

AFJROTC CA-933 CADET GUIDE TEMECULA VALLEY HIGH SCHOOL



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Chapter One- AFJROTC Program

1-1. LEGAL AND REGULATORY BASIS:

- A. Public Law 88-647. The Reserve Officers' Training Corps Vitalization Act of October 13, 1964 is the authority to operate Air Force Junior Reserve Officers' Training Corps (AFJROTC) programs in secondary schools.
- B. Air Force Junior Officer Training Corps Instruction (AFJROTCI) 36-2010, Junior Reserve Officers Training Corps (JROTC), implements Air Force Policy Directive 36-20, Accession of Air Force Military Personnel. It also implements Title 10, United States Code (U.S.C.), Section 2031, and Department of Defense Instruction 1205.13, Junior Reserve Officers' Training Corps (JROTC) Program, February 6, 2006. It outlines the responsibilities of personnel active in the Air Force Junior Reserve Officer Training Corps (AFJROTC)
- C. AFJROTCI 36-2010, sets policies and assigns responsibilities for planning and executing the Air Force Junior Reserve Officer Training Corps (AFJROTC). Schools hosting AFJROTC units enter into a contract with the United States Air Force to offer the course of instruction provided by the Air Force. All students adhere to the minimum acceptable standards of conduct and personal appearance as required by the Air Force.
- D. The Air Force Junior ROTC Consolidated Operational Supplement provides a reference on how to build a strong cadet corps with cadet leaders that fully own their unit through setting organizational goals; developing programs to support those goals; planning and executing their programs; measuring, monitoring, recording and reporting progress toward the unit goals; and operating and controlling the functional areas of day-to-day unit operations. It gives guidance for organizing the cadet corps, and provides other guidance as to the operation of the CA-933 AFJROTC Cadet Group.

1-2. AFJROTC MISSION, GOALS AND OBJECTIVES:

- A. **MISSION.** The mission of the AFJROTC program is to "Develop citizens of character dedicated to serving their nation and community."
- B. **GOAL.** The goal of the program is to instill in high school students the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.
- C. **OBJECTIVES.** The objectives of AFJROTC are to educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals and the Air Force's core values of "Integrity First, Service Before Self and Excellence In All We Do."

1-3. PROGRAM DESCRIPTION AND PURPOSE OF AFJROTC:

- A. AFJROTC is a congressionally mandated program designed to instill in students within secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. AFJROTC is a unique academic and citizenship program of instruction operated under public law with support provided by each of the U.S. armed services. This is **NOT** a recruiting program, nor does a student incur any military obligation whatsoever.
- B. This program does expose students to "value training," leadership and personality development, and group dynamics. Specifically, AFJROTC will enable cadets to:
- (1) Develop a high degree of strong morals, self-esteem, self-reliance, personal appearance, and leadership.
 - (2) Adhere to the values of integrity, service, and excellence.
 - (3) Increase their understanding of patriotism and responsibilities as US citizens.
 - (4) Participate in community service activities.
 - (5) Expand upon their skills of critical thinking and problem solving, communication and collaboration, and creativity and innovation.
 - (6) Demonstrate military customs, courtesies, and traditions and develop habits of order, discipline, and social skills.
 - (7) Acquire a broad-based knowledge of aerospace studies and leadership education.
 - (8) Strive to graduate from high school and prepare for college and careers in the 21st century.
 - (9) Cultivate a commitment to physical fitness and a healthy lifestyle.
- C. The instructors meet the AFJROTC mission by providing instruction in aerospace and leadership education, and by providing the cadets active roles in the leading and learning process.

1-4. **AFJROTC INSTRUCTORS.** Schools will employ a minimum of one retired officer and one retired noncommissioned officer as instructors approved by the Air Force. Instructors for the AFJROTC program are nominated by the Air Force and hired by schools. Instructors have been trained and certified by the Air Force and hired by the school system to provide the instruction. The instructors are members of the school faculty and enforce the policies and regulations of the Temecula Unified School District Board of Education and Temecula Valley High School. Instructors directly supervise all cadets participating in AFJROTC unit events and activities (i.e., drill competitions, curriculum-in-action trips, base visits, etc.) that enhance or supplement the

program. The official titles of the instructors are Senior Aerospace Science Instructor (SASI) and Aerospace Science Instructor (ASI). In matters pertaining to the cadet group, the SASI also assumes an additional title of Commandant, Corps of Cadets of the unit designated California AFJROTC Unit “CA-933.”

1-5. AFJROTC ACADEMIC PROGRAM. AFJROTC at Temecula Valley High School (TVHS) is a four-year program. Cadets receive credit toward high school graduation by successfully passing AFJROTC classes. The curriculum includes Aerospace Science (AS), Leadership Education (LE) and Wellness. All students will be given credit towards graduation for successful completion of the AFJROTC program per the Air Force school agreement.

- A. Aerospace Science (AS). AS acquaints students with the elements of aerospace and the aerospace environment. It introduces them to the principles of aircraft flight and navigation, the history of aviation, development of air power, contemporary aviation, human requirements of flight, cultural and global awareness, geography, the space environment, space programs, space technology, rocketry, propulsion, the aerospace industry, and survival.
- B. Leadership Education (LE). LE is the portion of the AFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills. The leadership education curriculum emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet corps activities, study habits, time management, communication skills, career opportunities, life skills, financial literacy, management skills, and drill and ceremonies.
- C. Wellness Program. Wellness is an official and integral part of the AFJROTC program. The objective of the Wellness Program is to motivate cadets to lead healthy, active lifestyles beyond program requirements and into their adult lives

1-6. ENROLLMENT: All AFJROTC students must be enrolled voluntarily and participate in the full program requirements. Program requirements include: taking AFJROTC academic courses, participation in the cadet corps activities, properly wearing the prescribed uniform each required uniform day, meeting and maintaining Air Force grooming standards, and maintaining acceptable disciplinary standards.

- A. Reserve Cadet. A Reserve Cadet is a student who has completed the entire AFJROTC Academic Program and cannot participate in the AFJROTC academic program for that particular year. A student must have been a cadet for at least one academic year prior to being considered a Reserve Cadet. Students meeting this criteria may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, color guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic year.
- B. Cadets who are consistently deficient in one or more of the aforementioned areas or demonstrate a negative pattern of behavior are disruptive to the overall corps operations

and may be disenrolled. Reasons for disenrollment include, but are not limited to, failure to wear the prescribed uniform as directed three times in a semester (PT or blue uniform combo) and/or failure to maintain grooming standards. While AFJROTC instills self-discipline, it is not to be used as a remedy for chronic student disciplinary problems.

1-7 PROGRAM BENEFITS:

- A. Cadets who are active in the leading and learning process and who develop self discipline and self-reliance, will stand to gain significant benefit from the AFJROTC program including the following:
- (1) Cadets are eligible for many academic, leadership and service awards within the AFJROTC. These awards are medals and ribbons that are worn on the uniform and readily seen by others as evidence of their achievement.
 - (2) Cadets who are dedicated and work up to their ability can earn promotion in cadet rank. This is particularly significant within the cadet corps, as it distinguishes the hard-working and experienced cadets from those who are not as active.
 - (3) Cadets are able to earn higher leadership positions in the cadet organization and extra-curricular organizations. This provides valuable experience in managing, problem solving, and working with others.
 - (4) An Air Force Certificate of Training is given for successful completion of two years of AFJROTC. This certificate may entitle the cadet to enlist in the active duty Air Force in the pay grade of E-2, and may also be eligible for advanced enlistment in the other branches of the military.
 - (5) A Certificate of Completion is given for successful completion of three or four years of AFJROTC. This certificate may entitle the cadet to enlist in the active duty Air Force in the pay grade of E-3, and may also be eligible for advanced enlistment in the other military services as well.
 - (6) Completion of the AFJROTC program will significantly improve the opportunity to gain a four-year college scholarship in any of the military branch senior ROTC 7 programs. It will also improve the chances for selection to the Air Force academy or other service academy.
 - (7) College and university admissions officers and other scholarship granting organizations also recognize the value of AFJROTC education. The Life Skills course taught in the junior year includes scholarship search and application as part of its course of instruction.
 - (8) It is important to understand that *being a member of the AFJROTC does not in any way obligate or commit anyone to military service.* However, it will help

prepare cadets to become responsible, law-abiding citizens and contributing members of our society.

1-8. **GENERAL EXPECTATIONS.** AFJROTC is a program that emphasizes self-discipline and self-reliance. Some consider it to be strict, while others do not. It must be clear to all, that cadets are expected to meet certain standards of behavior and attitude in order to be successful in AFJROTC. This guide will provide you with details concerning most of those standards. Here are some general expectations:

- A. Academic success is your number one priority. While AFJROTC provides outstanding leadership and educational opportunities, if you don't pass all required curriculum/courses, you may not graduate or may not be eligible for drill teams or other AFJROTC activities.
- B. AFJROTC academic orientation incorporates aspects of both social studies and science. The Leadership Education phase of AFJROTC has less academic intensity but requires a high degree of self-discipline and teamwork. The course includes reading, writing, and speaking with strong emphasis on completing work on time.
- C. Academic grades are earned in Aerospace Science, Leadership Education, and the Wellness portions of the AFJROTC program. Additionally, grades are earned in citizenship and classroom participation. A combined grade is given for each grading period. See the AFJROTC course syllabus for detailed information.
- D. The instructors believe strongly in group and individual promptness, preparedness, participation, courtesy, respect for others and self-control.
- E. The cadet leaders in each flight (class) are responsible for the beginning and closing of the class period. They are also responsible for some activities during the class and in extracurricular school and community service activities.
- F. Cadet behavior and grooming standards must be maintained at the high level expected of an individual in the Air Force.
- G. Cadets are expected to contribute toward achieving Cadet Corps goals. Once 8 established, all must cooperate and work together to reach those goals
- H. Strict timetables and deadlines are generally established. Failure to meet deadlines may effect grades, eligibility for field trips, promotion and awards consideration.
- I. Any form of hazing, whether verbal or physical will NOT be tolerated within any AFJROTC unit or activity. Requiring cadets to perform any physical action as a reprimand, punishment, or for failure to perform, (i.e., pushups, laps, etc.) will not be tolerated within any AFJROTC unit or activity.

- J. You will be challenged by the high standards expected of you. However, when you consider these standards, they do not differ from those of any successfully team or group. "Your attitude determines your altitude."

Chapter Two - Corps of Cadets

2-1. MISSION AND OBJECTIVES:

A. The mission of the cadet organization is to provide an opportunity for applying learned leadership techniques and for developing an understanding of the military command structure, the need for discipline and knowledge of military drill & ceremonies. This is accomplished in two ways:

(1) By the SASI/ASI sponsorship of the CA-933 Cadet Group and providing guidance to the cadet leadership.

(2) By cadets in leadership positions understanding their roles and helping other cadets to become enthusiastic supporters of the mission.

B. In accomplishing its mission, the cadet organization will meet the following objectives:

(1) Encourage a high degree of personal honor, self-reliance and leadership.

(2) Promote patriotism.

(3) Promote habits of orderliness and precision.

(4) Recognize and develop respect for constituted authority.

(5) Develop the ability to perform basic military skills associated with "regulation" drill and ceremonies.

C. Objectives are met in the following ways:

(1) With the support of the SASI/ASI and each cadet understanding the objectives.

(2) By each cadet being motivated to reach these objectives and helping other cadets.

(3) By the cadet leadership creating an atmosphere of teamwork and "esprit de corps" (i.e., a feeling of pride, fellowship, and common loyalty shared by the members of a particular group) within the CA-933 Cadet Group.

Chapter Three - AFJROTC Appearance and Grooming Guidelines

3-1. PERSONAL APPEARANCE: AFJROTC cadets wear the Air Force uniform and have the same grooming standards as the regular Air Force. These standards are based on Air Force Instruction 36-2903, AFJROTC Instruction 36-2010 and AFJROTC Operations Supplement, Chapter 7. Whether you are in uniform or civilian clothes, your neatness and cleanliness reflect upon you, your family, friends, and any organization you belong to, including AFJROTC. Proper personal appearance will greatly enhance the "esprit de corps" essential to a successful AFJROTC unit

- A. Cadets are responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of five elements: **NEATNESS, CLEANLINESS, SAFETY, UNIFORMITY AND MILITARY IMAGE**. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

- B. All cadets enrolled in AFJROTC are required to meet minimum uniform wear standards within 30 calendar days from the start of school, or enrollment into the program. Effective upon enrollment, personal appearance and grooming standards are required for all cadets during uniform days. Cadets who have not yet been issued a uniform will comply with grooming standards on uniform days. Failure to meet standards will influence grades, eligibility for corps activities, and may result in expulsion/dismissal from the program. Every cadet, but especially upper-class cadets, has the responsibility to inform another cadet when a standard is not met and the cadet in question should take immediate corrective action. Continued violation of standards will result counseling by cadet leadership and the SASI/ASI.

3-2. SPECIFIC MALE CADET GROOMING GUIDELINES. (Refer to Figure 3.1)

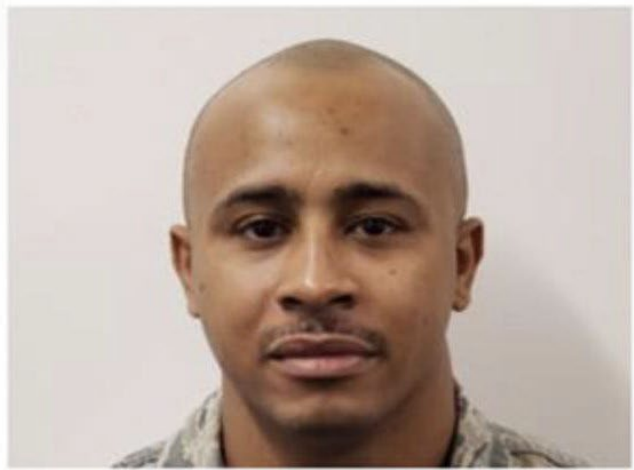
- A. Men's Hair. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary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

- B. 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 2.5 inches in bulk, regardless of length and $\frac{1}{4}$ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes/design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or $\frac{1}{4}$ inch width. Men are not authorized hair extensions. See figure 3.1 for graphic examples of appropriate sideburns, mustache and male hair standards
- C. Sideburns. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See Figure 3.1
- D. Mustaches. Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 3.1.
- E. Beards. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed $\frac{1}{4}$ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.
- F. Fingernails. Male cadets are not authorized to wear nail polish.
- G. Earrings. Male cadets in uniform may not wear earrings or any other type of facial piercings.
- H. Undergarments (Mandatory). Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.

Figure 3.1. Male Hair Grooming Standards.



Sideburns



Mustache

3-3. SPECIFIC FEMALE GROOMING GUIDELINES (Refer to Figure 3.2)

- A. Hair-Female. No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless worn in authorized ponytail or long braid(s). One or two braids or a single ponytail may be worn down the member's back with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail cannot be worn over the shoulder or pulled in front of the body. It must go down the member's back. Bangs, or sideswiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with Airman standing in the position of attention. See Figure 3.2 and Figure 3.5 for examples of female hair standards. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

Figure 3.2 Female Standards Examples.



- B. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.
- C. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will not contain excessive amounts of

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

- D. Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins). See figure 3.3.

Figure 3.3. Female Hair Accessories.



Scrunchie



Hair Clips

- E. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail as described in paragraph 3.1.3 Hair must not exceed length and bulk standard (see figure 3.6) Headgear must fit properly. See figure 3.4 and figure 3.5 for examples of female hair standards.
- F. All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately $\frac{1}{4}$ inches), show no more than $\frac{1}{4}$ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

G. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 3.1.3 above. Exception: Micro-braids or twists are not required to continue to the end of the hair.

H. Unauthorized: Mohawk, mullet or etched design.

Figure 3.4. Female Hair Styles Examples.



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



Unbraided Single Ponytail/ Pull-through Ponytail style/Braided ponytail



Braided Ponytails/Multiple Braids in a Single Ponytail



Two Braids looped underneath/ Two Braids

Figure 3.6. (Added) Unauthorized Female Ponytail Examples.



Exceeds Length Requirement



Bulk Exceeds Width of Head



Ponytail Fasten on the Crown of Head

- I. Fingernails. If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.
- J. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.
- K. Earrings. Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc). Piercing holes will not be large enough to permit light to shine through.
- L. Undergarments (Mandatory). Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.
- M. Cosmetics. Male Cadets are not authorized to wear cosmetics. Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Cosmetics will not be worn during field conditions.
- N. Cosmetic tattooing. Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.

3-4. SPECIFIC STANDARDS APPLICABLE TO ALL CADETS.

- A. Jewelry. While in uniform, you may wear a wristwatch and rings, but no more than three rings at any one time. You may wear one bracelet if it is neat and conservative. However, the bracelet must not detract from military image, must not be wider than onehalf inch, and must not subject anyone to potential injury. **No rubber or fabric type bracelets are allowed** (to include colored bracelets that support a cause). You may not wear ornaments on your head. Thumb rings are not allowed in uniform. Necklaces will not be visible at any time. If worn, they will be concealed under a collar or undershirt.
- B. Backpacks may be carried in the hand, over the left shoulder by strap or with both straps when in uniform. Ensure your right hand is free in order to salute, as necessary.
- C. Eyeglasses/Sunglasses. Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. [Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a commander or commandant on the advice of a medical official.]
- D. Tattoos or Brands. Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.
- E. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.
- F. Fingernails. Male cadets are not authorized to wear nail polish. If worn by female cadets, nail polish will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors. However, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed.

3-5. PERSONAL HYGIENE: Cadets are expected to observe high standards of personal health, cleanliness and sanitary practice. This includes washing the PT uniform WEEKLY.

3-6. PHYSICAL CONDITIONING: Your physical condition is important in AFJROTC and Air Force regulations require that all cadets be physically able to participate in the regular physical education courses offered in high school. Cadets will be involved in periods of marching, standing at attention and being in military formation. Cadets competing for military scholarships are encouraged to engage in an exercise program to prepare them to pass our Cadet Health and Wellness Test which is based on the senior ROTC program and USAF Academy requirements. Successful completion of the Physical Fitness Test is a prerequisite for nomination for senior ROTC and Academy scholarships.

Chapter Four- Uniform and Insignia

4-1. **GENERAL.** The U.S. Air Force uniform is a symbol of pride and honorable service. You are issued the same uniform with the exception of the shoulder patch, service and rank insignia. The instructors and upper classmen will do what is necessary to ensure that cadets at all levels wear the uniform correctly in order to uphold the dignity of the Air Force, AFJROTC, fellow cadets and themselves. **REMEMBER:** While in uniform, you represent the AJROTC and your school. The manner in which you wear the uniform will reflect upon every cadet in our corps. **In addition to reviewing this chapter, cadets must thoroughly review Attachment B for revised guidance provided in the latest version of HQ AFJROTC Operational Supplement, Chapter 7.**

4-2. **ISSUED ON LOAN.** You will be issued, on an on-loan basis, a male or female uniform that must be signed for, kept clean and in good repair, and turned in upon request. Except for ribbons, all items remain the property of the Air Force. You will sign for all items of the uniform issued and certify that you are responsible for care and cleaning. The Air Force has quite an investment in you and expects you to be a responsible cadet. Cadets who identify as transgender may be issued the uniform that best aligns with their gender identity (requests should be made to the SASI). Transgender cadets will be expected to adhere to the requirements of their gender identity with regard to dress and appearance (which includes grooming standards).

4-3. **WHAT UNIFORM TO WEAR.** The Cadet Group Commander will determine the uniform of the day, with concurrence from the SASI/ASI, and post such uniform information in the operations order. Items of civilian clothing may NOT be worn with the uniform, or vice versa. Caps are part of the uniform and MUST be worn whenever you are outdoors. Cadets are required to know uniform combinations by name as listed in paragraph 4-9 (Uniform Combinations) below. Partial/piecemeal uniform wear is also not acceptable (i.e., running shoes in place of black oxfords to walk home, blue shirt removed, etc.).

4-4. **WHEN TO WEAR THE UNIFORM.** The Air Force blue uniform combination is to be worn by all cadets normally one day per week as specified by the SASI at the beginning of each school year. Exceptions are when we have special visitors, when the principal so requests or for special events. Airman Battle Uniforms (ABU)/Occupational Camouflage Pattern (OCP) may substitute for the blue service uniform no more than one uniform day per month. The Physical Training (PT) uniform combination is to be worn ONLY on the designated PT day, or as directed. The uniform may be worn on occasions other than on uniform day when approved by the SASI.

- A. If you do not wear the uniform on the prescribed uniform day, you will receive a uniform grade of “0” for that day. Cadets who remove their uniform before the end of the school day, without prior permission from the SASI/ASI, will also receive a zero "0" and will not be allowed to make-up the grade.
- B. Uniform Make Up Day. Cadets who are absent on a designated uniform wear day must make-up the uniform wear within four (4) school days; each day uniform makeup is delayed, 10% is deducted from that week’s potential uniform grade (i.e, if a cadet waits to make up uniform wear until day 4—the last allowable makeup day—he/she would receive a maximum grade of 60%).

NOTE: Non-wear of the uniform on three (3) or more occasions may result in release from program.

C. **DO NOT** wear the uniform to attend on campus restriction or detention. See paragraph 4-7 for additional uniform wear guidance/restrictions.

D. Uniform Issue:

(1) Cadets will be issued a uniform after they have earned it. Minimum prerequisites are:

- (a) Meet all personal and grooming standards
- (b) Show professional attitude.
- (c) Demonstrate basic knowledge of the unit.
- (d) Pass the written wear of the uniform test with grade of 70% or higher.

(2) Once a uniform has been earned, the provisions of paragraph 4-4A and B apply.

(3) Cadets who have not met the prerequisites to earn the uniform within 30 calendar days from the start of school, or initial enrollment, may not be allowed to register for the second semester of AFJROTC.

E. ABU Issue:

(1) Cadets on drill teams become eligible for ABU issue when cadet:

- (a) Participates in first drill competition; cadet must be physically present at a competition the cadet's respective team is competing in
- (b) Purchases required sage green military boots (sage is the only color allowed) and ABU name tape with Velcro already affixed
- (c) Is deemed to be in good standing in AFJROTC, as approved/determined by the SASI/ASI

(2) Cadets holding a formal leadership position become eligible for ABU issue when cadet:

- (a) Holds a formal leadership position, defined as Flight Commander or above
- (b) Purchases required sage green military boots (sage is the only color allowed) and ABU name tape with Velcro already affixed
- (c) Is deemed to be in good standing in AFJROTC, as approved/determined by the SASI/ASI

4-5. HOW TO CARE FOR THE UNIFORM. The uniform must be kept neat, clean, and in good repair. Shoes must be shined. Badges, insignia, belt buckles and other metallic devices must be kept at the proper luster. Shirts must be stain free (i.e., no “ring around the collar,” ink marks, food stains, etc).

A. The uniform should be stored clean and on a hanger. Hang up your uniform properly immediately after you take it off and the time and effort YOU have to spend maintaining your uniform will be greatly reduced. The uniform is YOUR responsibility, not your

parents or guardians. YOU should ensure you have a clean shirt, etc., to wear at least two days prior to wearing so that you will have time to take corrective action if necessary.

- B. Coats, trousers/slacks, and caps must be **DRY-CLEANED**. Shirts and blouses may be dry-cleaned or laundered at home and ironed after each wearing. Do not put military creases in the shirts. Pay special attention to collars and underarms. Ironing should be done using a cool iron. A rule of thumb is: “If it’s dark blue, dry clean. If it’s light blue, wash it.”
- C. If an item becomes unserviceable; it should be turned in immediately. If the condition is due to normal use, then the item may be replaced at no charge. If it appears that reasonable care was not exercised, you may also be charged at replacement cost.
- D. Pick-up and return uniform items to the SASI/ASI if found lying around or misplaced by another in school or at events. You may need the same consideration one-day.
- E. **DO NOT** alter the style or fit of the uniform unless specifically instructed to do so. Only hemming is allowed (except in the case of female slacks) and specific instructions will be given to female’s limitations. Unauthorized alteration may result in you paying for the item.
- F. **Keep hands out of pockets** and keep all buttons buttoned. Do not carry bulky items in uniform pockets. Do not carry pencils or combs in your hair or behind your ears. Cell phones must not be exposed.
- G. When cadets must exchange uniform items, they should make sure that they are "freshly" dry-cleaned or laundered as per instructions. Items turned in must be accompanied by the cleaner tags, receipt, and plastic covering.
- H. Uniform item replacement will not occur on the designated uniform day as directed in the operations order (usually each Wednesday). Ensure you plan ahead and coordinate replacement with the SASI/ASI.

4-6. **HOW TO WEAR THE UNIFORM.** First, check the weekly Ops Order for the prescribed combination; the weekly Ops Order is posted online and in the classroom. No later than the evening prior, lay out all parts so that it is complete. The complete uniform is worn according to the combination described in paragraph 4-9. See Attachment B of this Cadet Guide for updated HQ guidance and visual references.

- A. Participation credit: To receive credit for the uniform day, you must wear the uniform to and from school and **the entire** day while at school. No early change outs during the day are permitted, unless specifically granted permission by SASI/ASI. Failure to do so will result in penalties as stated in paragraph 4-4. Exceptions to uniform wear may be obtained from the cadet commander with approval by the SASI/ASI. These exceptions must be requested and may be allowed for reasons such as ceramics class, gym class, field trips in other classes, etc.

- B. Caps & Berets: The headgear will be worn outdoors at all times except as directed by the SASI. The headgear will be removed immediately upon entering any building. This applies to ALL cadets. Males may carry the flight cap under the belt on the lefthand side between the first and second belt loop with the opening of the cap facing the rear. The cap is never tucked under the epaulets on the uniform. For drill team commanders, wear of a white, dark blue or black solid-color beret **ONLY** is authorized; beret flash will include officer rank or mini-Hap Arnold insignia pin.
- C. Coats. Combination 1 coat will be buttoned at all times. Coats may be removed as long as the remaining uniform meets one of the uniform combination requirements.
- D. Neckties: Ties / tie tabs are worn in accordance with paragraph 4-9. Cadets may NOT loosen or lower the necktie at any time while in public.
- E. Long sleeve shirt / over blouse. The collar and sleeves will be buttoned at all times. Short sleeve shirt / over blouse. The male short sleeve shirt may be worn with or without tie depending on the combination prescribed. Females will wear the tie tabs at all times unless wearing the convertible collar over blouse. It may be worn open neck without tietab.
- F. Trousers/slacks. Trousers are worn with the belt and buckle. The length of the trousers/slacks should be hemmed in such a way as to allow the front to touch the shoes with a slight break in the crease. In back, they should be hemmed 7/8" longer than the front. Alteration on the flare of female slacks is authorized, but the bottom of the slacks may not be less than 1-inch narrower than the width at the knee. Scratches on belt buckles will be disregarded during inspection, new belt buckles are issued to drill team members.
- G. Shoes: Shoes may be exchanged when necessary due to growth; shoes must be exchanged in serviceable condition.
- H. Socks / Hosiery. Men will wear only black crew socks with the uniform. Females may wear black crew socks, hose of a neutral shade, or hose shade that closely matches their skin tone. Ankle or "invisible" socks are NOT authorized.
- I. I. Undershirts. Solid white (no emblems or designs), V-neck tee shirts must be worn with the uniform.
- J. Semi-formal uniforms. Cadets may be authorized to wear the combination uniform with white dress shirt, black bow tie, and no nametag on special occasions (e.g., military ball). Specific approval of the SASI/ASI is required. See Attachment B for visual reference.
- K. Skirts. The hem will be centered anywhere between top and bottom of the kneecap while standing at attention.

4-7. UNAUTHORIZED WEAR OF THE UNIFORM.

- A. No item of the Air Force uniform issued to you shall be worn by anyone other than yourself. Federal Law does not permit "Wear without authority", and states "any person within the jurisdiction of the United States who wears a uniform or a distinctive part of the uniform of the armed services without authority is subject to the penalties prescribed in 18 U. S. C. 702."
- B. Cadets will not wear uniforms while participating in student demonstrations.
- C. Cadets are only permitted to wear the uniform on uniform day or when specified by the SASI/ASI. Special permission to wear any blue uniform combination off campus (other than transiting to/from school) must be obtained from the SASI/ASI (i.e., family, funerals, weddings, job interviews, etc.).
- D. Public Display of Affection, or PDA, extended bodily contact or kissing, while in uniform IS NOT proper etiquette and may result in counseling, reprimand, or penalty.

4.8 DISTINCTIVE UNIFORMS AND ITEMS.

- A. Members of special units (i.e., clubs and drill teams) may be authorized to wear distinctive uniform items (e.g., cords, berets, etc.) as approved by the SASI. These items are accountable and will be included on the cadets' Uniform Issue form.
 - (1) **Color Guard and Saber harnesses** (i.e., Sam Brown Belt with shoulder strap) - Authorized only when performing color guards or commanding during a drill segment. Harness and color guard web/parade belts may be black, dark blue, white and black/white clarino (high gloss). USAF Honor Guard Ceremonial Belt (Hap Arnold insignia may also be worn). Harness and web/parade/ceremonial belts must be removed when not performing a color guard or a segment of drill and cannot be worn during awards ceremonies.
 - (2) **Blue pants** - May be modified to have a ¾ inch stripe (braid) on the outside length of the pants, silver, blue, or black only. These items **will not** be worn on regular uniform days. Belts for trousers must be blue in color only.
 - (3) **Service Dress Jacket** - May be modified to have a ½-inch braid, silver, blue, or black only sewn 3 inches from bottom of sleeve.
 - (4) **Corfams** - Issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps.
 - (5) **Cords** - Unit-authorized colors/meanings
 - a. Gold cord – Cadet Group Commander
 - b. Silver – Color Guard Team Member (only worn when wearing “striped” uniform)
 - c. Dark Blue – Drill Team Commanders
 - d. Burgundy/Maroon – Club Commander
 - e. Light Blue – Kitty Hawk Honor Society members (active members only)
 - (6) **Berets** - Drill team commanders may wear distinctive berets (ONLY white, dark blue or black solid-color berets are authorized). When a beret is worn, the beret flash will include officer rank or mini-Hap Arnold insignia pin.
 - (7) **Service Caps** (wheel and bucket hats, dark Air Force blue color only) - Females are authorized to wear the male Service Cap. Silver braid headband straps may only be

worn on the Service Cap while the cadet is performing in a color guard or drill team competition **ONLY**. Cadets will wear the black headband strap during regular uniform days. Service Caps (wheel and bucket hats) will be free of any embroidery.

- (8) **Ascots** - Solid color ascots may be worn (units may embroider a logo/team name/mascot or place a unit patch on the ascot), colors may be locally determined, but must be one solid color, conservative, and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. Ascots **will not** be worn on regular uniform days.
- (9) **Gloves** - Colors will be solid but, no more than two colors. Colors will be locally determined, but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. Gloves **will not** be worn on regular uniform days

B. Airman Battle Uniform (ABU) and Operational Camouflage Pattern (OCP) uniforms

- (1) ABUs and OCPs may be worn as Drill Team, Color Guard, and Exhibition Uniform. Berets, shoulder cords, ascots and gloves, and black boots will **not** be worn with the ABU/OCP uniform.
- (2) Unit T-Shirt and ABU/OCP uniform. The Unit T-Shirt will be standardized and a solid color. Unit T-Shirt may be worn without ABU/OCP Blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition.
- (3) ABUs may be worn only with the garrison (e.g., on campus) ABU cap and sage green boots. OCP uniforms will be worn only with the garrison OCP cap and Coyote brown boots. ABU pants must always be properly bloused over the **Sage** green or **Coyote** brown boots. OCP pants must always be properly bloused over the Coyote brown boots. Black boots are **not** authorized for wear with the utility uniform. ABU pants must always be properly bloused over the boots. Berets, shoulder cords, ascots or gloves will be **NOT** worn with the ABU/OCP uniform.

C. Semi-Formal Dress Uniform. Semi-formal dress uniform is worn for social functions of a semi-formal or official nature as prescribed by the SASI. When in semi-formal dress, saluting is not required. Semi-formal dress uniform is to be worn only during special events as determined by the SASI and not during regular weekly uniform days.

- (1) The semi-formal dress uniform coat is the service dress uniform coat without a name tag or headgear.
- (2) Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, awards ceremonies, picture day or other formal events as specified by the SASI. Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket. Additionally, ribbons may be worn on the semi-formal uniform; however, **if medals are worn, ribbons will not be worn (no mixing)**.
- (3) Shirts. Cadets may wear either the blue or white Long-Sleeve Shirt. The blue or white long-sleeve shirt will be plain, knit, or woven, commercial type with a short or medium point collar, with button or French cuffs. Shirts will be tucked into the trousers. Female cadets may wear a white long-sleeved blouse similar in style to the men's white long-sleeve shirt.
- (4) A white V-neck or athletic style tank top, or crew neck style (longsleeve blue shirt only) undershirt will be worn under the shirt.
- (5) Tie/Tab. Cadets may wear either a blue polyester or silk, herringbone twill tie/tab

with the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the long- sleeve white shirt, with the semi-formal dress uniform only.

- (6) Trousers or skirts. The semi-formal dress uniform trousers or skirt are the same as the service dress uniform trousers or skirt. No stripes (braiding) on the outside length of the trousers are authorized for wear on the semi-formal dress uniform.
- (7) Belt and Buckle. The semi-formal dress uniform belt and buckle are the same as the service dress belt and buckle.
- (8) Headgear. Cadets will not wear headgear with the semi-formal dress uniform.

D. Physical Training Gear (PTG) and Physical Fitness Training (PFT) gear

- (1) Physical Training Gear (PTG) refers to the Air Force Physical Training Uniform that may be ordered through FEDMALL.
- (2) Units may locally design and purchase Physical Fitness Training (PFT) gear and sweatpants/shirts that is customized for esprit-de-corps within a unit (usually school colors). Air Force PTG may be mixed with locally purchased PFT gear as long as the unit is standardized.
- (3) Short-sleeved PTG/PFT shirt. The short- sleeve shirt can be tucked or untucked into shorts. Do not remove or cut sleeves. PTG undershirts, short and long-sleeved form fitting undershirts, (i.e., Spandex, Lycra™ or elastic material) may be worn and visible under the short-sleeved PTG shirt. Undershirt must be tucked in. There is no color restriction on the form-fitting undershirt; undershirt may have visible small trademark logo.
- (4) Cadets must wear appropriate footwear while engaging in physical fitness activities.

4-9 UNIFORM COMBINATIONS:

<u>MALE:</u>		
	Combination 1. -	Coat, Military with buttons Shirt w/tie Cap Rank Ribbons & Badges Silver Name tag Name tag on blue blouse Trousers Belt & Buckle Socks, Black Shoes, Black Oxford
	Combination 2. -	Long sleeve shirt w/tie Cap Rank Ribbons & Badges Name Tag Trousers Belt & Buckle Socks, Black Shoes, Black Oxford
	Combination 3. -	Short sleeve shirt w/tie Cap Rank Ribbons & badges Name tag Trousers Belt & Buckle Socks, Black Shoes, Black Oxford
	Combination 4. -	Short sleeve shirt, open neck Cap Rank Ribbons & Badges Name Tag Trousers Belt & Buckle Socks, Black Shoes, Black Oxford

<u>FEMALE:</u>		
	Combination 1. -	Coat, Military with buttons Over blouse, LS w/Tie tab Beret or Flight Cap Rank Ribbons, Badges Silver Name tag Name tag on blue blouse Slacks and/or Skirt Hose (w/skirt) or socks (w/slacks) Shoes - Black Oxford or in-regulation Pumps, Slip-ons
	Combination 2. -	Over blouse, LS, w/Tie tab Beret or Flight Cap Rank Ribbons, Badges Name Tag Slacks or Skirt Hose (w/skirt) or socks Shoes - Black Oxford or in-regulation Pumps, Slip-ons
	Combination 3/4, -	Over blouse, SS, w/Tie Tab (Combo 3)' w/out Tie Tab (Combo 4) Beret or Flight Cap Ribbons, Badges Name Tag Slacks or Skirt Hose (w/skirt) or socks (w/slacks) Shoes - Black Oxford or in-regulation Pumps, Slip-ons

<u>UNISEX:</u>		
	Combination 5. -	Utility Uniform (ABU) ABU Cap (berets are no longer allowed) Rank Belt Socks, sage green Boots, sage green Crew undershirt, sage green
	Combination 6. -	Physical Training (PT) Uniform PT Pants PT Shorts PT Sweat Pants PT Sweat Shirt
	Combination 7. -	Unit t-shirt and civilian pants/*shorts

NOTE 1: The lightweight jacket (windbreaker) may be worn with any of the above combinations except Combination 1, 5 and 7.

NOTE 2: High-gloss men's and women's military dress shoes are authorized and available through the Military Clothing Sales Stores, Amazon.com, etc. at the cadet's own expense.

NOTE 3: Wearing shorts with Combo 7. Length of shorts must be conservative.

Chapter Five - Courtesy, Conduct and Behavior

5-1. COURTESY: Military courtesy in the cadet corps is the mutual respect held among cadets. It demands polite and considerate behavior for the people appointed to positions above you, for people junior to you, and for your peers. In the cadet corps, we have ceremonial procedures and perform specific acts of kindness and politeness, which constitutes military courtesy. It is most important that you understand them and that you get into the spirit of these acts. Cadets who fail to execute courtesies make it difficult for others and they soon find themselves feeling uncomfortable about being in the AFJROTC program.

- A. Saluting. It is customary for cadets, when in uniform and outdoors, to initiate a salute (a form of military greeting) to the SASI or to a cadet officer. The U.S. Flag is also saluted when passing and flying free or when the National Anthem is played.
- B. Use of Titles. The SASI/ASI may address cadets as Mr., Mrs., and Miss, or by cadet rank and last name. Cadets will address other cadets while involved in JROTC classes and training/volunteer activities by cadet and/or rank and last name. Address your SASI/ASI by rank and last name and/or "Sir and/or Ma'am".
- C. It is a sign of respect, to address your elders (i.e., adults and teachers) and superiors (i.e., cadet corps commander) as "Sir" or "Ma'am". They deserve this kind of respect, and it is expected that all cadets will use this in conversations with elders/superiors. The more you use it, the easier it becomes, and you will be shown respect in return. Use these terms at all times, not just while in JROTC. You will find it will produce gratifying results, especially from teachers, parents and other adults with whom you have occasion to converse.
- D. Conversation Etiquette. Words like "please", "thank you", "may I", etc., are important for cadets to use. These words put others at ease and command respect from people with whom you are conversing. **DO NOT** interrupt others and **DO** respect other people while expressing their opinions. If, due to emergency or timing, you find you must interrupt another person say, "*excuse me sir*" or "*pardon me ma'am*". If you need to request permission to speak, raise your hand and state "*Sir/Ma'am, request permission to speak*".
- E. Respect for Authority. Responsible and successful citizens develop respect for authority. Persons of authority are those who have been given additional responsibility and have some control over you and your actions. Cadets are expected to accept this concept and show the proper respect and courtesies to other cadets who have been placed in positions of authority.
- F. Prohibition on Physical Discipline and Hazing. Any form of hazing, whether verbal or physical will NOT be tolerated within any AFJROTC unit or activity. Requiring cadets to perform any physical action as a reprimand, punishment, or for failure to perform, will not be tolerated within any AFJROTC unit or activity. Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing. Any form of verbal abuse, teasing,

public rebuke or any attempt to otherwise humiliate a cadet is prohibited. This prohibition is applicable to all AFJROTC. Unit activities including instructors, cadets and any personnel involved with, or participating in, an AFJROTC unit or activity. No unit may encourage, facilitate, or otherwise condone unauthorized clubs, secret societies or private clubs as part of the AFJROTC program.

- G. A courteous cadet reflects positively on the cadet corps and brings respect and positive credit to him / herself, family, school and community.

5-2 CONDUCT: Cadets must conduct themselves in a proper manner. Cadets are identified with the Air Force, and people in the school and community perceive you as a reflection of the service you represent. Be proud of the heritage. Cadets must follow all rules of the school, community and AFJROTC. Most rules are of the "common sense" variety. Keep in mind the "Golden Rule": "Do unto others, as you would have them do unto you!"

5-3. BEHAVIOR: As cadets, you are expected to be well-behaved and courteous at all times. Poor behavior will not be tolerated or excused since it brings discredit on the corps of cadets as well as oneself. Cadets must exhibit more leadership, discipline and maturity than other students, as you are members of an "elite" group within the school. Your behavior is important in all classes, not just in AFJROTC. Cadets who receive On Campus Resolution, are sent home for misbehavior or suspended reflect negatively on the corps and the AFJROTC program. To encourage proper behavior, the following consequences can be expected when violations occur:

- A. Verbal counseling.
- B. Written counseling.
- C. Formal counseling with SASI/ASI. The purpose of counseling is to review cases of misconduct, insubordination, adverse attitude towards the JROTC program, violation of the honor code and failure to meet standards.
- D. Probation. (See Section 5.4)
- E. Disenrollment (See paragraph 5.5)

5-4. PROBATION STATUS. Cadets who violate school or JROTC rules and/or policies may be placed in disciplinary probationary status. This status may be recommended by a cadet leadership but only the SASI can institute action. Cadets can also be put on academic probation if grade point average for a progress report falls below 2.00, two citizenship "U"s are received or for receiving and "F" in the program.

A. Causes for Disciplinary Probation.

- (1) Disciplinary actions by a school administrator. (On campus suspension, alternative school, school suspension or any combination thereof during a week grading period.)

- (2) Referral by disciplinary administrator or faculty member. Reason for referral and number of times will be considered by the SASI and action will be taken case by case

B. Effect of Disciplinary Probation.

- (1) While on probation, subject cadet may not take part in corps activities, e.g. picnics, games, field trips, etc.
- (2) May not be considered for a leadership position.
- (3) May revert to lower rank.
- (4) Grade may be reduced for the grading period.

C. Causes of Academic Probation.

- (1) Not meeting TVHS Athletic and Activities academic eligibility guidance.
- (2) Earning and "F" in AFJROTC classes
- (3) Failure to wear the prescribed uniform on 3 or more required occasions

D. Effect of Academic Probation

- (1) With grades below 2.00 GPA unless probation is applied for and received from activities office, cadet will not be able to hold an officer rank. Officers will revert to C/SSgt until grades rise above 2.00 GPA.
- (2) If grades remain below a 2.00 GPA for second progress period, the cadet will lose, or be ineligible for, any leadership positions.
- (3) Cadet may not attend field trips or go off campus during academic probation.
- (4) Non-wear of the uniform may result in disenrollment from the program.
- (5) Earning an "F" in AFJROTC may result in disenrollment from the program.

- E. Removal from Probation.** Cadets may revert to "cadet in good standing" after meeting all AFJROTC and TVHS requirements/guidance.

5.5. DISENROLLMENT. Disenrollment/expulsion may occur for failure to meet AFJROTC and /or TVHS requirements/guidance, inaptitude or indifference to training, disciplinary reasons or any other reason deemed appropriate by the SASI or principal.

5.6. NOTIFICATION. Parents/guardians will be notified by phone call or e-mail, as necessary.

Chapter Six - Special Activities and Projects

6-1. SPECIAL ACTIVITIES: In addition to the regular curriculum, there are co-curricular activities that will assist in you in becoming a well-rounded cadet and make the AFJROTC program more interesting and fun for you. These activities are strongly recommended (and, in some cases, mandatory) since they impact esprit de corps and provide opportunities for cadets to exercise leadership techniques. Missing a mandatory event without being properly excused will negatively affect your grade.

- A. **Kitty Hawk Honor Society:** This is an Honor Society of AFJROTC cadets who have demonstrated exceptional performance and leadership potential. To be a member, cadets are invited to participate in the candidate process. Cadets must have completed at least one semester of AFJROTC, have an "A" average in AFJROTC, a "B" average overall **in all classes**, possess a thorough knowledge of the origins of powered flight, military customs and courtesies, and demonstrate exceptional military bearing. **Active Membership** is noticeable with wear of a distinctive **blue** citation chord, approved for wear on the right shoulder. Cadets also earn the Kitty Hawk Society badge. **An “Active Member” is defined as one who actively participates in the current semester’s Kitty Hawk activities, meetings, etc. Previously inducted cadets who meet the current semester’s academic eligibility requirements remain Kitty Hawk members, regardless of their ‘active’ or ‘inactive’ status.**

- B. **Aerofilm.** This team is open to all cadets. Aerofilm’s mission is to capture the history of the AFJROTC program through digital pictures and video. You will learn how to use a camera to create superb presentations that will increase the esprit de corps and morale of the unit.

- C. **Remote Control (RC) Club.** This club is open to all cadets. In this club, cadets get the opportunity to learn about RC cars and planes and they get to fly them. This club employs lessons from the class to help cadets learn about aviation.

- D. **Color Guard:** All cadets in good standing are eligible to compete for Color Guard (CG) duties. The CG learns how to properly present the US, California and Air Force flags at school and community events. They also prepare for competitions, which are held several times a year. Cadets who qualify for CG must maintain a “B” average overall (with no “Fs” in any class) and an "A" average in AFJROTC to be kept on the team. Along with flags, they carry a replica rifle. Cadets must excel in appearance, self-discipline, show a positive attitude, have high moral values, be patriotic, and have exceptional military bearing.

- E. **Drill Teams.** All cadets are eligible to compete for participation on the drill team. It is a precision performance group and meets after school. When preparing for competition, the team may meet daily or as required to gain the confidence and precision necessary for top performance. This team is also called on to perform for school and civic events and for other organizations in the community. Cadets who qualify are required to maintain a "B" average in AFJROTC, a “C” average overall, be of high moral character, demonstrate

self-discipline, have 32 a positive attitude, be a team player, be cooperative, and demonstrate exceptional military bearing and marching skills. Armed Drill/Saber teams will drill with rifles/sabers and maintain team sizes of from 4- and 16-person teams. Individual competition and dual armed teams are also authorized.

- F. Model Rocketry Team. Membership is open to all cadets. Activities include instruction about rocketry, model rocket building and launching and safety procedures during launch. Cadets earn a Rocketry Badge upon completion of the course.
- G. Awareness Presentation Team (APT). This worthwhile voluntary activity consists of cadets who visit and educate elementary and middle school students about social issues such as drug education, dangers of alcohol and tobacco, bullying, peer pressure and staying in school. Involvement in developing awareness and providing training on this social issue brings our corps favorable publicity and is a valuable service to the community. Cadets can earn an APT badge to wear on the uniform if they participate in one event.
- H. Flight Sim Club. Membership is open to any cadet who has an interest in learning and practicing fundamentals of flight, airmanship, and navigation. Skills will be tested and refined on an Xbox Series X console using Microsoft's Flight Simulator and the Turtle Beach's Velocity One yoke system. *Note*: This club may benefit those who wish to compete for the AFJROTC Flight Academy Scholarship.
- I. Parades. Marching in the Veteran's Day parade is curriculum in action and is **mandatory**. Cadets organize and lead this function. All cadets are expected to participate. The parade gives the cadets community visibility and allows them to demonstrate good citizenship, positive military drill and leadership techniques as well as provide a service to the school and community.
- J. Flag Detail. As designated in the operations order, the duty flight is required to raise and lower the US and California flags for the school each day. A team of cadets from each flight is organized and trained to raise the flags. This teaches cadets to show proper respect to, folding of, and care of the US flag.
- K. Military Ball. The Military Ball is curriculum in action event and cadets are HIGHLY ENCOURAGED to participate. The ball takes place every spring. Cadets will experience a formal military traditional ball which may include tributes, guestspeakers, awards, dining, and dancing. Along with the more informal dining in held earlier in the school year, this event is THE cadet favorite.
- L. Field Trips. When funding is available, and citizenship is satisfactory, cadets may be given the opportunity to take field trips to Air Force installations, local airport terminals, March Field Museum, local weather stations plus several other aerospace industries and events. These trips support the curriculum and give the students firsthand knowledge of the aerospace community and allow them to experience leadership in action.
- M. Community Service Projects. Service projects help cadets develop a sense of civic duty. Sign-ups for various community service events will be available in the classroom. There

will be a cadet Officer of Primary Responsibility (OPR) who will designate the uniform combination and verify those cadets who show up.

- N. New Cadet Orientation. **Mandatory** for first year cadets, this program provides cadets a more in depth, informal overview of the AFJROTC program and all it has to offer cadets. It is typically held on a Saturday morning within the first 2-4 weeks of the school year.
- O. Joint Dining In. The dining in is a curriculum in action event and is a mandatory. This event has proven to be a cadet favorite. It combines fun and military tradition into an evening where AFJROTC cadets find themselves sitting next to Navy JROTC cadets from Chaparral HS.
- P. Unit Evaluation. In-person, formal unit evaluations are conducted every three years by higher headquarters personnel based out of Maxwell Air Force Base, Alabama. Among confirming all administrative directives are being complied with, inspectors look closely at how involved the cadets are in running the cadet corps. As such, every cadet's participation (during the school day) on the actual inspection day is critical and therefore **mandatory**.
- Q. Changes of Command. Several times throughout the school year, the cadet corps group commander will relinquish command to another cadet. In keeping with a long and important military tradition, it is **mandatory** that every cadet participates in the formal ceremony and highly encouraged to invite family and friends to witness the pageantry of it all.
- R. Awards Night. Usually in May, Awards Night is a formal cadet corps where by standout cadets are recognized for their leadership, participation, etc., in front of their peers, family and friends. Like the dining in, military ball and changes of command participation by every cadet is mandatory.
- S. Fundraising. Not all of AFJROTC activities are fully funded by the Air Force. Therefore, in order to provide activities, it is necessary for the unit to hold fundraisers. Fundraisers help support our activities and teach cadets to meet their obligations. Many fundraisers directly reduce costs for those cadets who participate.
- T. Bataan Memorial Death March. Open to all cadets who wish to honor those who perished during WWII's infamous Bataan Death March and test their own mental will and physical endurance via a 14-mile memorial walk/hike/run. Usually held in the Spring.

6-2. ACTIVITIES LEADERSHIP. Most activities are planned, organized, and managed by the cadets. Cadet leadership is essential to the success of their activities. Through this vehicle, cadets have the opportunity to practice what they have learned about principles of leadership, management, and accountability taught in the LE portion of the curriculum. The SASI/ASI provides the necessary guidance and sponsorship.

6-3. CURRENT EVENTS. An important part of AFJROTC is being a well-informed citizen. Cadets are encouraged to read newspapers, watch TV and internet news and documentaries, and read periodicals to broaden their perspective of the world in which they live. In class,

some of these items may be actively discussed and/or debated. Cadets will present current events throughout the year as a part of their AS grade. These presentations are given in front of the class. Cadets in the audience are expected to be respectful of the speaker at all times. From this experience, cadets not only become well informed, but also learn and practice good communication techniques.

6-4. DRILL TEAMS. All cadets in the TVHS AFJROTC are encouraged to join our Color Guard/Armed/ Unarmed/Saber drill competition teams. Participation in drill teams allow cadet's leadership/followership qualities to be recognized and sets them up for future leadership positions; these functions (along with drill) are strictly voluntary after school events. It is understood that many cadets are involved in other clubs and sports activities on campus. No cadet will be downgraded for not being a member of an AFJROTC team. Selection for the Drill teams will consist of a three-phase process:

- A. Phase #1: Interested cadets will be given a written test consisting of information taken directly from "Contrails" and or "General Knowledge" sheets. These sheets are located at the CA-933 AFJROTC web site. Any additional information included in the test must be approved by the SASI and made available in written format to the cadets prior to the testing portion.
- B. Phase #2: Drill team commanders, along with senior members of the team, will conduct a formal open ranks uniform inspection. Inspectors will use written measurable grading criteria to determine: appearance, military bearing, and propensity to exhibit confidence and skills necessary for inspection/regulation/exhibition segments of drill competitions.
- C. Phase #3: After cadets have had sufficient time to learn the basics of their particular drill team movements, an evaluation will occur. The evaluation includes response to commands and/or conducting drill routines. This phase may be on an individual basis or as part of a team. In either case, all such evaluations will be videotaped to aid in the decision process.
- D. At the conclusion of all three phases, due to both the objective and subjective nature of the process, selections will be made with final approval of the SASI/ASI. Any deviations to any portion of this criteria **must be pre-approved** by the SASI/ASI.
- E. Returning cadets should not assume they are automatically on a team on which they were previously a member. All cadets must participate in initial tryouts.
- F. All cadets who "try out" make the team. The aforementioned process also helps determine who "makes" the competition team that will perform in the intense off campus competitions throughout the year.

Chapter Seven- Awards and Decorations

7-1. **GENERAL.** The cadet awards and decorations program is designed to foster morale, provide incentives, enhance esprit de corps, and to recognize achievement among the AFJROTC cadets. Awards are in two categories: Donor Awards (Veteran and Patriotic Organizations) and AFJROTC Awards.

7-2. Cadets are evaluated on their accomplishments with reference to the criteria set forth in Attachment D. Flight commanders or any cadet officer may recommend awards. Recommendations will be made to cadet group vice commander with copies given to the cadet group commander and the ASI. The cadet group vice commander will convene a board containing members of the command staff in which they will discuss the cadets they believe are most deserving of each award. Recommendations on potential awardees will be forwarded to the SASI, through the ASI, for final determination.

7-3. Awards and decorations are thoroughly detailed in Attachment D.

7-4. Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide.

Chapter Eight - Promotions and Advancements

8-1. GENERAL.

- A. Promotion, advancements and position assignments in AFJROTC are earned and based on individual performance and demonstrated potential. The SASI/ASI considers a large number of factors before awarding cadet promotions. This chapter and Attachment E outline the standards that are applied for advancement.
- B. In order to be advanced and be assigned responsible positions, cadets must demonstrate high moral standards, overall good conduct, acceptable appearance in uniform, satisfactory performance in carrying out any assigned AFJROTC responsibilities, pass written tests, and have a reasonable level of participation in AFJROTC activities and programs. Also considered is the grade level of the cadet, the number of years in AFJROTC and other factors as determined by the SASI/ASI.
- C. First year cadets in grades 11 and 12 will also be considered for assignment to responsible positions, given the appropriate staff application is submitted. Assignment may be made to develop leadership, organizational, and managerial skills and to improve opportunities for scholarship and military academy appointments.
- D. First-year cadets entering the AFJROTC program in grades 11 or 12 will be automatically eligible for the rank of cadet Airman First Class or Cadet Senior Airman, respectively, upon enrolling in AFJROTC, being recommended by SASI/ASI and passing the appropriate level promotion test. A new cadet in the 10th grade will be automatically eligible for the rank of Airman upon enrolling in AFJROTC, being recommended by SASI/ASI, and passing the appropriate level promotion test. These cadets are exempt from the time-in-grade (TIG) requirement for their initial promotion.
- E. Officer and senior non-commissioned officer (SNCO) promotions are a SASI/ASI prerogative, can be temporary in nature, and do not require written/practical examinations. When requisite requirements are met, permanent promotion to officer (O-1 thru O-3) and SNCO (E-7 and E-8) ranks can occur. Advancement requirements differ for the various ranks, as described in the "CA-933 Rank Advancement Prerequisites" section of Attachment E.
- F. See Attachment E for further details on cadet rank policy as well as detailed testing rank ceiling and promotion testing information.

8-2. Promotion Advancement Procedures. Advancement to senior NCO (SNCO) and cadet officer ranks is based on individual merit and awarded by the SASI/ASI in accordance with the officer promotion application located in Attachment E. Culminating the application process for officer and SNCO ranks, candidates will sit before an Officer/SNCO Candidate Interview Panel. This panel will be made up of no less than three panel members and include the SASI, ASI and Cadet Group Commander. In all cases, a panel will not convene unless the SASI or ASI is present. Additional board members (up to a maximum of 5) will consist of current Top 5 cadets. Cadet Noncommissioned Officer (NCO) advancements through E6 use a point system described in detail in the following paragraphs and in the promotion

applications at Attachment E. The SASI/ASI, usually through the cadet training officer, will provide advancement testing opportunities for cadets who meet the other requirements for advancement, including time-in-rank and point accumulation. When a cadet meets eligibility requirements, the promotion application will be filled out by the cadet and submitted through their flight commander. The flight commander will verify eligibility and qualifications and submit through the chain of command to the SASI/ASI. Promotions and advancements will be announced at the formal flag raising ceremony, normally held on a uniform day. New rank insignias will be issued to those being promoted/advanced. Assignment to a new position requires that the cadet complete all work underway in his/her previous job and properly turn over all responsibilities to his or her relief.

8-3.Advancement Examination. Two different versions (A/B) of examinations are administered for advancement in the enlisted ranks.

- A. Written examinations will contain objective questions. A score of 70% or better is required to pass. In case of failure, the cadet will have the opportunity to get feedback from the unit training officer.
- B. Practical examinations allow cadets to demonstrate their proficiency at military drill. The SASI/ASI will administer these examinations, and determine whether the cadet has demonstrated adequate proficiency. Drill examination dates and times will be announced via cadet leadership and/or the Ops Order. Cadets interested in promotion who fail to show during the allotted time will be removed from the current promotion cycle and have to wait for the next cycle.
- C. Meritorious advancement, though rare, may be made by the SASI/ASI upon recommendation from cadet leadership.

Chapter Nine - Unit Organization and Job Requirements

9-1. **General.** In order for AFJROTC to support a large number of teams and activities, there must be an effective and functioning cadet organization to manage the day-to-day operations of the unit. The cadet corps at CA-933 is organized as a Cadet Group. This document provides guidance and minimum performance standards for those assigned this responsibility.

9-2. **Position assignment.** Cadets are assigned duties based on their interests, abilities, and the needs of the unit. Initial assignment will normally not occur until the cadet has been enrolled for at least half a semester. Cadets can expect to be assigned a variety of jobs as they progress so that they will have a better understanding of the entire unit's operation. Service in a command or staff position provides meaningful learning experiences and plentiful opportunities for the application of leadership skills.

9-3. General Duties and Responsibilities.

- A. This chapter is not intended to provide detailed instructions for every situation or to limit cadet initiative. Cadets are expected to use it as a guide and a set of minimum requirements. Cadets in the chain of command are responsible for the fulfillment of their own listed task and for the task assigned to cadets under their span of control.
- B. A number of cadets will be assigned to tasks for which there may be no written guidelines, such as deputy to team and unit commanders. The duties of a deputy are the same as those of the commander and the deputy must be prepared to assist the commander and take charge in his or her absence. Cadets are expected to know the task of the unit or section to which they are attached and to be prepared to assist, as required.
- C. The cadet corps is highly encouraged to develop and sustain continuity for each cadet position. Cadets selected for leadership positions should reference the duties below and continuity previously developed. This available information should provide guidance to ensure success.
- D. The group and staff officers, as required, should meet weekly to plan short and long term activities. In addition, all cadet officers and NCOs are required to attend unit leadership/staff meetings, as necessary.

9-4. **Unit Positions.** See Unit Manning Document for number of positions in Attachment A.

- A. **Group Commander** is responsible for:
 - 1. Command and control of the group by effectively managing the cadet staff.
 - 2. Providing group with goals directed toward the AFJROTC mission.
 - 3. Supervising all group activities by delegating authority to group staff while requiring necessary feedback to retain knowledge of group performance.
 - 4. The appearance, discipline, training, and conduct of the group.
 - 5. Planning and coordinating all group activities, facilities, and resources.
 - 6. Ensuring all cadets have the opportunity to develop leadership skills.

7. Supervising the vice group commander, support/operations commanders and squadron commanders.
8. Communicating and coordinating with the SASI/ASI.

B. Vice Group Commander is responsible for:

1. Serving as commander of the group, in the absence of the group commander.
2. Assisting the group commander as directed.
3. Supervising the group staff.
4. Communicating and coordinating with the SASI/ASIs.
5. Overseeing the awards board.

C. Executive Officer is responsible for:

1. Publishing the ops order.
2. Scheduling and coordinating activities of the cadet group commander.
3. Maintaining group calendar of events and scheduling practices/meetings.
4. Advising the group commander on any coordination problems among staff and units.

D. Cadet Command Chief is responsible for:

1. Informing the cadet group commander on unit status.
2. Carrying out tasks assigned by group staff or SASI/ASI.
3. Maintaining group morale and looking into cadet concerns.

E. Support Commander is responsible for:

1. Supporting the group mission by managing the financial, personnel, administrative, awareness presentation team and other programs of the group.
2. Assisting the cadet vice commander in managing the cadet awards and letter program.
3. Assisting the Training Officer in promotion application verification.

F. Operations Commander is responsible for:

1. Expediting color guard and drill teams.
2. Monitoring team progress.
3. Monitoring cadet participation.
4. Ensuring the readiness of teams for competition.
5. Ensuring commanders are properly performing their jobs.
6. Supporting teams at competitions.
7. Assisting the Training Officer in promotion application verification.

G. Training Officer is responsible for:

1. Maintaining advancement records on each cadet in the unit.
2. Maintaining logs and assist Cadets in tracking their advancement points.
3. Creating, maintaining, and verifying the accuracy of, and ensure the security of all advancement tests.
4. Providing training, testing, and guidance for advancement to all cadets.
5. Preparing and submitting all requests for advancement to the command staff.

- H. **Awareness Presentation Team Commander** is responsible for:
1. Coordinating trips to middle and elementary schools to make presentations about JROTC, drugs and alcohol safety, and patriotic themes.
 2. Selecting and training members for all functions and details.
 3. Establishing criteria for earning APT Badge.
 4. Maintaining record of all team activities.
 5. Planning, organizing and executing recruiting events and visits.
- I. **Drill Team Commander (Armed, Unarmed, Saber)** is responsible for:
1. Coordinating all performances/practices.
 2. Establishing criteria for earning team ribbons, cords, and letters.
 3. Identifying primary and alternate team members for performances based on performances during practices.
 4. Supervising the drill team.
 5. Maintaining an inventory of drill team equipment.
 6. Ensure drill team equipment is in good condition and report any discrepancies to ASI
- J. **Athletics Commander** is responsible for:
1. Planning, organizing and conducting all athletic events.
 2. Tabulating points for physical fitness test and warrior flight.
 3. Overseeing the cadet sports day.
 4. Keeping an inventory of all sports equipment.
 5. Working with squadron athletic officers in establishing a viable athletic program.
- K. **Color Guard Commander** is responsible for:
1. Coordinating all performances/practices with the command staff and ASI/SASI.
 2. Establishing criteria for earning team ribbons, cords, and letters.
 3. Identifying primary and alternate team members for performances based on performances during practices.
 4. Supervising the color guard and color guard element leaders.
 5. Maintaining an inventory of color guard equipment.
 6. Ensure color guard equipment is in good condition and report any discrepancies to the ASI.
- L. **Inspector General** is responsible for:
1. Keeping the unit in compliance with AFJROTC regulations.
 2. Making sure that the AFJROTC mission statement and goals are being followed.
 3. Making that unit goals will be achieved
 4. Preparing the unit for an Air Force inspection
- M. **Kitty Hawk Commander** is responsible for:
1. Setting up Kitty Hawk club meetings.
 2. Setting up a tutoring program that helps academically struggling cadets.
 3. Tracking cadet's eligibility for membership.
 4. Recruiting new members to the club.
 5. Advertising important academic information.

- N. **Retention Officer/NCO** is responsible for:
1. Creating events for cadets to increase unit moral and esprit de corps.
 2. Planning, organizing and executing any cadet morale boosting event.
- O. **Logistics Commander** is responsible for:
1. Assisting the ASI in the control, inventory, issue, and turn-in of all AF and group property.
 2. Maintaining an inventory of on-hand supplies for the group.
 3. Assisting the ASI in the maintenance of supply records.
 4. Ensuring all uniform items are stored properly so they are ready for issue.
- P. **Aerofilm Commander** is responsible for:
1. Attending competitions and unit events to take pictures and videos.
 2. Training cadets to use equipment (Cameras, video cameras, & workstations.)
 3. Putting together an end of the year collage of cadet activities.
- Q. **Public Affairs Officer/NCO** is responsible for:
1. Preparing, publishing, and distributing an end of semester cadet newsletter.
 2. Submitting news articles to school newspapers, district bulletins, base newspaper and any other local paper concerning cadet activities.
 3. Submitting photos for the yearbook and serving a point of contact for yearbook staff.
 4. Producing announcement for Golden Bear TV. 5. Coordinating announcements for the TVHS marquee (in front of the campus).
- R. **Rocketry Club Commander** is responsible for:
1. Setting up rocketry club meetings.
 2. Educating club members about interesting complexities of rockets.
 3. Helping club members construct and launch a rocket.
 4. Following all safety protocols when constructing and launching rockets.
- S. **Drone, Remote Control (RC) & Robotics Club Commanders** are responsible for:
1. Setting up club meetings.
 2. Educating club members about what exactly a drone, RC and robotics device is.
 3. Educating club members about fascinating complexities of drones, RC and robotics devices.
 4. Showing club members how to safely operate a drone, RC and/or robotics device by demonstrating proper remote control safety procedures.
- T. **Flight Sim Club Commander** is responsible for:
1. Setting up club meetings.
 2. Educating club members about interesting complexities of aviation.
 3. Helping club members apply knowledge by using flight simulator.
 4. Following all care protocols when operating flight simulators.
- U. **Squadron Commander** is responsible for:
1. Command and control of the squadron by effectively managing the squadron staff.
 2. Providing squadron with goals directed toward the AFJROTC mission.
 3. Supervising the flight commanders, operations officer, and first sergeants.
 4. Informing group commander, SASI/ASI on the status of the squadron.

V. **Flight Commander** is responsible for:

1. Maintaining the appearance, discipline, training and performance of the flight.
2. Planning and coordinating activities within the flight.
3. Performing weekly inspections as directed by the squadron and group commanders.
4. Taking attendance and leading the flight in the Pledge of Allegiance.
5. Recommending the top cadets within the flight for awards.
6. Performing other duties assigned by the cadet squadron commander.
7. Leading the flight in all drill movement.

W. **Flight Sergeant** is responsible for:

1. Assisting the flight commander in his/her duties.
2. Commanding flight in the absence of the flight commander.
3. Assisting the flight commander during weekly inspections.
4. Maintain flight/element roster.

X. **Element Leader** is responsible for:

1. Establishing and maintaining the order and discipline of the element.
2. Assisting the flight commander and flight sergeant as required.
3. Taking daily attendance of element members.
4. Leading the element in all drill movements.

9-5. **Specific Duties and Responsibilities.**

- A. The basic duties and responsibilities of the individual assigned to a specific billet are contained in the articles that follow. It is emphasized that this list are not all-inclusive. Each cadet is expected to seek out and do the additional things that will make their position function more smoothly. Every position is required to develop continuity and maintain continuity on google docs to pass on to future leaders of the corps.
- B. The primary responsibility of leadership for all cadet officers and NCOs are to set the highest standards of performance, lead by an example and do the best job possible.

9-6. **Officer and NCO Responsibilities.** The SASI/ASI selects and promotes cadets to Officer and NCO positions based on demonstrated leadership, performance, academic competence, active participation in unit activities, and enthusiasm. Cadet officers and NCOs are expected to set the example for junior cadets in every aspect of the AFJROTC program at TVHS, as well as in school activities, in the community and at home. The responsibilities of leadership must be accepted before the privileges associated with officer and NCO rank may be earned. Continued enthusiasm, a positive attitude, strong motivation, and outstanding performance are required of each cadet Officer and NCO. The SASI/ASI will remove officer and NCO ranks from any cadet whose performance is unsatisfactory or if academics suffer. All promotions to NCO and officer positions are temporary and will be evaluated at the end of each marking period for continuations or removal from the position.

ATTACHMENT A UNIT MANNING DOCUMENT

The following chart shows a cadet's **MAXIMUM** rank allowed based on the cadet's AFJROTC experience and specific job assignment. These will not change 2nd semester when cadets with permanent rank gain one stripe. In addition, first and second-year cadets will not hold an officer rank, unless otherwise designated by the SASI.

Note: The number following each position title in the parenthesis is the number of position(s) authorized.

GROUP STAFF

POSITION	AS-1	AS-2	AS-3	AS-4
Group Commander (1)	-	-	O-5	O-5
Vice Group Commander (1)	-	-	O-4	O-4
Executive Officer (2)	-	-	O-2	O-3
Command Chief (1)	-	-	E-9	E-9

OPERATIONS / SUPPORT STAFF

POSITION	AS-1	AS-2	AS-3	AS-4
Support Commander (1)	-	-	O-1	O-2
Operations Commander (1)	-	-	O-1	O-2
Training Officer (1)	-	-	O-1	O-2
Training NCO (1)	-	-	O-1	O-2
APT Commander (1)	-	-	O-1	O-2
Color Guard Commander (1)	-	-	O-1	O-2
Armed Drill Team Commander (1)	-	E-7	O-1	O-2
Saber Team Commander (1)	-	E-7	O-1	O-2
Unarmed Drill Team Commander (1)	-	E-7	O-1	O-2
Athletics Commander (1)	-	E-6	E-7	O-1
Inspector General (1)	-	-	E-7	O-2
Inspector General NCO (1)	-	E-6	E-7	E-8
Kitty Hawk Honor Society Commander (1)	-	-	O-1	O-2
*Retention NCO (1)	-	-	E-7	E-8
Logistics Commander (1)	-	-	O-1	O-2

POSITION (Ops/Support Staff cont.)	AS-1	AS-2	AS-3	AS-4
Public Affairs NCO (1)	-	E-5	E-6	E-7
Aerofilm Club Commander (1)	-	E-5	E-6	E-7
CyberPatriot Club Commander (1)	-	E-5	E-6	E-7
Rocketry Club Commander (1)	-	E-5	E-6	E-7
Drone Club Commander (1)	-	E-5	E-6	E-7
RC Club Commander (1)	-	E-5	E-6	E-7
Flight Sim Club Commander (1)	-	E-5	E-6	E-7

**Filled if the Command Chief does not lead*

SQUADRON STAFF

POSITION	AS-1	AS-2	AS-3	AS-4
Squadron 1 Commander (1)	-	-	O-2	O-3
Squadron 2 Commander (1)	-	-	O-2	O-3

FLIGHT STAFF

POSITION	AS-1	AS-2	AS-3	AS-4
Flight Commander (9, Alpha - India)	E-3	E-4	E-5	E-6
Flight Sergeant (9, Alpha - India)	E-2	E-3	E-4	E-5

ATTACHMENT B
Badges, Insignia and Uniform Diagrams

NOTE: All diagrams/pictures provided on the subsequent pages of this attachment are taken directly from the most recently revised HQ AFJROTC Operational Supplement, Chapter 7

ATTACHMENT B

This attachment describes how AFJROTC cadets will wear rank, ribbons, medals, and other accouterments. Cadets are wearing the same basic uniform as the active duty Air Force, and are expected to honor and wear the uniform properly and with pride. This attachment provides the latest guidance and clarification on AFJROTC uniform wear for instructors and cadets. It also provides guidelines for cadet appearance and grooming. The AFJROTC Awards and Decorations Program recognizes the achievements of AFJROTC cadets and fosters increased morale and esprit-de-corps. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination.

ACCOUTREMENTS

7.1. Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide. Flight Suits are authorized for those cadets that are currently enrolled in or that have successfully completed AFJROTC aviation honors ground school, have been awarded the aviation ground school or unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program. (See Attachment 7-13).

7.2. Aviation Badges and Flight Suits. Cadets will wear one of the following badges in rank order (lowest to highest): Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. (See Attachment 7-1). Flight Suits are authorized for those cadets who meet all requirements listed in paragraphs 7.2.1. – 7.2.4.

7.2.1. Flight Solo Badge. Awarded to any cadet possessing a solo flight certificate signed by an FAA certified flight instructor for either powered or non-powered aircraft. Flight suits are **not** authorized solely on obtaining the Flight Solo Badge.

7.2.1.1. Flight suits are not authorized solely on obtaining the Flight Solo Badge. (See Attachment 7-13)

7.2.2. Unmanned Aircraft Badge. Awarded for successful completion of the FAA Part 107 Remote Pilot Certification Test.

7.2.2.1. Flight suits are authorized for cadets who successfully pass the FAA Part 107 knowledge test and are “active” members of the unit’s unmanned aircraft/multicopter team.

7.2.3. Aviation Ground School Badge. Awarded for successfully completing the FAA Private Pilot Practical Test (Powered or Glider).

7.2.4. Flight suits are authorized for cadets enrolled in Aviation Honors Ground School. Upon completion, continuous wear is authorized for cadets who passed the written test, and/or have been awarded the aviation ground school/unmanned aircraft badge.

7.2.4. Flight Certificate Badge. The Flight Certificate Badge is the highest aviation badge awarded to any cadet who possesses a valid FAA pilot’s certificate for either powered or non-

powered aircraft.

7.2.5. Flight Certificate Badge. Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Once earned, this badge will be worn in place of the Flight Solo Badge. (See Attachment 7-13).

7.2.6. Awareness Presentation Team Badge. Awarded for participation on an Awareness Presentation Team. Criteria for becoming a member of the team will be published in the Cadet Guide or the Unit Operating Instructions.

7.2.7. Kitty Hawk Honor Society Badge. Awarded to cadets who are members of the Kitty Hawk Honor Society. The unit's Kitty Hawk charter will spell out the requirements for entry into the society.

7.2.8. Distinguished AFJROTC Cadet Badge. This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second- year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The recipient will hold the following awards prior to selection:

- a. Leadership Ribbon
- b. Superior Performance Ribbon
- c. Achievement Ribbon
- d. Academic Ribbon
- e. Leadership Development Requirement
- f. Service Ribbon

7.2.9. Aerospace Education Foundation (AEF) Academic Cadet Badge. Cadets are eligible for the AEF badge after completing sophomore year, maintaining a 3.3 cumulative GPA, and having no grade below 2.0 on their transcript. The individuals must be recommended by the SASI.

7.2.10. Model Rocketry Badge. Awarded to cadets who have fulfilled model rocketry program requirements.

7.2.11. Other Badges or Pins. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination. This includes pins given to cadets participating in **CyberPatriot** and **Stellar Explorers**.

7.3. Shoulder patches, cords and tabs.

7.3.1. AFJROTC Patch (white, Lamp of Knowledge). Wear of the AFJROTC official shoulder patch is mandatory on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, and all-weather coat. White/Black Lamp of Knowledge patch will be worn on the **ABUs** front left pocket and Velcroed to the left shoulder of the **OCP uniform** centered on the Velcro area. **Flight Suit** – the white/black, Lamp of Knowledge patch (white AFJROTC patch), will be worn on the right sleeve (shoulder); see para 7.3.3 if the unit has an approved

Unit Patch. All flight suit patches will be displayed utilizing Velcro or may be sewn onto the flight suit. (See Attachment 7-13, Note 2). Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.

7.3.2. The American Flag patch – **Flight Suit**, is mandatory and will be worn on the left shoulder and will be full color (cloth) centered at the top of Velcro. See Attachment 7-13, Note 3).

7.3.2.2. The American Flag patch **will not** be worn with any other uniforms other than those in paras 7.3.2 and 7.3.2.1.

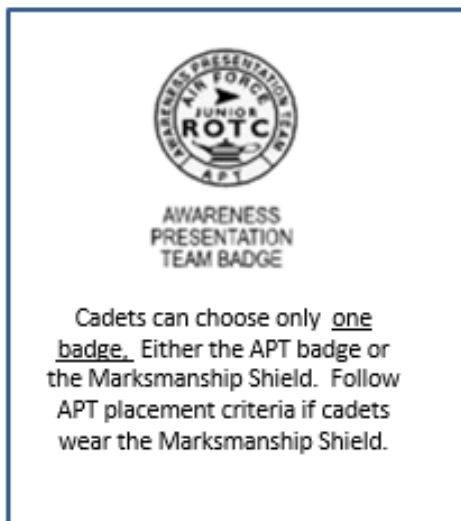
7.3.3. Unit Patch. Optional. If worn, must be on the right shoulder only (**ABU on front right pocket and for OCPs the unit patch on the right shoulder (affix with Velcro) below the American Flag patch, if no unit patch is available leave blank**). Flight Suit – if a unit patch is available, the Unit Patch may be worn on the right sleeve (shoulder) replacing the white Lamp of Knowledge patch. All flight suit patches will be displayed utilizing Velcro (or may be sewn onto the flight suit).

7.4. Shoulder Cords. Cadets are authorized to wear one shoulder cord (double knot, single cord “infantry” style). Cords will have no metal tips and be no wider than 1-inch (no aiguillettes, citation cords, or extra loops inside or outside the arm). On the **service dress coat**, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. On the **blue shirt**, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. Colors are locally determined (does not have to be a solid color, may be multi-color), must be conservative, in good taste, and defined in the Cadet Guide or Unit Operations Instruction (see paragraph 4.8.A). Shoulder cords may be worn on regular uniform days.

7.5. Shoulder Tabs. Shoulder tabs are either **cloth or metal** arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear **one shoulder tab on the right shoulder** of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab will be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab will be centered between the unit patch and the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

Attachment 7-1

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



Badges/Insignia not listed here are UNAUTHORIZED for wear.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship
Shield

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

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

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are UNAUTHORIZED for wear.

Attachment 7-2

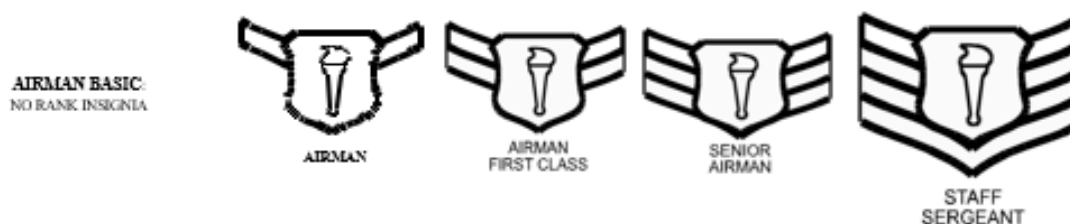
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK



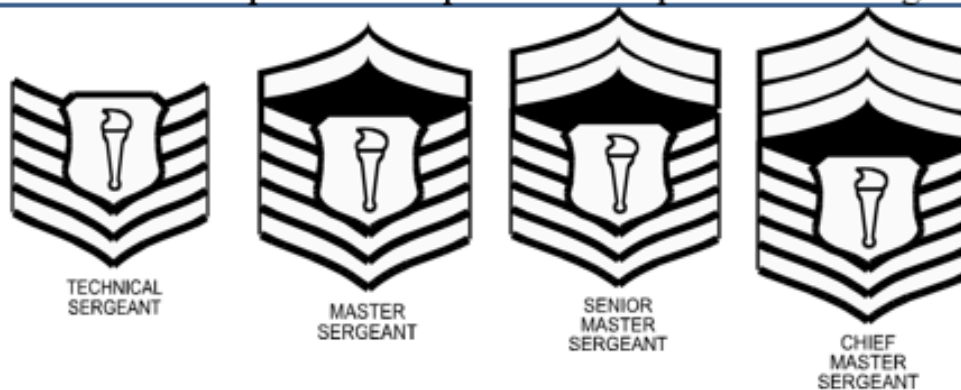
For SFJROTC

Spec 1

Spec 2

Spec 3

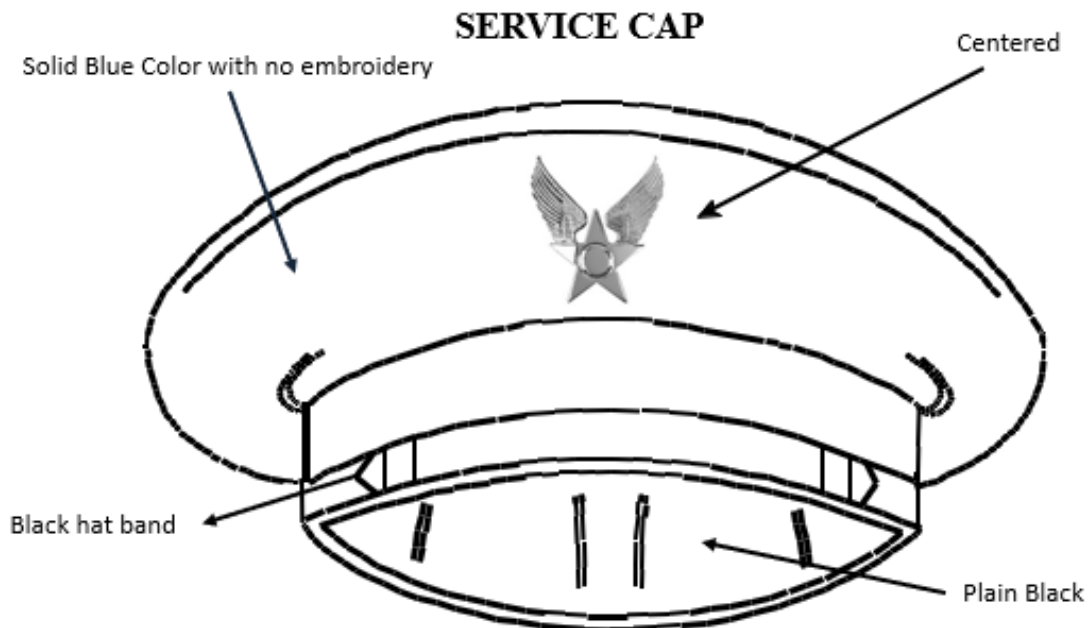
Sgt



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

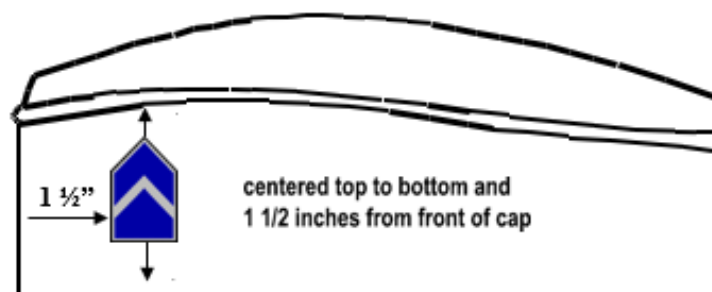
Rank insignia not listed here is unauthorized.
The First Sergeant device is not authorized.

CADET MALE HEADGEAR



Service Cap – Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

FLIGHT CAP*



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

CADET FEMALE HEADGEAR

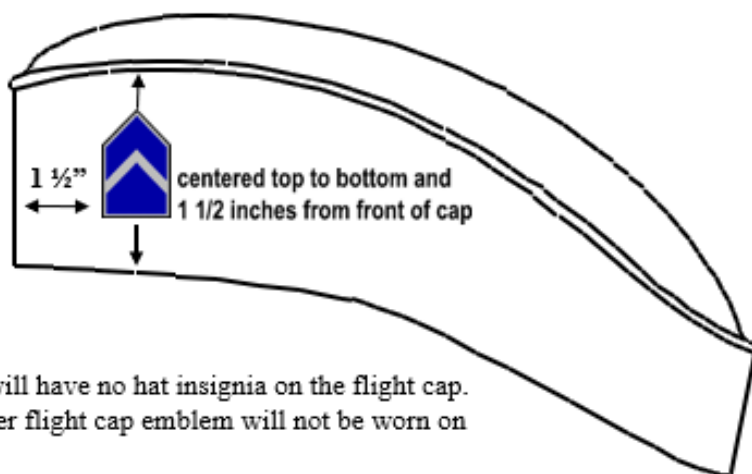
SERVICE CAP

Solid Blue Color with no embroidery



Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

FLIGHT CAP*



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

CADET BERET HEADGEAR

BERET

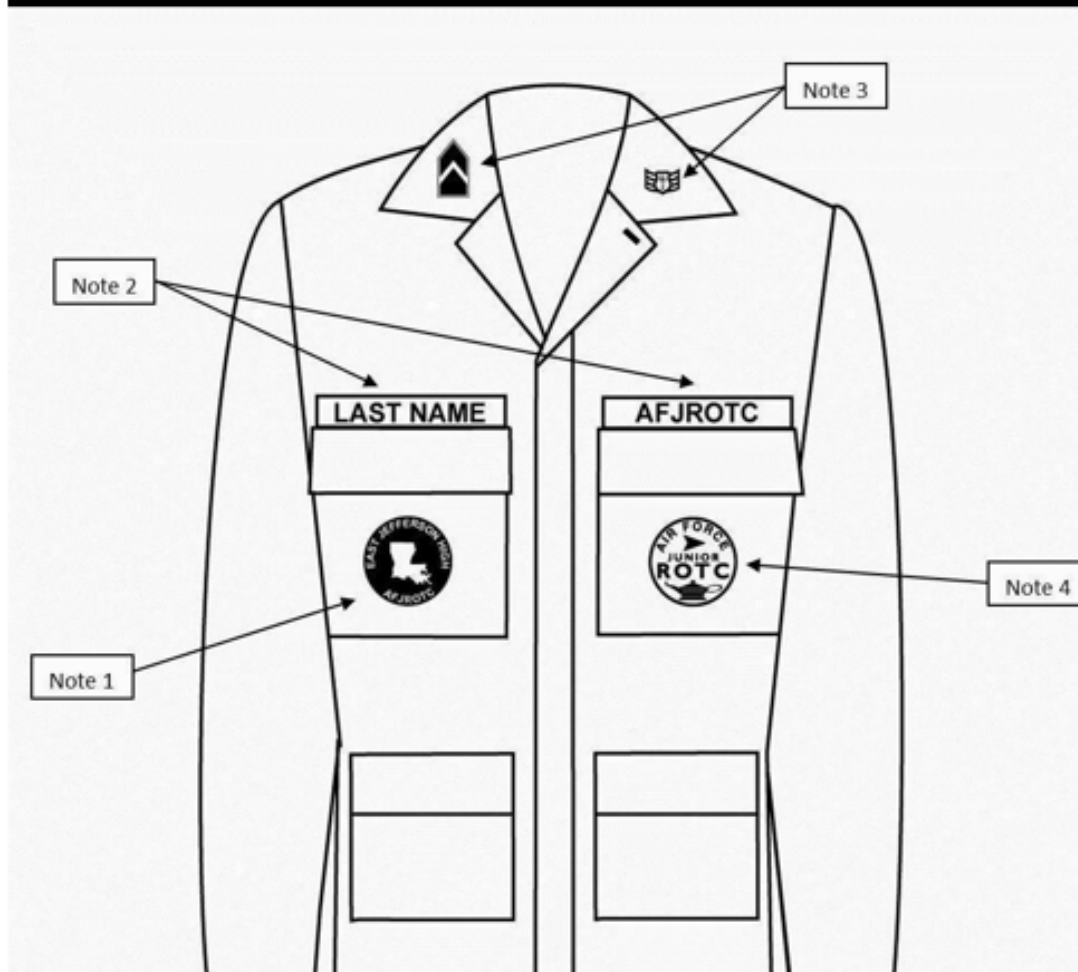


Berets.

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

Attachment 7-6a

CADET ABU Male and Female



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

Attachment 7-6b

CADET OCP Male and Female

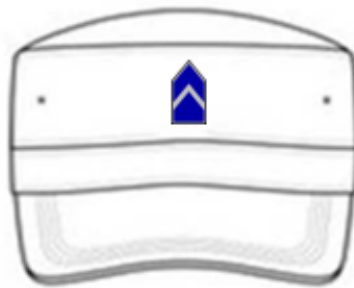


1. T-Shirt, T-Shirt Desert Sand, Tan or Coyote Brown color.
2. The American Flag patch (mandatory) and will be full color (cloth), will be placed on right sleeve using Velcro attachment (centered at the top of the Velcro area).
3. Unit patch (optional) full color. If worn, will be placed on right sleeve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

CADET ABU and OCP HEADGEAR



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



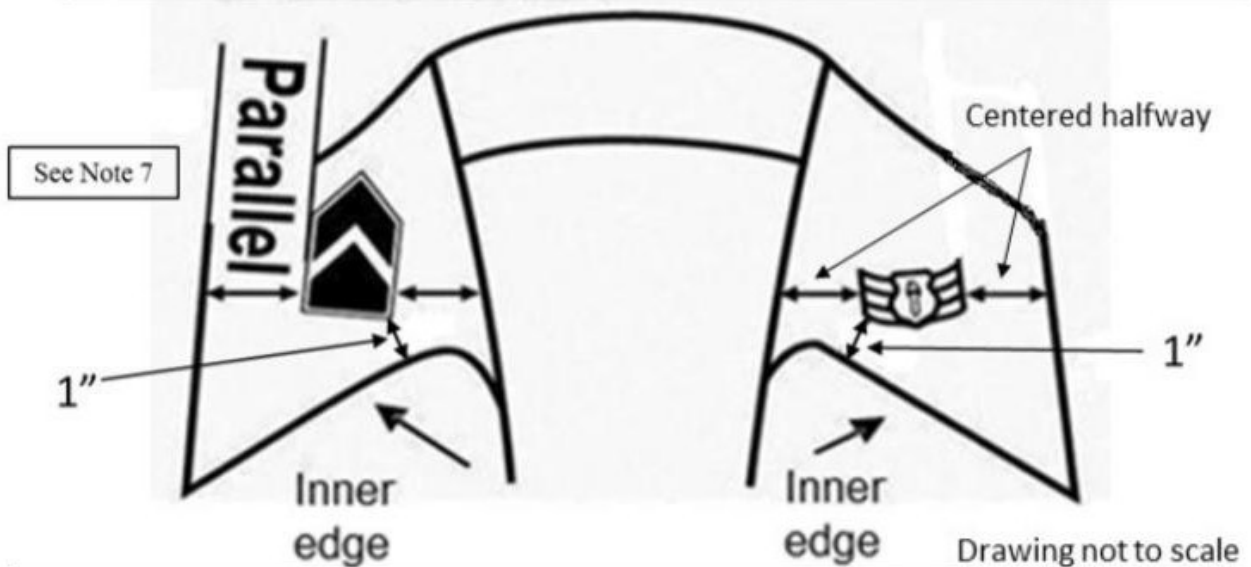
Officers will wear rank insignia on the ABU/OCP cap.

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

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

Attachment 7-8

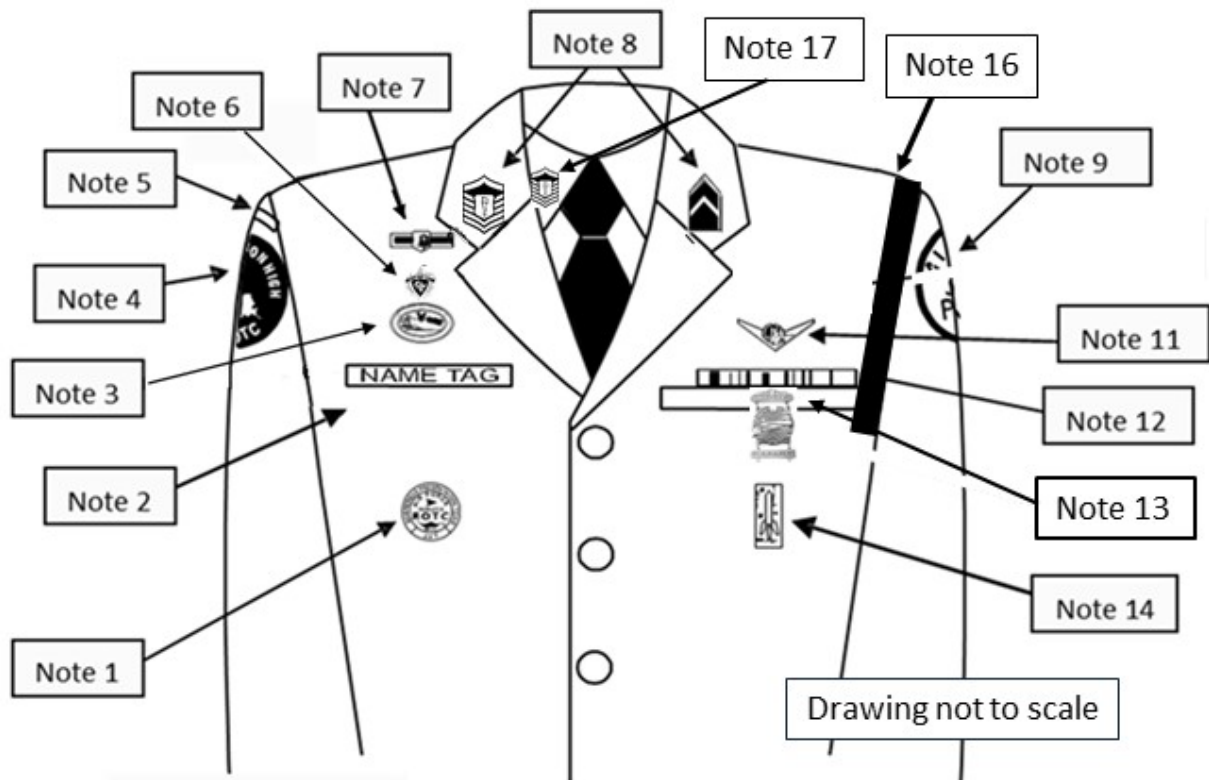
CADET LIGHT WEIGHT BLUE JACKET



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

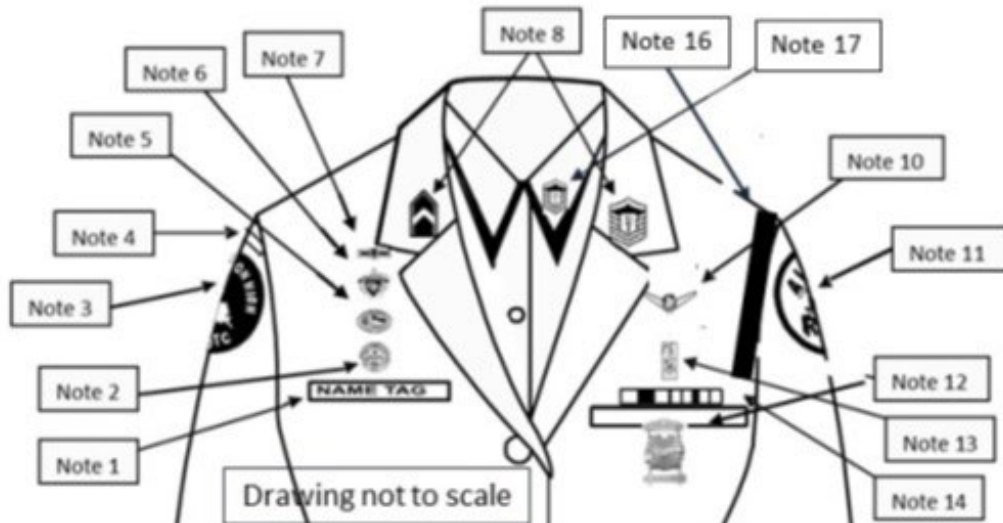
Attachment 7-9

CADET MALE SERVICE DRESS



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

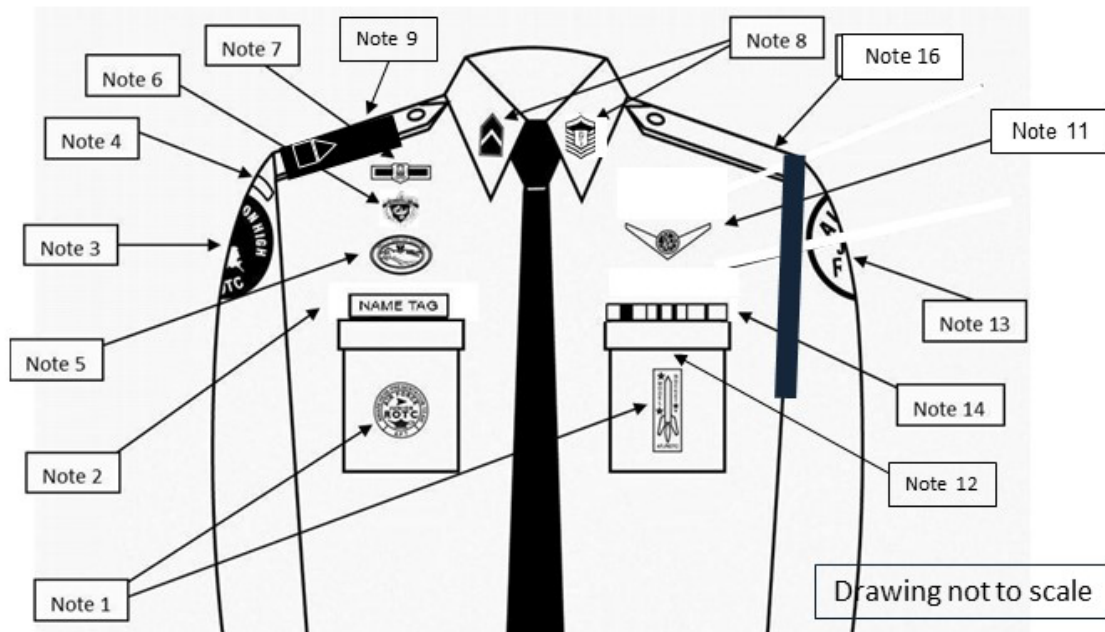
CADET FEMALE SERVICE DRESS



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

Attachment 7-11

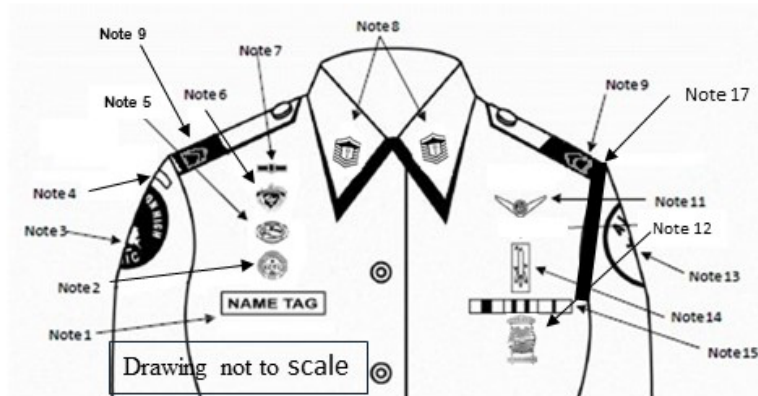
CADET MALE BLUE SHIRT



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

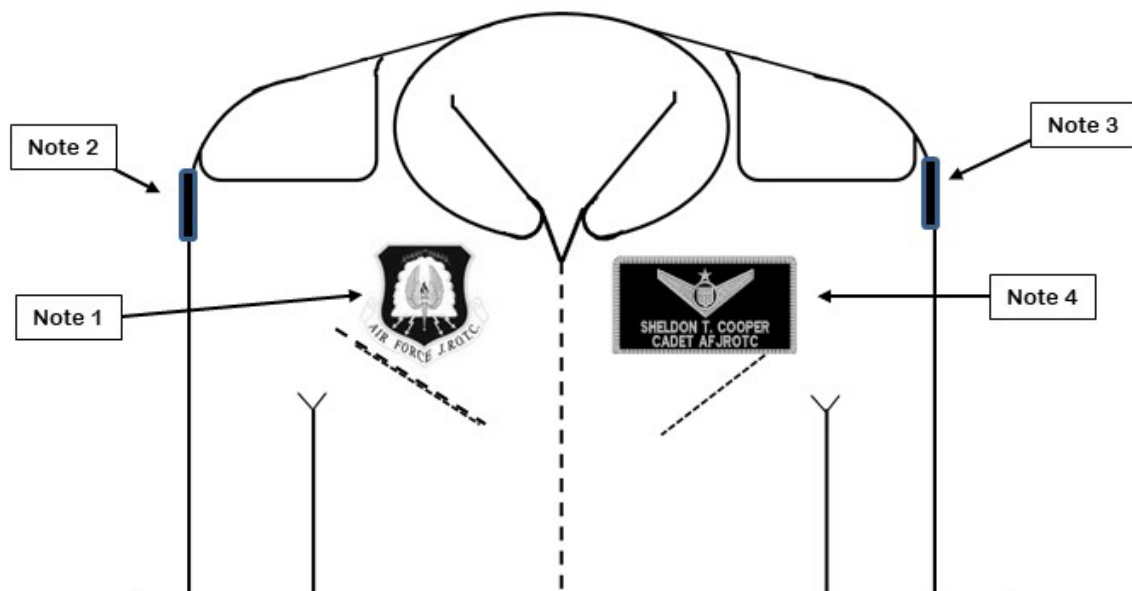
Attachment 7-12

CADET FEMALE BLUE SHIRT



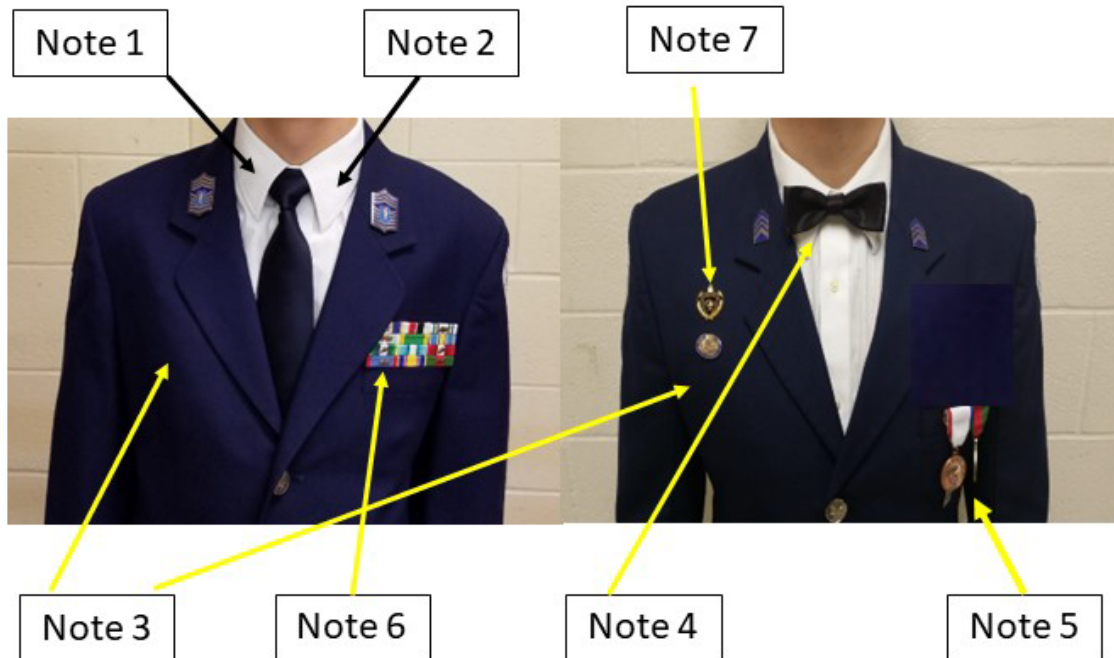
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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

FLIGHT SUIT (Male and Female)



1. * AFJROTC Command Patch (mandatory). **Patches may be sewn directly onto the flight suit or attached using Velcro.** This style of patch may only be worn on the Flight Suit. Cadets can only wear ONE ground school, flight solo or flight certificate badges upon successful completion one of those. (see Ops Supplement, Chapter 7, paras 7.2.1 - 7.2.4).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge will be worn. **Patches may be sewn directly onto the flight suit or attached using Velcro.**
3. * American Flag Patch (mandatory) on left shoulder. **Patches may be sewn directly onto the flight suit or attached using Velcro .**
4. Cadet Name Patch (mandatory). Velcro attached only. Black background with silver or white border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be “CADET AFJROTC”.
5. See paras 7.2.4 and 7.2.5.1 for more details on flight suit wear.
 - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
 - **Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)**
 - Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

Semi-Formal Dress Uniform



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

Attachment 7-15

Sample Exhibition Uniform



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

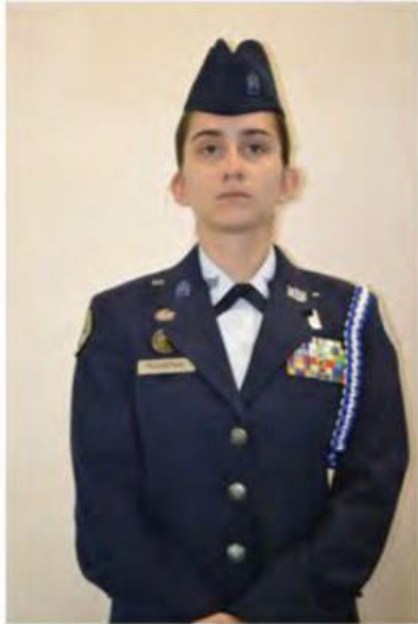
Attachment 7-15 (continued)

Sample Exhibition Uniform



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

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



Attachment 7-16 (continued)

Sample Uniform Pictures



Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL
Purchased Air Force
Sweat Shirt and
Pants



ATTACHMENT C

AFJROTC RIBBON CHART

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. USAA Education Foundation 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. Resiliency Ribbon		64-68. CAP Ribbons

Version: 1 Sep 2023

ATTACHMENT D AWARDS AND DECORATIONS

1. **AWARDS AND DECORATIONS.** This attachment supplements chapter 7 of the cadet guide and **incorporates changes from the most recent revision of HQ AFJROTC Operational Supplement, Chapter 7.** Cadets must review it entirely. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Cadets may only receive one National-level Award for each year they are enrolled. Only Awards and Decorations approved by Holm Center/JR and listed in this attachment may be worn. Units may not create local awards for wear on the uniform. Medals and ribbons may **NOT** be worn simultaneously. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI). Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence (see below) for formal, semiformal, and/or special occasions of a limited nature (as specified by the SASI). The top row of medals should be positioned 1/2 inch below the top of the welt of the pocket, centered on the pocket. Again, if medals are worn, ribbons will not be worn.

Order of Precedence

A. Special Awards:

1. Gold Valor Award (Medal/Ribbon)
2. Silver Valor Award (Medal/Ribbon)
3. Cadet Humanitarian Award (Medal/Ribbon)
4. Silver Star Community Service with Excellence Ribbon
5. Community Service with Excellence Ribbon

B. National-level Awards:

6. Air Force Association Award (Medal/Ribbon)
7. Daedalian Award (Medal/Ribbon)
8. Daughters of the American Revolution Award (Medal/Ribbon)
9. American Legion Scholastic Award (Medal/Ribbon)
10. American Legion General Military Excellence Award (Medal/Ribbon)
11. Reserve Officers Association Award (Medal/Ribbon)
12. Military Officers Association Award (Medal/Ribbon)
13. Veterans of Foreign Wars Award (Medal/Ribbon)
14. National Society United States Daughter of 1812 (Medal/Ribbon)
15. National Sojourners Award (Medal/Ribbon)
16. Scottish Rite, Southern Jurisdiction Award (Medal/Ribbon)
17. Military Order of the Purple Heart Award (Medal/Ribbon)
18. Sons of the American Revolution (Medal/Ribbon)
19. Military Order of World Wars Award (Medal/Ribbon)
20. American Veterans Award (Medal/Ribbon)
21. Air Force Sergeants Association Award (Medal/Ribbon)
22. Tuskegee Airmen Incorporated AFJROTC Cadet Award (Ribbon)
23. The Retired Enlisted Association Award (Medal/Ribbon)

24. The Celebrate Freedom Foundation Award (Medal/Ribbon)
25. Air Commando Association Award (Medal/Ribbon)

C. AFJROTC Awards.

26. Distinguished Unit Award with Merit (Ribbon)
27. Distinguished Unit Award (Ribbon)
28. Outstanding Organization Award (Ribbon)
29. Outstanding Flight Ribbon
30. Top Performer Award (Ribbon)
31. Outstanding Cadet Ribbon
32. Leadership Ribbon
33. Superior Performance Ribbon
34. Achievement Ribbon
35. Academic Ribbon
36. Cadet Leadership Course (CLC) Ribbon
37. Special Teams Placement Ribbon
38. All Services National Competition (Medal/Ribbon)
39. Air Force Nationals Competition (Medal/Ribbon)
40. Orienteering Ribbon
41. Leadership Development Requirement (LDR) Leadership Ribbon
42. Drill Team Ribbon
43. Color Guard Ribbon
44. Saber Team Ribbon
45. Marksmanship Ribbon
46. USAA Educational Foundation (EF) Joint Service Academic Bowl (JLAB) Ribbon
47. CyberPatriot Team Ribbon
48. StellarXplorers Team Ribbon
49. Raider Team Ribbon
50. Military Model Building Team Ribbon
51. Unmanned Aircraft Systems (UAS) Ribbon
52. Robotic Club/Team 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. Resiliency Ribbon

D. Civil Air Patrol Awards.

64. General Carl Spaatz Award (Ribbon)
65. General Ira C. Eaker Award (Ribbon)
66. Amelia Earhart Award (Ribbon)
67. General Billy Mitchell Award (Ribbon)

68. General J.F. Curry Achievement Award (Ribbon)

2. AFJROTC cadets **are not authorized** to wear ribbons/medals earned from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs. Whenever possible, cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in a sister-service JROTC program. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

3. SPECIAL AWARDS DESCRIPTIONS AND CRITERIA.

- A. **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.
- B. **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.
- C. **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.
- D. **Silver Star Community Service with Excellence Ribbon.** Award consists of a ribbon with 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 45 units) who have the highest "per cadet average" community service hours. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award.
- E. **Community Service with Excellence Ribbon.** 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.

4. NATIONAL-LEVEL AWARDS DESCRIPTIONS AND CRITERIA .

F. **Air Force Association (AFA) Award.** This AFA-sponsored award consists of a medal and ribbon 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). The award recipient must 74 possess/meet the following personal characteristics and eligibility criteria: Positive attitude (toward AFJROTC and school), Outstanding personal appearance (uniform and grooming), Display personal attributes such as initiative, judgment, and self-confidence, and courteous demeanor (promptness, obedience, and respect for customs).

G. Daedalian Award. The Order of The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria: Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation. Indicate the potential and desire to pursue a military career. Rank in the top 10% of their AFJROTC class. Rank in the top 20% of their school class.

H. Daughters of the American Revolution (DAR) Award. This award consists of a bronze medal and ribbon. This award is presented annually to one third-year (in a 3-year program) or fourth- year cadet (in a 4-year program) that meets the following criteria: rank in the top 25% of their AFJROTC class, rank in the top 25% of their high school class, demonstrate qualities of dependability and good character, demonstrate adherence to military discipline and possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.

I. American Legion Scholastic Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must: rank in the top 10% of the high school class, rank in the top 25% of their AFJROTC class, demonstrate leadership qualities and actively participate in student activities.

J. American Legion General Military Excellence Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must: rank in the top 25% of their AFJROTC class, demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

K. Reserve Officers Association (ROA) Award. This award consists of a bronze medal, ribbon, and certificate. 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 75 recipient must possess individual characteristics contributing to leadership such as: positive attitude toward the AS curriculum, outstanding personal appearance (wear of the uniform, posture, and grooming), attributes of initiative, judgment, and self-confidence, courtesy (promptness, obedience, and respect), growth potential (capacity for responsibility, high productivity, adaptability to change), demonstrate the highest personal, ethical standards & strong positive convictions, and rank in the top 10% of their AS class.

L. **Military Officers Association of America (MOAA) Award.** This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon. 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 and show exceptional potential for military leadership.

M. **Veterans of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon. 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 program and who possesses individual characteristics contributing to leadership. Each cadet must: have a positive attitude toward AFJROTC, have outstanding military bearing and conduct, possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation), demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism, demonstrate leadership potential, attain a grade of “B” in AFJROTC with an overall average grade of “C” in all subjects for the previous semester, be active in student activities, not have been previous recipients of this award.

N. **National Society United States Daughter of 1812.** JROTC Gold Medal recognizes a collegiate junior or senior, and our JROTC Bronze Medal recognizes a high school junior or senior. Both medal programs recognize students who have demonstrated qualities of academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits which exemplify the ideals upon which our nation was founded.

O. **National Sojourners Award.** This award consists of a ribbon, medal pendant, and certificate. 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.

P. **Scottish Rite, Southern Jurisdiction Award.** This award consists of a medal, ribbon 76 and certificate. 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 Co-Curricular 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 and not have been previous recipients of this award.

Q. **Military Order of the Purple Heart Award.** This award consists of a medal pendant with a ribbon. This award annually recognizes an outstanding second- or third-year cadet (third or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must: have a positive attitude toward AFJROTC and country, hold a leadership position in the cadet corps, be active in school and community affairs, attain a grade of “B” or better in all subjects for the previous semester and not have been a previous recipient of this award.

R. Sons of the American Revolution (SAR) Award. This award consists of a bronze medal with ribbon. This award recognizes an outstanding second-year cadet in a 3-year program or third year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must: be currently enrolled in the AFJROTC program, be in the top 10% of their AFJROTC class and be in the top 25% of their overall class.

S. Military Order of World Wars Award. This award consists of a bronze medal pendant, certificate, and 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 unit.

T. American Veterans (AMVETS) Award. This award consists of a medal pendant and ribbon. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as: a positive attitude toward AFJROTC programs and service in the Air Force, personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se), personal attributes (initiative, dependability, judgment, and self-confidence) and officer potential (capacity for responsibility, adaptability, maintenance of high personal standards) , obtain a grade of “A” (or the numerical equivalent) in their AS class and be in good scholastic standing in all classes at the time of selection and at the time of presentation.

U. Air Force Sergeants Association (AFSA) Award. This annual award consists of a medal pendant with a ribbon. 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 25% of the AFJROTC class, demonstrate outstanding qualities in military leadership, discipline, character, and citizenship, and not have been a previous recipient of this award.

V. Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award. This TAI sponsored award consists of a ribbon and a certificate. 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, and participate in at least 50% of all unit service programs.

W. The Retired Enlisted Association (TREA) Award. Awarded annually, at the SASI’ discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. This award consists of a medal set with ribbon and a certificate from TREA.

X. **The Celebrate Freedom Foundation.** Awarded annually, at the SASI's discretion, for outstanding performance in academics and cadets corps activities as a first or second year JROTC cadet. This award consists of a ribbon and a certificate.

Y. **Air Commando Association Award.** Awarded annually at the SASI's discretion for completing a one page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, selfdiscipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. This award consists of a ribbon and certificate.

5. AFJROTC AWARDS DESCRIPTIONS AND CRITERIA.

A. **Distinguished Unit award with Merit (DUAM).** 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.

B. **Distinguished Unit Award (DUA).** 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.

C. **Outstanding Organization Award.** 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.

D. **Outstanding Flight Ribbon.** Awarded each reporting period to members of the outstanding flight. The Honor Flight criteria include: community service hours, uniform wear averages, overall GPA in AFJROTC, and most involved in extracurricular activities.

E. **Top Performer Award.** The award consists of a ribbon and certificate presented and 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. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

F. **Outstanding Cadet Ribbon.** Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

G. **Leadership Ribbon.** Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

H. **Superior Performance Ribbon.** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

I. **Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.

J. **Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC.

K. **Cadet Leadership Course Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. Leadership ribbon as well as the Bronze Star can be ordered through EMALL. For each additional Leadership School completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School instead of the Bronze Star. Limit the Silver Star to 10 percent of the class.

L. **Special Teams Placement Ribbon.** Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, etc.

M. **All Services National Competition.** 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, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds.

N. **Air Force Nationals Competition.** 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, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds.

O. **Orienteering Ribbon.** Awarded to team members for completing a unit-specific Orienteering Program as part of unit curriculum. Criteria for this award include participating in 1 hour orienteering class and 1 hour execution of an orientation course based on a team based scenario.

P. **Leadership Development Requirement (LDR) Leadership Ribbon.** Is a ribbon

awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.).

Q. Drill Team Ribbon. Awarded to a cadet who is an active member of the drill team. The cadet should support the team as a primary competitor, back up member, or expeditor. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

R. Color Guard Ribbon. Awarded to a cadet who is a member of the color guard. The cadet should have participated in at least one color guard event during the academic year. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

S. Saber Team Ribbon. Awarded to a cadet who is an active member of the saber team. The cadet should support the team as a primary competitor or back up member. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

T. Marksmanship 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 postal competition. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

U. USAA Educational Foundation (EF) Joint Service Academic Bowl (JLAB) Ribbon. (Added) Awarded to cadets who participate in the Joint Leadership and Academic Bowl (JLAB) Practice Test and the subsequent rounds of JLAB competition. The award recognizes individual efforts toward achieving a clear understanding of core subjects including math, science, language arts, leadership, current events, and financial literacy. This ribbon replaces the former AFJROTC JLAB Team Ribbon.

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

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

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

oak leaf cluster.

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

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

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

BB. Good Conduct Ribbon. Awarded to a cadet who has exemplary behavior both in AFJROTC and at school, in general.

CC. Service Ribbon. Awarded to a cadet who participates in at least 3 community service events and/or accumulates 10 community service hours a year. (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.

DD. 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. Subsequent yearly 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.

EE. Recruiting Ribbon. Awarded for outstanding effort in support of unit recruiting activities. This award is presented to the cadet who directly recruits at least one new member. A confirmation can be made by asking the new member who recruited them.

FF. 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. 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.

GG. Attendance Ribbon. Is awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year.

HH. Dress and Appearance Ribbon. Awarded to the cadet who wears the uniform on 100% of occasions (Wednesday/Friday) and score 100% on 3/5 inspections.

II. Longevity Ribbon. Awarded for completion of each AS year. Each subsequent year is recognized by award of a cluster, which is awarded at TVHS at the beginning of the second semester.

JJ. 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 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.

KK. Patriotic Flag Ribbon. Awarded for participation in at least one 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.

LL. Resiliency Ribbon. Is a ribbon awarded by the SASI to any cadet who has displayed a high amount of resiliency to life events (significant illness, tragedy at home such as fire or destruction by storm). Principally intended to denote resilience in the face of COVID-19 to cadets who were enrolled in an AFJROTC 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 or SFJROTC course during this period. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

6. CIVIL AIR PATROL AWARDS

A. Civil Air Patrol (CAP) awards are based on CAP criteria. HQ AFJROTC has no influence over this criteria.

ATTACHMENT E

AFJROTC CA-933 PROMOTIONS

Cadets who wish to be promoted must meet the requirements described below. When a cadet promotes, he/she/they must wait a minimum number of weeks before being considered for the promotion/rank; this “waiting” time is called time-in-grade (TIG). Meritorious advancement, though rare, may be recommended by cadet leadership; approval or denial will ONLY come from SASI/ASI. New non-freshman cadets must pass the requirements below before assuming their eligible grade/rank. They are ONLY exempt from the TIG requirement (see 8-1 for additional information). Cadet Senior NCO (SNCO) and officer promotions are approved by SASI/ASI based on cadet leadership recommendations. Cadets are not required to fill out this packet once they achieve E6. To apply for the rank of E-7 or higher, you must use a NCO/Officer promotion application. **NOTE** - Inserting false information on promotion applications is an integrity violation and will result in a suspension from promotions for at least one semester and/or demotion in rank.

CADET RANK GENERAL POLICY

1. All cadets may be assigned a permanent grade and rank commensurate with the number of AFJROTC years satisfactorily completed; this grade and rank is commonly referred to as longevity rank. Specifically, first-year cadets = Cadet Airman Basic (E-1); second-year cadets = Cadet Airman (E-2); third-year cadets = Cadet Airman First Class (E-3); and fourth-year cadets = Cadet Senior Airman (E-4). Permanent grades are earned and awarded at the beginning of the second semester of each school year (SY). Note that first-year cadets remain E-1s for entire SY, unless promoted sooner via promotion testing. Retention of permanent grades is contingent upon satisfactory performance and behavior as determined by the ASI and SASI.
2. Cadets can further promote primarily in two different ways: (1) through the promotion testing process and (2) through the staff application and selection process. Cadets who attend Airman Leadership School (ALS) and pass the end-of-course exam, will have met the normal promotion testing requirement associated with the next permanent grade they are eligible to test for, up to cadet E-4. In all cases, these cadets must still meet all promotion prerequisites, except TIG.
3. A third but less frequent way to promote is through a SASI exceptional performer promotion. These rare and permanent spot promotions result from a cadet demonstrating consistent and exceptional selfless service, followership, leadership (formal or informal) and unquestionable integrity.
4. For senior non-commissioned officer (SNCO) and officer rank, permanent rank will be awarded when a cadet (1) holds, and successfully performs in, a position(s) requiring that rank for two or more consecutive semesters or (2) promotes via the officer candidate interview and promotion process. Cadets seeking permanent promotion to E-7, E-8 and O-1 must have first earned a permanent promotion to the rank of Cadet Technical Sergeant (E-6) (or E-7, if seeking E-8) and have a minimum TIG of 14 weeks. For O-2 and O-3, 16 weeks TIG are required. All other promotions above these ranks are strictly temporary and based on the actual staff position held (see Attachment A for rank associated with each staff position). Cadets serving in these temporary staff positions will revert to their permanent grade once vacating the position. Exceptions authorized at the SASI’s discretion.

CADET RANK PROMOTION TESTING CEILING

- 1st Year (AS-1) ... Cadet Enlisted = E-4; Cadet Officer = None
- 2nd Year (AS-2) ... Cadet Enlisted = E-6; Cadet Officer = O-1
- 3rd Year (AS-3) ... Cadet Enlisted = E-7; Cadet Officer = O-2
- 4th Year (AS-4) ... Cadet Enlisted = E-8; Cadet Officer = O-3

1. Prerequisites.

Cadets must meet all prerequisites in order to promote. The cadet will check off and have any areas signed off by their designated commanders. The staff approval line will be signed off during the review process. Do not go direct to ask staff members to sign off. Remember, this application will be reviewed for legitimacy (ensuring the cadet is not providing false information).

2. Drill.

Cadets seeking rank E-3 or higher must demonstrate their drill abilities both in marching and in drill leadership. Cadets must execute drill leadership and marching as outlined by the prerequisites sheet and must be graded and signed off by the SASI/ASI or flight commander. Drill evaluation days/times will be announced by Flt/CCs and/or Ops Order. Cadets who fail to show during this day/time will result in removal from promotion consideration that cycle.

3. Advancement Participation Points.

Cadets must be actively involved in their community, unit, school or sports. Each rank requires accomplishment of a minimum number of advancement participation points for promotion. Once promoted, advancement participation points reset and do not stack.

4. Promotion Exam.

Promotion exams are administered to test overall general knowledge of the United States, Air Force and military. Each cadet must pass the promotion exam with at least a 70%. Tests will be administered approximately every six (6) to eight (8) weeks. Information pertaining to test dates will be posted, as appropriate. The promotion exam can only be taken AFTER everything for that particular rank is completed/checked off. Your promotion packet is your ticket into the testing classroom. The Training Officer will immediately grade and post scores. After failing two exams, the cadet will not be able to take another retake until they talk to the Training Officer.

5. Recommendation sign-off sheet.

The promotion test is the last item to be checked off and will be completed by the cadet Training Officer. The Training Officer will grade the test, check off the promotion packet and place the packets in the respective flight boxes. Once complete, the recommendation sign off sheet will need to be signed off by the cadet's flight commander, squadron commander, and one other member of the command staff. This is to make sure that the cadet is in good standing within the unit.

6. Review/Interview (Senior NCO and Officer applications)

After turning in the promotion packet the Training Officer will review it for accuracy and completeness. The packet will then be submitted to SASI/ASI for final approval through the

cadet group commander. After this step, this application will be returned to the cadet for future promotions. If the application is denied, the packet will be returned to the cadet with an explanation from cadet leadership.

7. Promotion

The cadet will be promoted after the packet is verified/approved by the cadet commander, ASI then, lastly, SASI. Cadets who meet all requirements and are approved for promotion will be promoted at the next monthly commander's call or formal flag raising ceremony, whichever is sooner. Cadets must return their old ranks before they can receive their new ones.

CA-933 RANK ADVANCEMENT PREREQUISITES CHECKLIST

→ CADETS: Give the completed form your Flight Commander ←

→ FLIGHT COMMANDERS: Do NOT delay passing this form up chain of command ←

NAME (LAST, FIRST): _____
FLIGHT: _____ RANK APPLYING FOR: _____

1. Cadet Airman (E-2):

- ___ Has all AFJROTC forms on file
- ___ Has all money owed to the unit paid off
- ___ Passed promotion examination with 70% or above
- ___ Has no record of discipline problems
- ___ Has worn uniform on all required occasions
- ___ Have an "A" in Aerospace science
- ___ Earned at least 5 Advancement Participation points
- ___ Completed a minimum of 6 weeks as a Cadet Airman Basic
- ___ Completed demonstration of attention for two minutes - **Flight CC Initials:** _____
- ___ Completed demonstration of parade rest for two minutes - **Flight CC Initials:** _____

2. Cadet Airman First Class (E-3):

- ___ Has all money owed to the unit paid off
- ___ Passed promotion examination with 70% or above
- ___ Completed a demonstration of the 21 Step/basic drill – **SASI signature:** _____
- ___ Has no record of discipline problems
- ___ Has worn uniform on all required occasions
- ___ Have an "A" in Aerospace Science
- ___ Earned at least **10** Advancement Participation points
- ___ Completed a minimum of 8 weeks as a Cadet Airman
- ___ Completed a demonstration of folding the American flag

3. Cadet Senior Airman (E-4):

- ___ Has all money owed to the unit paid off.
- ___ Passed promotion examination with 70% or above
- ___ Demonstrate drill leadership of the 21 Step drill sequence – **SASI signature:** _____
- ___ Has no record of discipline problems
- ___ Has worn uniform on all required occasions
- ___ Has at least a “95” average on uniform inspection scores

- ___ Have an "A" in Aerospace Science.
- ___ Earned at least **15** Advancement Participation points
- ___ Completed a minimum of 10 weeks as a Cadet Airman 1st Class

4. Cadet Staff Sergeant (E-5):

- ___ Has all money owed to the unit paid off
- ___ Passed promotion examination with 70% or above
- ___ Demonstrate drill leadership of the 30 Step drill sequence – **SASI signature:** _____
- ___ Has no record of discipline problems
- ___ Has worn uniform on all required occasions
- ___ Has at least a “95” average on uniform inspection scores
- ___ Have an "A" in Aerospace science.
- ___ Earned at least **20** Advancement Participation points
- ___ Completed a minimum of 12 weeks as a Cadet Senior Airman

5. Cadet Technical Sergeant (E-6):

- ___ Has all money owed to the unit paid off.
- ___ Passed promotion examination with 70% or above
- ___ Demonstrate drill leadership of the 30 Step drill sequence – **SASI signature:** _____
- ___ Has no record of discipline problems
- ___ Has worn uniform on all required occasions
- ___ Has at least a “95” average on uniform inspection scores
- ___ Have an "A" in Aerospace science.
- ___ Earned at least 30 Advancement Participation points
- ___ Completed a minimum of 14 weeks as a Cadet Staff Sergeant
- ___ Has recommendation from command staff

6. Cadet SNCO and Officer:

Cadets seeking SNCO (E-7 and E-8) or Officer (O-1 thru O-3) rank must meet the requirements listed for Cadet Technical Sergeant AND:

- a. Have earned the rank immediately preceding the one being sought through permanent promotion
(1) For example, the cadet had already successfully completed the promotion testing and application process for Cadet Technical Sergeant, if seeking promotion to Cadet Master Sergeant
- b. Meet the TIG requirements listed under “Cadet Rank General Policy,” paragraph 4
- c. Complete the SNCO or OFFICER PROMOTION APPLICATION, as applicable
- d. Sit before an OFFICER/SNCO CANDIDATE INTERVIEW PANEL
- e. Receive final approval from SASI/ASI, after review by cadet Top 4/5

ADVANCEMENT PARTICIPATION POINTS

HOW TO EARN POINTS:	POINTS
Recruited one person	10
Cadet of the month	10
Drill team competition	5
Presidential PT status	5
Commendation from an administrator	5
Varsity Sports letter	4
Commendation from a visiting inspector	4
Mentoring a cadet in a core subject (per hour)	3
A in an academic school course (per semester)	2
Junior Varsity Sports letter	2
Color Guard presentation	2
After-school PT	2
Parade Participation	2
National PT status	2
Member of a school club (per semester)	2
Commendation from a teacher	2
Commendation from SASI/ASI	2
Team practice (sports or drill) (per week)	1
Community service hour	1
Two perfect uniform inspection scores in a row	1

PROMOTION RECOMMENDATION SIGN OFF SHEET (E-2 THRU E-6)
**** This form MUST be routed through chain of command expeditiously ****

<p align="center">1. FLIGHT COMMANDER:</p> <p>NAME: _____</p> <p>SIGNATURE: _____</p> <p>DATE: _____</p>	<p align="center">2. SQUADRON COMMANDER</p> <p>NAME: _____</p> <p>SIGNATURE: _____</p> <p>DATE: _____</p>
<p align="center">3. TRAINING OFFICER</p> <p>NAME: _____</p> <p>SIGNATURE: _____</p> <p>DATE: _____</p>	<p align="center">4. EXECUTIVE OFFICER</p> <p>NAME: _____</p> <p>SIGNATURE: _____</p> <p>DATE: _____</p>

5. _____

Group Commander

6. _____

ASI

7. _____

SASI

APPROVED

DENIED

<p>COMMENTS:</p>

8. _____

Training Officer

(Enters status on staff meeting slides)

CA-933 SNCO PROMOTION APPLICATION (FOR E7-E9 ONLY)

Completed applications must be turned in directly to your Flight Commander. The Flight Commander will NOT refuse to send a packet to the Training Officer. However, if a Flight Commander believes the cadet is not ready for promotion, they will attach their fact-based, unemotional comments to the application for chain of command review.

Cadet applications will be rated by the Top 4/5 ONLY. Final approval/disapproval of applications will be made by the SASI/ASI only.

To qualify for a SNCO leadership position, cadets must:

- Be academically eligible according to TVUSD policy.
- Show participation within the unit.
- Participate in an extracurricular activity (drill teams, color guard, etc.), unless special exemption is given due hardship such as athletics.

DIRECTIONS

Application and résumé must be complete, accurate, and have the following items:

1. A copy of current report card/transcript (Infinite Campus grade printout would be easiest)
2. Include all information asked for on the worksheet.
3. Respond to the Free Response question on the next page. (10-15 Sentences in length)

SNCO PROMOTION RESUME

- 1. GPA above 2.7 with no F's? (Circle One) Yes No
- 2. Community Service Hours (Estimate) _____
- 3. Extra and/or co-curricular Activities (Sport teams, JROTC drill teams, Clubs etc. 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
- 4. Positions Held in JROTC 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
- 5. Current Rank _____

I verify the information in this packet is accurate and complete.

Name

Cadet Signature

SNCO CANDIDATE INTERVIEW PANEL

DATE: _____

PANEL MEMBERS (Names):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Approved	Denied
-----------------	---------------

X _____	
Group Commander, CA-933	

X _____	
ASI, CA-933	

X _____	
SASI, CA-933	

Comments:

AFJROTC CA-933 OFFICER PROMOTION APPLICATION

Completed applications must be turned in directly to your flight commander. The Flight Commander will NOT refuse to send a packet to the Training Officer. However, if a Flight Commander believes the cadet is not ready for promotion, they will attach their fact-based, unemotional comments to the application for chain of command review. Cadet applications will be rated by the Top 4/5 ONLY. Final approval/disapproval of applications will be made by the SASI/ASI only.

To qualify for a senior leadership position, cadet must:

- Participate in an extra or co-curricular activity (drill teams, color guard, etc.) unless special exemption is given due to hardship such as athletics.
- Have the recommendations of 3 teachers/instructors.
- Be academically eligible according to TVUSD policy.
- Demonstrate followership, leadership and commitment to the unit.

DIRECTIONS

Your application and résumé must be complete, accurate, and have the following items:

1. Three current academic teacher recommendations. NOT JROTC Instructors. (Included on next page)
2. A copy of your current report card/transcript. (Infinite Campus printout would be easiest)
3. Include all information asked for on the worksheet.
4. Respond to the Free Response question on the next page. (15 to 20 sentences in length)

TEACHER RECOMMENDATION (Officer Candidates Only)

Instructions: Have three academic teachers rate how well you would be able to manage a JROTC position with your current academic classes as well as leadership and discipline you display in their classes. **Note:** This recommendation **CANNOT** come from SASI/ASI.

Cadet Name: _____
(Last, First)

Teacher Recommendation: I recommend this cadet for a senior leadership position. He/she has the aptitude and conduct I believe is required to be a leader in JROTC.

Signature: _____
Teacher: _____
(Please Print)

Circle Rating
1-2-3-4-5-6-7-8-9-10
Not Ready Outstanding

Comments:

Teacher Recommendation: I recommend this cadet for a senior leadership position. He/she has the aptitude and conduct I believe is required to be a leader in JROTC.

Signature: _____
Teacher: _____
(Please Print)

Circle Rating
1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10
Not Ready Outstanding

Comments:

OFFICER PROMOTION RESUME

1. GPA above 2.7 with no F's? (Circle one) Yes No

2. Community Service Hours (Estimate)

3. Extracurricular Activities Sport teams, JROTC drill teams, Clubs etc
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.

4. Positions Held in JROTC
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.

5. Current Rank _____

I verify the information in this packet is accurate and complete.

Name

Cadet Signature

OFFICER CANDIDATE INTERVIEW PANEL

DATE: _____

PANEL MEMBERS (Names):

1. _____

2. _____

3. _____

4. _____

5. _____

Approved

Denied

X _____
Group Commander, CA-933

X _____
ASI, CA-933

X _____
SASI, CA-933

Comments:
