNT ONE.
 - Ball of right foot in “magic spot,” half a shoe length behind and slightly left of the left heel.
 - Do not bend knee during above movement.
 - Weight of body on ball of right foot and heel of left.
 - Legs straight but not stiff.
 - Upper body remains at attention.
- **COUNT TWO.** (“Ready- Two” command)
 - Pivot 180 degrees to the right on ball of right foot and heel of left, twisting at hips.
 - Upper body remains at attention (pin arms).
 - Heels finish together and on line, feet at 45 degrees.
 - End at attention.



Hand, SALUTE.

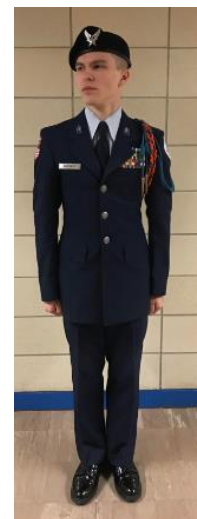
- COUNT ONE (“Hand salute” command)
 - On “SALUTE,” cadet raises the right hand smartly in the most direct manner.
 - While raising hand, extend and join fingers once half way up.
 - Palm is flat and facing the body.
 - Thumb is along forefingers.
 - Fingers, palm, and forearm form straight line.
 - As arm is raised it traces a path up the gig line.
 - Upper arm horizontal, slightly forward of body and parallel to ground.
 - Tip of middle finger touches the front right corner of headdress (or the outside corner of eyebrow or front right edge of glasses.)
 - Palm tilted slightly toward face.
 - Rest of body remains at attention.
- **Order Arms**
 - Arm comes smoothly and smartly down.
 - Retrace path used to raise the arm.
 - Hand is cupped as it passes the waist.
 - End with entire body at attention.



Eyes, RIGHT & Ready, FRONT.

- On RIGHT, all persons, except those on the third squad, turn their heads and eyes smartly 45 degrees to the right.
- On FRONT, heads and eyes are turned smartly to the front. Remains at attention.

Dress Right, DRESS.



- On the command **DRESS**, everyone except the last cadet in each element raises and extends the left arm laterally from the shoulder with snap so the arm is parallel with the ground.

- As the arm is raised, uncup the hand, keeping the palm down.

Extend and join the fingers and place the thumb along the forefinger.

- At the same time as the left arm is raised, each cadet (except the guide and second and third element leaders) performs Eyes, **RIGHT**.

- The leading individual of each file establishes normal interval (by taking small choppy steps and aligning with the base file) and establishes exact shoulder-to-fingertip contact with the individual to the immediate right.

- The second and third element leaders align themselves directly behind the person in front of them (using small choppy steps) and visually establish a 40-inch distance.

- As the remaining members align themselves behind the individual in front of or to the right of them, their shoulders may or may not touch the fingertips of the individual to their right.

- *If the arm is too long*, place the extended hand behind the other person's shoulder.

- *If the arm is too short*, leave it extended toward the other person and parallel to the ground.



Ready, FRONT.

- On "FRONT," cadets lower their arms with snap to their sides (without slapping their sides).

- Cadets will return their heads to the front with snap at the same time while the arm is lowered.

- The body is now back to the position of attention.

Forward, MARCH.

- On **MARCH**, the cadets smartly step off straight ahead with the left foot, taking a 24-inch step (measured from heel to heel), and places the heel on the ground first.

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

- The hands will be cupped with the thumbs pointed down, and the arms will hang straight, but not stiff, and will swing naturally.

- The swing of the arms will measure 6 inches to the front (measured from the rear of the hand to the front of the thigh) and 3 inches to the rear (measured from the front of the hand to the back of the thigh).

Flight, HALT

- On the command HALT, the cadet will take one more 24-inch step.
- Next, the trailing foot will be brought smartly alongside the front foot.
- The heels will be together, on line, and form a 45-degree angle.
- Coordinated arm swing will cease as the weight of the body shifts to the leading foot when halting.

Right (Left) Flank, MARCH. *Description below is for Right Flank, MARCH.*

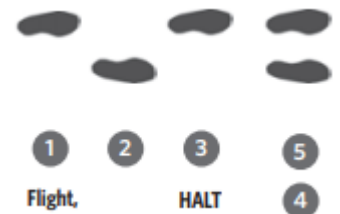
- Given as the heel of the right foot strikes the ground.
- On the command MARCH, the cadet takes one more 24-inch step, pivots 90 degrees to the right on the ball of the left foot, keeping the upper portion of the body at the position of attention. The cadet then steps off with the right foot in the new direction of march with a full 24-inch step and coordinated arm swing. Pivot and step-off are executed in one count.
- Hands are pinned to the legs (as at attention) during the pivot.
- Throughout the movement, maintain proper dress, cover, interval, and distance.

To the Rear, MARCH.

- Given as the heel of the right foot strikes the ground.
- On the command MARCH, the cadet takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet then pivot on the balls of both feet, turning 180 degrees to the right, and take a 12-inch step with the left foot in the new direction, with coordinated arm swing, before taking a full 24-inch step with the right foot.
- While pivoting, do not force the body up or lean forward.
- The pivot takes a full count, and the arm swing is suspended to the sides as the weight of the body comes forward while executing the pivot, as if at the position of attention.

Right (Left) Step, MARCH & Flight, HALT. *Description below is for Right Step, MARCH.*

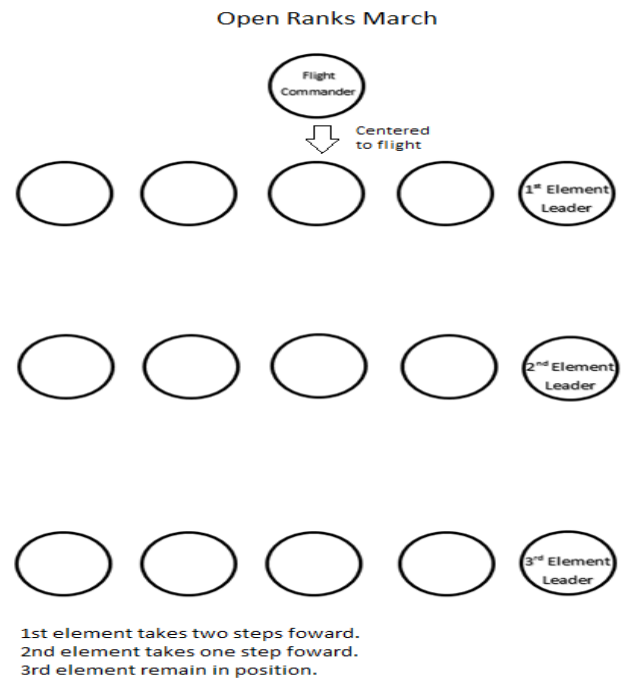
- Given only from a halt and for short distances.
- On MARCH, the cadet raises the right leg from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement.
- The cadet places the right foot 12 inches, as measured from the inside of the heels, to the right of the other (left) foot.
- Transfer the weight of the body to the right foot, then bring the left foot (without scraping the ground) smartly to a position alongside the right foot as in the position of attention.
- This movement is continued in quick time; the upper portion of the body remains at attention and hands remain pinned (as at attention) throughout.



- **Flight, HALT** (from Left & Right Step)
- To halt from the right step, the preparatory command and command of execution are given as the heels come together.
- On HALT, one more step is taken with the right foot and the left foot is placed smartly alongside the right foot as in the position of attention.

Open Ranks, MARCH & Ready, FRONT.

- Is given only if the formation is in line at normal interval.
- On the command MARCH, the fourth element stands fast and automatically executes dress right dress at normal interval.
- Each succeeding element in front of the third element takes the required numbered of paces, stepping off with the left foot and a coordinated arm swing, halts, and automatically executes dress right dress.

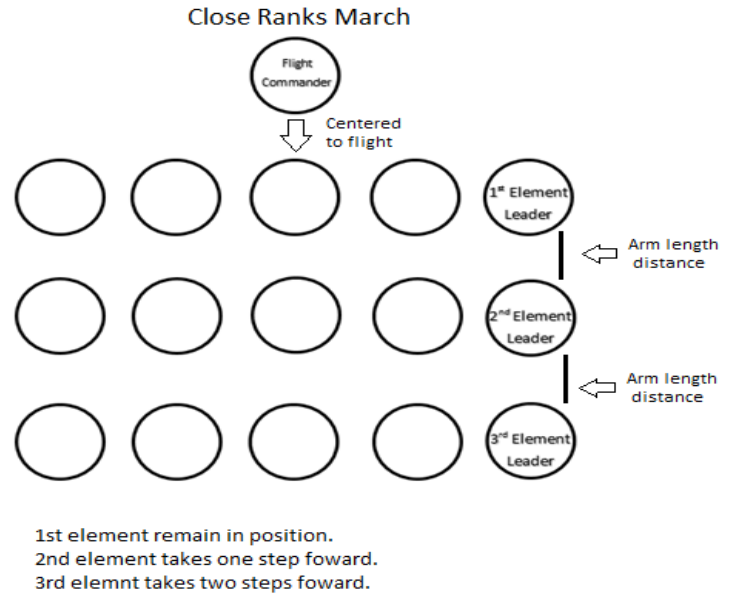


Ready, FRONT.

- Once the flight is aligned, the flight commander takes three paces past the first element, halts, faces to the left (down line) and commands Ready, FRONT.
- If the flight is to be inspected, the flight commander takes one step forward and faces to the right in a position in front of the guide.
- Back row has remained in place.
- Front row has taken one step forward for each row behind it.

Close Ranks, MARCH.

- To close ranks when at open ranks, the command is Close Ranks, MARCH.
- On MARCH, the first rank stands fast.
- The second rank takes one pace forward with coordinated arm swing and halts at the position of attention.
- The third and fourth ranks take two and three paces forward, respectively, and halt at attention.



Change Step, MARCH.

- The preparatory command and the command of execution are given as the right foot strikes the ground.
- On MARCH, the cadets take one more 24-inch step with the left foot.
- Then in one count, cadets place the ball of the right foot alongside the heel of the left foot, pin their arms, and shift the weight of the body to the right foot.
- Cadets then step off with the left foot in a 24-inch step, resuming coordinated arm swing.
- The upper portion of the body remains at the position of attention throughout.

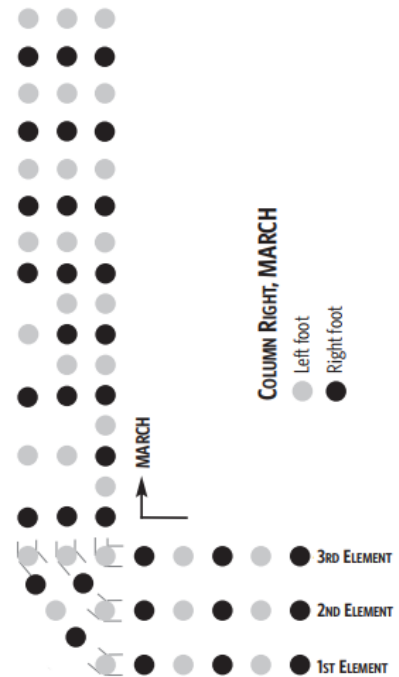
Column Right (Left), MARCH & Forward, MARCH. *Description below is for Column Right, MARCH. Column Right is called on the right foot.*

- THIRD ELEMENT

- The third element leader takes one 24-inch step, (maintaining coordinated arm swing throughout) pivots 90 degrees to the right on the ball of the left foot, and takes 12-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- Each cadet continues marching in 24-inch steps until even with the person who marches on the right. Then he or she begins half stepping and establishes interval and dress.
- Each succeeding member of the third element marches to the pivot point established by the person in front of him or her and performs the same procedures as the element leader.

- SECOND ELEMENT

- The second element leader takes two 24-inch steps, (Maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot, and takes four 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- Each cadet continues marching in 24-inch steps until even with the person who marches on their right. Then, the cadet begins half stepping, and establishes interval and dress.
- Each succeeding member of the second element marches to the pivot point established by the person in front of him or her and performs the same procedures as the element leader.



- FIRST ELEMENT

- The first element leader takes four 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot, and takes six 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- Each cadet continues marching in 24-inch steps until even with the person who marches on their right. Then, the cadet begins half stepping, and establishes interval and dress.
- Each succeeding member of the first element marches to the point established by the person in front of him or her and performs the same procedures as the element leader.

Column of Files from the Right (Left), Forward, MARCH *Description below is for Column of Files from the Right, Forward, MARCH.*

- The element leader of the right element turns his or her head 45 degrees to the right and commands “Forward.” Upon the command, element leaders will do the same and say “Stand fast” until they stand fast.
- At the same time, the remaining element leaders turn their heads 45 degrees to the right and command STAND FAST. Their heads are kept to the right until they step off.
- On the command MARCH, the extreme right element steps off.
- The element leader of each remaining element commands Forward, MARCH as the last cadet in each element passes, ensuring the leader’s element is in step with the preceding element.
- All elements then incline to the right, following the leading elements in successive order.

Close, MARCH & Extend, MARCH.

- **Close, MARCH (AT THE HALT)**

- On MARCH, the third element stands fast. The remaining elements take the required number of right steps, all at the same time, and halt together.
- The second element takes two steps right.
- The first element takes four steps right.
- **EXTEND, MARCH (AT THE HALT)**
- To return to normal interval, the cadets reverse the procedures described
- Close, MARCH (ON THE MARCH)
- On MARCH, which is given on the right foot, the third element stands fast.
- The second element takes two left steps to original position.
- The first element takes four left steps to original position.
- To return to normal interval, the cadets reverse the procedures described above and the command is called on the left foot.

AT CLOSE INTERVAL, DRESS RIGHT, DRESS.

- All cadets except the last one in each element raise their left hand so the heel of the hand rests on the left hip, fingers are extended and joined, thumb is along the forefinger, fingertips point toward the ground, and the elbow in line with the body.

- At the same time the left hand is raised, all cadets in second and third elements will turn their head and eyes 45 degrees to the right. First element cadets establish the interval by ensuring their upper right arm touches the extended elbow of the individual to their right. The same procedures used to establish dress, cover, interval, and distance for normal interval will be used for close interval.



Flight Drill—Open Ranks Inspection

1. FLIGHT, FALL-IN (Size the flight): A) RIGHT, FACE With the exception of the element leaders if you are taller than the person in front of you, tap them on the shoulder and move forward. B) RIGHT, FACE No exceptions if you are taller than the person in front of you, tap them on the right and move forward on the right.
2. ABOUT, FACE
3. OPEN RANKS, MARCH a. Check alignment of each element
4. READY, FRONT
5. REPORT: A) Salute B) Sir, _____ Flight is ready for inspection
6. SECOND AND THIRD ELEMENTS, PARADE REST a. accompany the inspector
7. AFTER FIRST ELEMENT HAS BEEN INSPECTED, FIRST ELEMENT PARADE REST
8. SECOND ELEMENT ATTENTION

9. SECOND ELEMENT PARADE REST
10. THIRD ELEMENT ATTENTION
11. CLOSE RANKS, MARCH
12. FALL OUT

Chapter 19

Certificate of Training/Completion

There are two types of certificates that may be awarded to AFJROTC cadets: Certificate of Completion and Certificate of Training.

1. Certificate of Completion:

Requirements: Must have passing grades in every credit granting period of the AFJROTC Program for 3 full years

Benefits: Cadet may be promoted to the pay grade of E-3 upon graduation from Basic Military Training if enlisting in the Armed Forces (E-2 for Marines). This places the cadet ahead of all other personnel enlisting at the same time, and theoretically makes the cadet eligible for promotion earlier than other enlistees who enter at the same time. Monetarily this certificate carries a \$486 per month increase in pay. $\$486 \times 12 \text{ months} \times 2 \text{ years} = \$11,685.00$ based on proposed 2023 Military pay scale figures.

2. Certificate of Training:

Requirements: Must have passing grades in every credit granting period of the AFJROTC Program for 2 full years.

Benefits: Cadets may be awarded certificates even if they do not graduate high school since the certificate is based only on AFJROTC performance.

Chapter 20

Cadet of the Year Program

Cadet of the Year Program

Cadet of the Year is a distinct and prestigious honor. It is the highest honor bestowed on a cadet. This individual is the one who not only meets but exceeds standards. He/she excels in all he/she does. This cadet exhibits sustained superior performance, high moral character, academic excellence, and exemplary citizenship. This individual represents all that Air Force JROTC stands for.

- a. All Cadets will be evaluated on the following factors and criteria:
 1. Attendance

2. Homework
3. LE/AS scores/grade (must have at least a B)
4. Community Service Involvement
5. Moral character/Professionalism
6. Acceptance of Responsibility
7. No failing classes

b. The Cadet of the Year will be selected by the SASI and ASI, and announced at the Annual Awards Night.

c. The Cadet of the Year will receive the following:

1. Certificate from the SASI
2. Outstanding Cadet Ribbon

Chapter 21

Open Ranks Inspection

Each Tuesday, unless otherwise directed, an open ranks inspection will be conducted. Use the key below to read the inspection procedures on the following pages.

Flt CC = Flight Commander

Flt Sgt = Flight Sergeant

Fall-In

1. Flt Sgt commands the flight to FALL-IN
2. Guide on takes position facing Flt Sgt and to their left
3. Flight forms in at least two but no more than four elements in line formation
4. First element leader falls in directly to the left of the guide and executes an automatic dress right dress
5. Remaining cadets will fall into any open position to the left of the element leaders

Size the Flight

Flt CC faces flight to the right (from line to column formation) and with the exception of guide, element leaders, and Flt Sgt has taller person tap and move forward

Flt CC faces flight to right and again has taller person tap

Open Ranks

1. Flt CC commands Open Ranks, MARCH.
 - Elements take appropriate steps and execute Dress Right.
- 1st takes 3 steps
2nd takes 2 steps

3rd takes 1 step

4th stands fast

2 As elements move, Flt CC moves toward the 1st to align the flight.

3. After aligning the last element, Flt CC marches 3 paces beyond the 1st, halts, executes Left Face, and commands Ready FRONT, Parade, REST.

Receiving Inspector for Inspection

1. Inspector marches toward the Flt CC. When the Flt CC sees the inspector, the Flt CC:

- Comes to Attention and commands Flight, ATTENTION.

2. When inspector arrives, Flt CC salutes and says, SIR/MAAM, (PREPARED FOR INSPECTION) FLIGHT IS

The Inspection

1. Each person is now inspected.

2. As the 1st is being inspected, element leaders command 2nd, 3rd, & 4th Elements, Parade REST.

Inspecting the Rear of Elements

1. After the last person in the element is inspected, the Flt Sgt hesitates while the Flt CC proceeds around the last person in the element to inspect the rear of the elements.

- The Flt Sgt follows the Flt CC.

-- The back of each person is inspected, while marching with coordinated arm swing.

Completing the Inspection

1. After inspecting the rear of the last element the following occurs:

Flt CC executes About Face and takes one step forward to face.

At the same time, the Flt Sgt executes Right Face, takes one step, and executes About Face, then hands the clipboard to the Flt CC.

- Flt Sgt proceeds to position in the flight.

- Flt CC takes 3 steps back and commands Flight, ATTENTION, Close Ranks, MARCH

Formation Dismissal

1. The Flt CC will execute about face and proceeds to a position 3 paces in front of the inspector and receives any comments.

2. Salutes are exchanged, and the inspector will tell the Flt CC to dismiss the Flight and will depart the area.

3. As the inspector is departing, the Flt CC will execute about face and command "FLIGHT, PREPARE TO FALL OUT, FALL OUT."

- The flight in unison says “yes sir/ma’am” and executes About Face.

Attachment 13

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

Example: Sir/Ma’am, Unit Number, is prepared for the 30-command drill sequence. Request permission to use your drill area, Sir/Ma’am!

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

Cadet Commander will report out after the command flight halt is given. Example: Sir/Ma’am, Unit Number, request permission to exit your drill area, Sir/Ma’am!

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

Attachment 14

Air Force and Space Force JROTC Ribbon Chart

					
1. Gold Valor Award	2. 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 Organization of America (ROA) 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. 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. JLAB Ribbon	47. Cyber Patriot Ribbon	48. StellarXplorers Ribbon
					
49. Raiders Team Ribbon	50. Military Model Building Ribbon	51. Unmanned Aircraft Systems (UAS) Ribbon	52. Robotics Ribbon	53. Good Conduct Ribbon	54. Service Ribbon
					
55. Health and Wellness Ribbon	56. Recruiting Ribbon	57. Activities Ribbon	58. Attendance Ribbon	59. Dress and Appearance Ribbon	60. Longevity Ribbon
					
61. Bataan Death March Memorial Hike Ribbon	62. Patriotic Flag Ribbon	63. COVID-19 Ribbon	64-68. CAP Ribbons		